**![VISITDENVER_vert [Hi-Res].jpg]()**

 **CRM Instructions
Updating Contacts**

<http://extranet.denver.simpleviewcrm.com>

**Viewing Your Member Record**

Depending on your access levels, there are various items that can be viewed under your Member Record:

1. Contacts

**Contacts:**

1. To update your contact records, edit the current contact by clicking “Edit” (pencil icon) to the left of the contact.

2. To add a new Contact, click the “New Contact” button.



**Please note:** *If a staff member leaves and a new one arrives, please make the old contact inactive and create a new contact record for the new person. You can do this by changing the “Contact Type” to Inactive.*

