Welcome to our comprehensive guide on managing Event Contact Fields in Gridlex Zip.

Whether you're organizing meetings, webinars, or other gatherings, Gridlex Zip is designed to make your event management smoother and more systematic. Keeping track of contact data in events is a crucial part of it. You can choose what all contact information is required by managing Event Contact Fields

This tutorial will walk you through managing Event Contact Fields in Gridlex Zip.

Step 1: Log in to the Gridlex App Suite and click 'Events' under the Zip section.
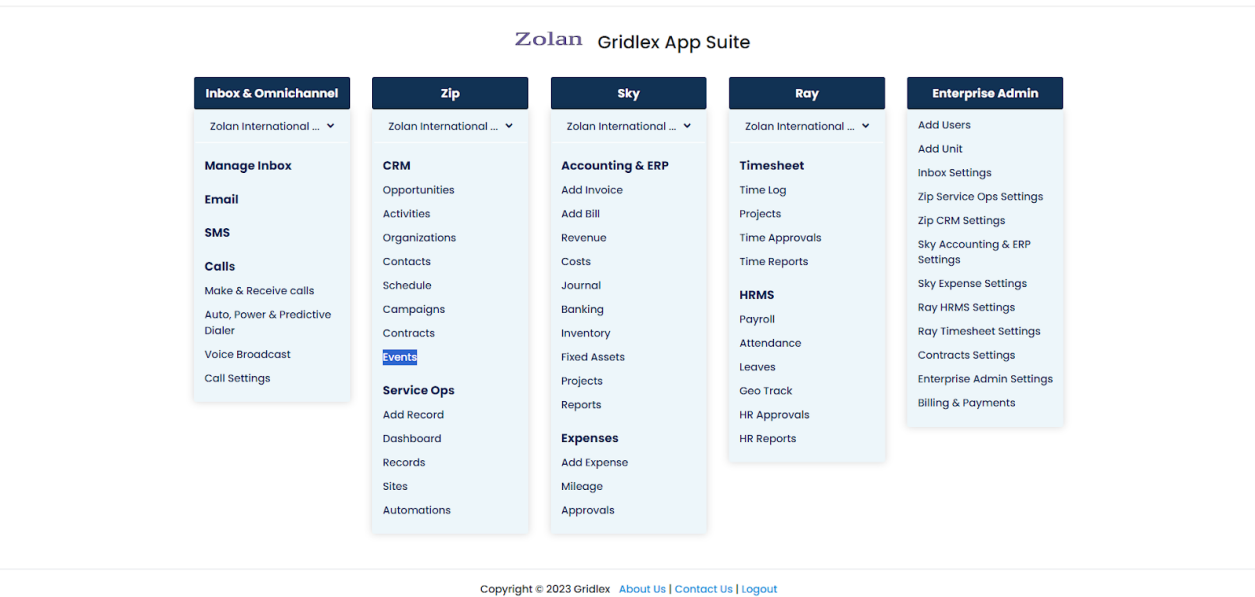
Step 2: Click on the Event to which you want to manage Event Contact Fields.

Step 3: Click "Event Contacts."

Step 4: Click "Manage Event Contact Fields."

Step 5: On this page, you check what all fields will appear when you are adding or managing Event contacts. You can choose any of the Native Fields, Standard Fields or Custom Fields and select them. Just make sure the checkbox corresponding to the desired fields are checked under the "Add to Contact Profile" column. See below. Once done,click "Submit."

Note: To understand what Standard Fields and Custom Fields are, follow these guides:

1. [What are Standard Fields in Gridlex Zip?](#)

2. [How to Create Custom Fields in Gridlex App Suite?](#)

Congratulations! You now learned how to manage Event Contact Fields in Gridlex Zip.

If you need any help with any feature, data migration of your old data, or anything at all, just email apps@gridlex.com and our team will be here to help you. Remember, that one of **Gridlex's** core values is Customer Success. We want you to be successful.