

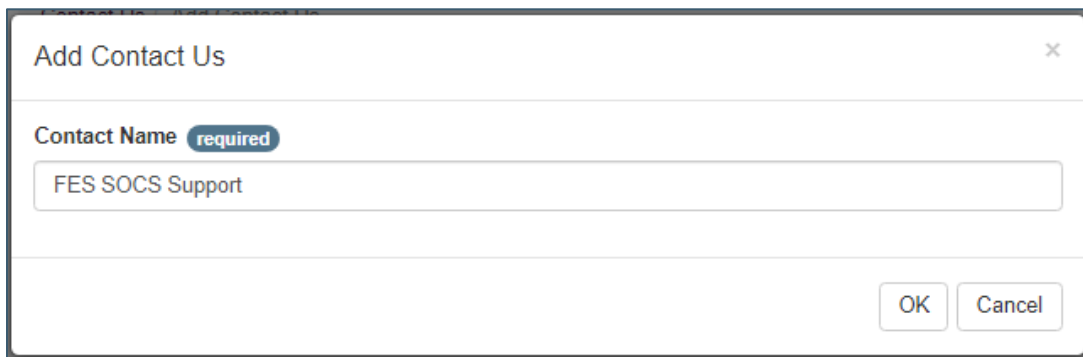
Contact Us Guide

Contact Us is an easy way to share your organization(s) address, telephone, location map and more. It provides one area on your website providing viewers easy access to the information they need to contact you.

Your Contact Us will appear on your websites Navigation as well as your App in the Stores.

To get started adding your organization(s) information select **Extras, Contact Us** from the SOCS Toolbar.

Select the **Add** button then enter the **Contact Name** for your first organization and select **OK**.



Once you have added all of the Contact Names for the organizations, you are ready to enter in the items of information your viewers need to contact you.

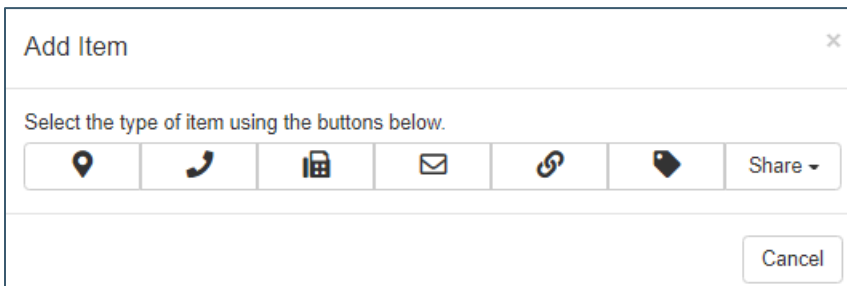
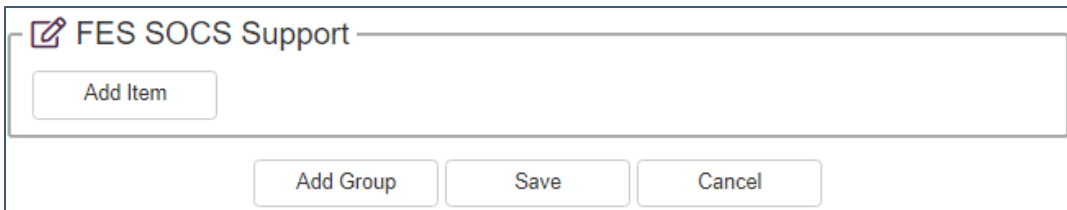
NOTE: Just like a SOCS Section, a Contact Us Name will not appear within your list until items of information are added.


You may drag and drop a Contact to change the order. Edit an existing Contact to change the name or to add items of information and delete a contact

Select the **Edit icon** next to a Contact Name to add items of information or change the name.



Select the Add Item button to start adding an address, phone, fax, email, hyperlinks, miscellaneous and social media links.



Select the map icon () to enter an address. Enter the required address fields and select **OK**. Check the box if you'd like to display a map with the address.

Add Address ×

Street Address required

1300 O Street

Apartment, suite, unit, building, floor, etc.

City required

Lincoln

State required

NE

Zip Code required

68508

Display Map

OK Cancel

Add a Telephone Number. If you are adding multiple numbers, you may want to add a descriptive label.

Add Telephone Number ×

Telephone Label

Phone

Telephone Number required

1-800-850-8397 ext. 3

OK Cancel

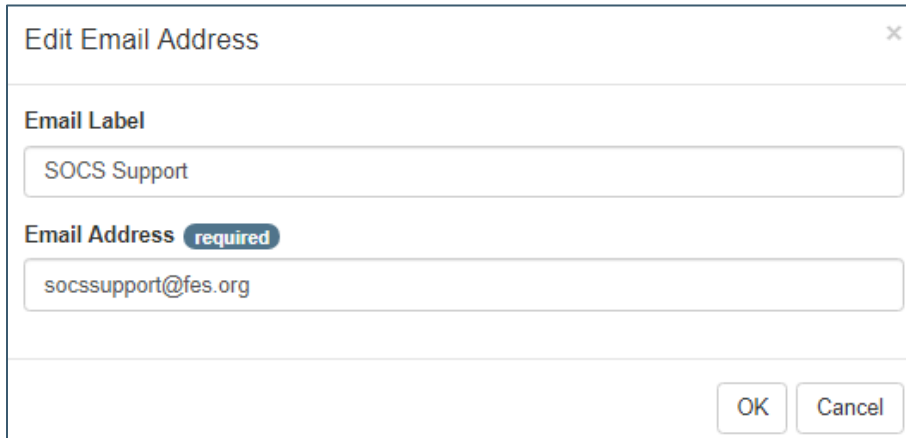
Add a Fax Number. If you are adding multiple numbers, you may want to add a descriptive label.

Add Fax Number ×

Fax Label

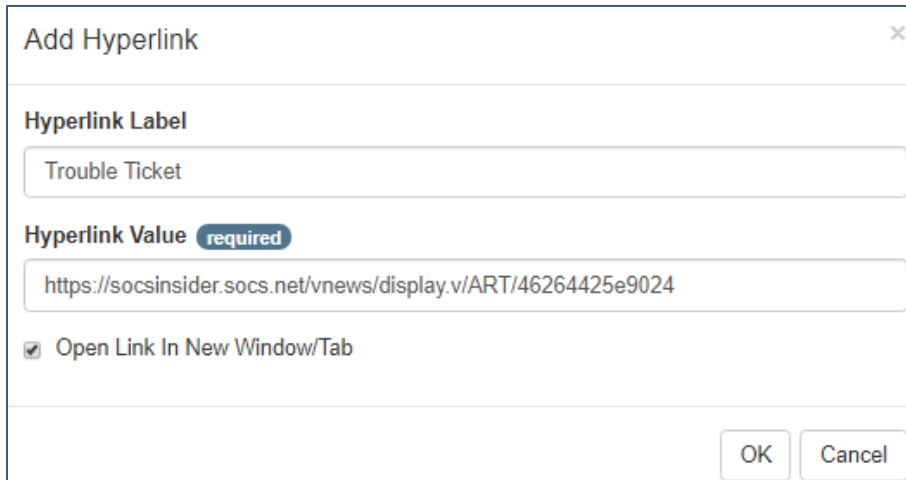
Fax Number required

Add an Email Address. If you are adding multiple addresses, you may want to add a descriptive label.



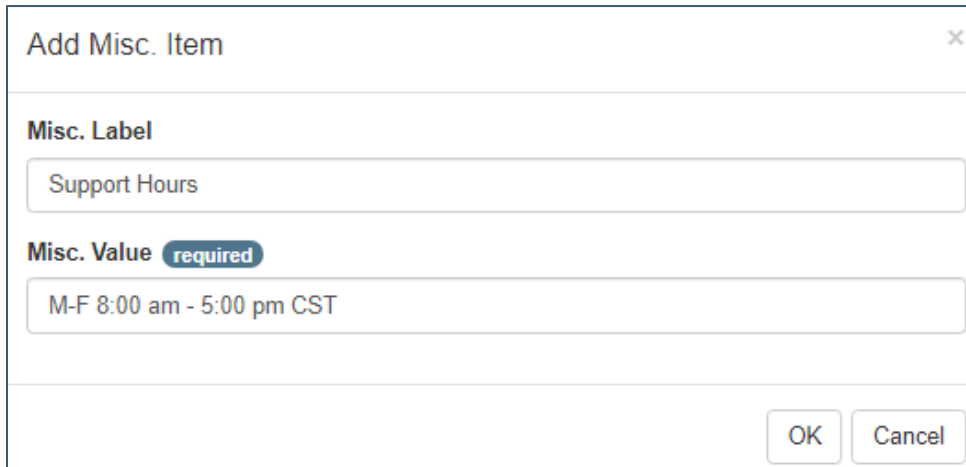
The screenshot shows a dialog box titled "Edit Email Address" with a close button (X) in the top right corner. It contains two input fields: "Email Label" with the text "SOCS Support" and "Email Address" with the text "socssupport@fes.org". The "Email Address" field is marked as "required" with a blue pill-shaped icon. At the bottom right, there are "OK" and "Cancel" buttons.

You may want to add a hyperlink to a commonly used site such as an Attendance, Registration or Report an Issue. Add a Hyperlink label.



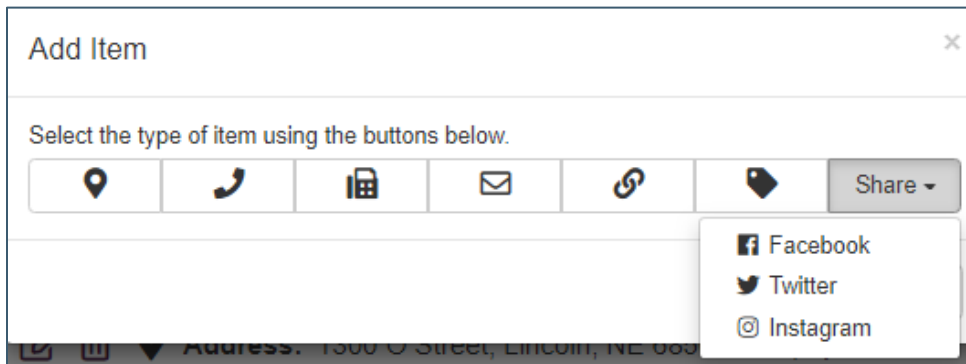
The screenshot shows a dialog box titled "Add Hyperlink" with a close button (X) in the top right corner. It contains two input fields: "Hyperlink Label" with the text "Trouble Ticket" and "Hyperlink Value" with the text "https://socsinsider.socs.net/vnews/display.v/ART/46264425e9024". The "Hyperlink Value" field is marked as "required" with a blue pill-shaped icon. Below the input fields, there is a checked checkbox labeled "Open Link In New Window/Tab". At the bottom right, there are "OK" and "Cancel" buttons.

Add Miscellaneous Item such as Hours of Operation, Principal or Director of the Organization. If you are adding multiple Misc. items, you may want to add a descriptive label.

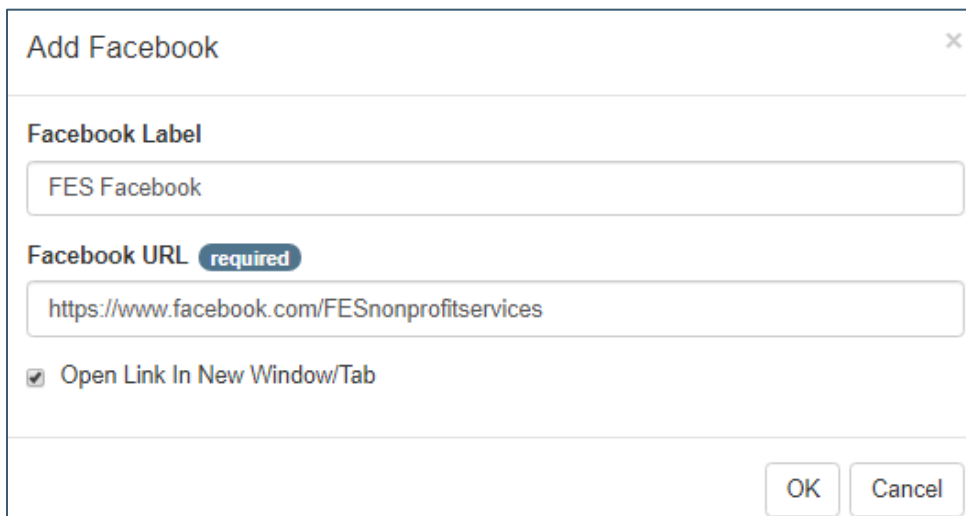


The screenshot shows a dialog box titled "Add Misc. Item" with a close button (X) in the top right corner. It contains two input fields: "Misc. Label" with the text "Support Hours" and "Misc. Value" with the text "M-F 8:00 am - 5:00 pm CST". The "Misc. Value" field has a "required" label next to it. At the bottom right, there are "OK" and "Cancel" buttons.

Add the organizations social media outlets. You may choose to open these in a new browser window.



The screenshot shows a dialog box titled "Add Item" with a close button (X) in the top right corner. Below the title, it says "Select the type of item using the buttons below." There is a row of icons: a location pin, a phone, a calendar, an envelope, a link, a tag, and a "Share" button with a dropdown arrow. A dropdown menu is open from the "Share" button, showing options for "Facebook", "Twitter", and "Instagram".



The screenshot shows a dialog box titled "Add Facebook" with a close button (X) in the top right corner. It contains two input fields: "Facebook Label" with the text "FES Facebook" and "Facebook URL" with the text "https://www.facebook.com/FESnonprofitservices". The "Facebook URL" field has a "required" label next to it. Below the input fields, there is a checkbox labeled "Open Link In New Window/Tab" which is checked. At the bottom right, there are "OK" and "Cancel" buttons.

You may drag and drop an Item to change the order. Edit an existing Item to change the name and delete an item. Select **Save** after adding in all your items.

Edit Contact Us

FES SOCS Support

Address: 1300 O Street, Lincoln, NE 68508 - map: yes

Phone: 1-800-850-8397 ext. 3

Fax: 402-479-6658

SOCS Support: socssupport@fes.org

Trouble Ticket: <https://socsinsider.socs.net/vnews/display.v/ART...>

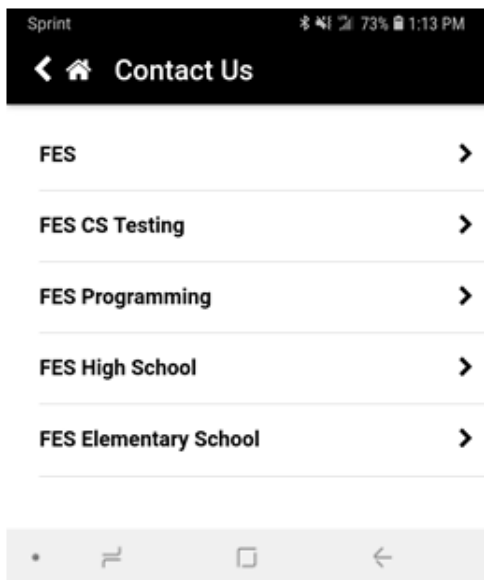
Support Hours: M-F 8:00 am - 5:00 pm CST

FES Facebook: <https://www.facebook.com/FESnonprofitservices>

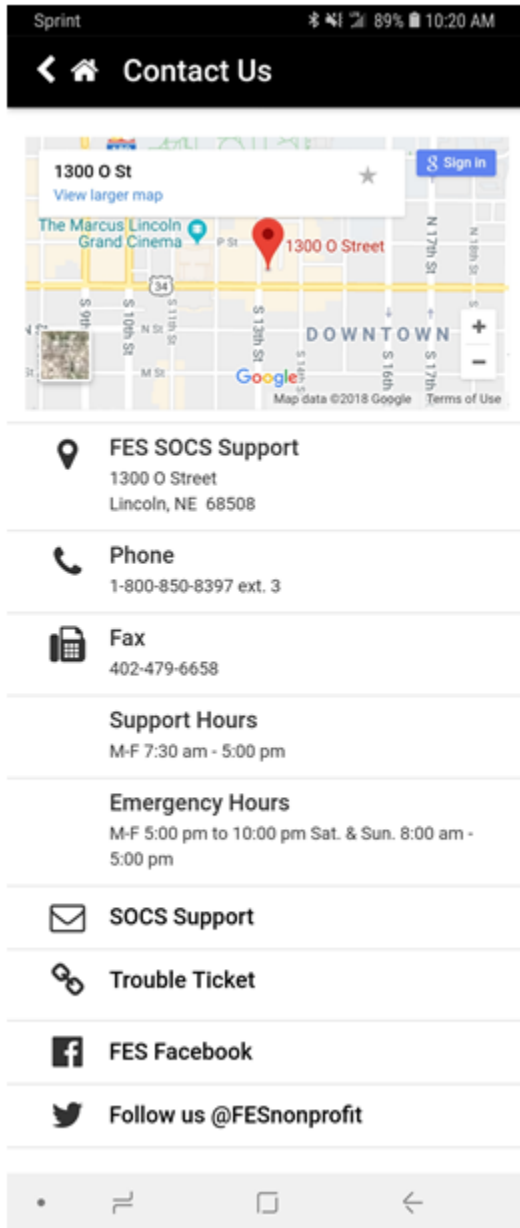
Add Item

Add Group Save Cancel

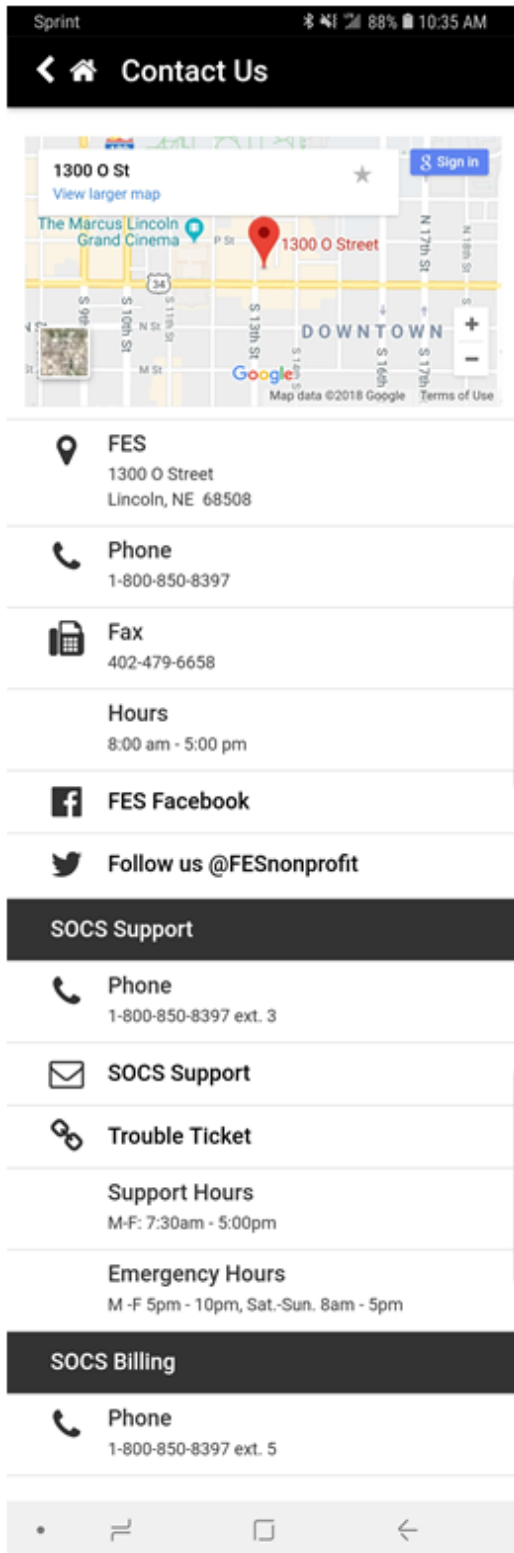
Contact Us can be added to your navigation of your SOCS website and to your App. Once you have your information added, give SOCS Support a call or send an email and we will add it. When a viewer selects Contact Us from the navigation or from the App in the Stores they will see a listing of the Contact Names.



By selecting a Contact Name, the viewer will see all the contact items you added.



Contacts may also have groups of information. In the example below the organization FES has two groups of contact information in addition to their main office information.



To add **Groups**, select Edit icon for the Contact Name. at the bottom of the Edit Contact Us, select the **Add Group** button.

The screenshot shows the 'Edit Contact Us' interface for a contact named 'FES'. The contact information is organized into several rows, each with a menu icon (three horizontal lines), an edit icon (pencil), and a delete icon (trash can). The fields are: Address: 1300 O Street, Lincoln, NE 68508 - map: yes; Phone: 1-800-850-8397; Fax: 402-479-6658; Hours: 8:00 am - 5:00 pm; Facebook: https://www.facebook.com/FESnonprofitservices; and Twitter: https://www.twitter.com/FESnonprofit. Below these fields is an 'Add Item' button. At the bottom of the form are three buttons: 'Add Group', 'Save', and 'Cancel'.

Add a **Group Name** and select **OK**.

The screenshot shows a dialog box titled 'Add Group' with a close button (X) in the top right corner. The dialog contains a label 'Group Name' followed by a 'required' indicator in a blue pill. Below the label is a text input field with the placeholder text 'Enter a name'. At the bottom right of the dialog are two buttons: 'OK' and 'Cancel'.

Select **Add Item** to add the information for the Group you added. Select **Save** when you have added your Group information.

Edit Contact Us

FES

Address: 1300 O Street, Lincoln, NE 68508 - map: yes

Phone: 1-800-850-8397

Fax: 402-479-6658

Hours: 8:00 am - 5:00 pm

Facebook: <https://www.facebook.com/FESnonprofitservices>

Twitter: <https://www.twitter.com/FESnonprofit>

Add Item

SOCS Support

Add Item

Add Group Save Cancel

Select **Save** when you have added all the items for your Group.

Edit Contact Us

FES

Address: 1300 O Street, Lincoln, NE 68508 - map: yes

Phone: 1-800-850-8397

Fax: 402-479-6658

Hours: 8:00 am - 5:00 pm

Facebook: <https://www.facebook.com/FESnonprofitservices>

Twitter: <https://www.twitter.com/FESnonprofit>

Add Item

SOCS Support

Phone: 1-800-850-8397 ext. 3

SOCS Support: socssupport@fes.org

Trouble Ticket: <https://socsinsider.socs.net/vnews/display.v/ART...>

Support Hours: M-F 8:00 am - 5:00 pm CST

Emergency Hours: M-F 5:00 pm - 10:00 pm CST, Sat.-Sun. 8:00 a...

Add Item

Add Group Save Cancel