

Managing your contacts

Your RescueGroups.org account offers you the ability to manage information about the contacts in your organization. Who are contacts?

- Donors
- Corporate sponsors
- Supporters
- Adopters
- Fosters
- Volunteers



Where do I find it?

You can find the **Contacts** pull-down menu from the main page in your account.

Contacts	Website	Features	Reports
Contact List		Adoptions	
Add a Contact		Donations	
Groups		Journals Entries	
Volunteers		Meet Requests	
Submitted Forms		Reminders	
User Login Accounts		Sponsorships	
Settings		Volunteer Hours	
Search		Volunteer Journals	
		Waiting Lists	

To manage the contacts for your organization, your volunteer needs both the roles of **Contacts Add** and **Contacts Admin**. For more information about roles and the permissions attached to them, see the section of the [Getting started with RescueGroups.org](#) guide, [About roles and permissions](#).

On this page:

Related pages:

- [About contact groups](#)
- [About contact journal entries](#)
- [About contact meet requests](#)
- [About contact reminders](#)
- [About contacts settings](#)
- [Exporting your contact list](#)
- [Finding assigned contacts](#)
- [Inactivating a contact](#)
- [Tracking a contact's email history](#)
- [Tracking contact inventory loans](#)
- [About contact sponsorships](#)
- [Using contact files](#)

The following actions are available for Contacts with the specified service and user roles:

Action	Description	Services	User Roles
View	View all contacts	Data Management Pet Adoption Portal Web Site	Contacts Add Contacts Admin
Add	Add a new contact	Data Management Pet Adoption Portal Web Site	Contacts Add Contacts Admin

Edit	Edit existing contacts	Data Management Pet Adoption Portal Web Site	Contacts Add Contacts Admin
Inactivate	Change a contact to inactive	Data Management Web Site	Contacts Admin
Register	Create a User Account for a contact and send them a password	Data Management Pet Adoption Portal Web Site	Contacts Admin
Merge	Merge two or more contacts	Data Management Pet Adoption Portal Web Site	Contacts Admin
Reports	Able to run reports on Contacts	Data Management Pet Adoption Portal Web Site	Contacts Admin Reports
Manage Settings	Able to change the settings related to Contacts	Data Management Pet Adoption Portal Web Site	Site Admin only

For your contacts to become volunteers, with access to functions and features of your account, you'll use the **User Login Accounts** function to assign them roles. The roles have permissions attached, permissions which allow the volunteer to do the task assigned. For information about **User Login Accounts**, see the section, **About user login accounts** in this guide.

In this section, you will learn to add and delete contacts, and to change the level of access they have to the information about your organization.

Popular Questions

Topics:

- [contacts](#)
- [volunteers](#)

No questions found.

Have a question about this topic?