

Top 5 Contact Tips

- Tip #1** First and Last Name are two separate fields and there is no middle name field!
- Tip #2** Check your contacts for proper capitalization so that when they're included in automated communications, they look their best.
- Tip #3** Contacts **MUST** have either a phone number or email in order to be imported into KvCORE.
- Tip #4** If you want spouses/partners to receive communications, they **MUST** be added as a unique contact.
- Tip #5** Contact/Lead Status, Contact/Lead Type, and Hashtags are your top ways to stay organized. Spend some time here and make sure values are accurate!