HOW TO CREATE AN AFFILIATE/CHANNEL SALES REP CONTACT RECORD FOR WEB SUBMITTERS

1 – Go to the company tab

2 – pull up the ‘Partner Markets’ list view

3 – go into the company you want to add the contact to

4 – pull up a related contact that closely matches the contact you want to add

5 – ‘Clone’ the Contact

6 – Change Name, Phone, Email, Title, and then also check the appropriate notifications (Web Submitter, etc.)

7 – Save the Record

8 – Change the Contact Owner to ‘Gannett Local’