

# Contact Information

Dashboard: [www.cityofmadison.com/user](http://www.cityofmadison.com/user)

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You can use *Contact Information* to create different contact information items for your agency, such as Locations (“West Side Location”) or Services (“Licensing & Permitting”). **After** creating a contact information item, you may choose to display it on multiple pages of your website, when editing each particular page.

## Creating Contact Information

Select “**Create**” next to “Contact Information.”

Enter the following:

1. **Title:** Enter title that should display as link (Example: “Licensing & Permitting”).
2. **Location** (optional): You may select a place that already exists, or create a new place. When searching for existing places, search by the place name (“City County Building”), not the address.
3. **Contact Links, Numbers & Hours of Operation:** Enter all relevant contact information. To add multiple pieces of information, click “Add another item”.
  - a. **Hours of Operation:** Type the hours into the Title field. Leave URL blank. For example, “Office Hours: 8:00 am – 4:30 pm”
  - b. **Phone numbers:** Type the phone number into the Title field. Leave URL blank. You may also add a description before the number. For example, “Licensing: (608) 266-1234”.
  - c. **Email addresses:** Type the email address into the Title field. Leave URL blank. For example, “webadmin@cityofmadison.com”.
  - d. **Links:** Enter link text into the Title field. Copy and paste the link into the URL field.

When you are finished, be sure to save your changes! Scroll to the bottom of the page, and click “**Save**”.

## Adding Contact Information to a Page

You must create the Contact Information **before** adding it to a page.

1. Begin editing the page. To do this, click “**Manage**” next to “Pages,” then click on the title of the page.
2. Scroll past **Title** and **Body**, until you find **Contact Information**.
3. From the dropdown menu, select the Contact Information item you would like to display on the page.
4. Make any other desired changes to the page, and click “**Save**.”

## Editing Contact Information

1. Click “**Manage**” next to “Contact Information.”
2. Find the Contact Information that you would like to edit, and click the “**Edit**” link.
3. Make desired changes, and click “**Save**.”

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### Contact:

Requests: Eric Olson, [eeolson@cityofmadison.com](mailto:eeolson@cityofmadison.com)

Technical issues: HelpDesk, [helpdesk@cityofmadison.com](mailto:helpdesk@cityofmadison.com)