How to Create Affiliation Codes

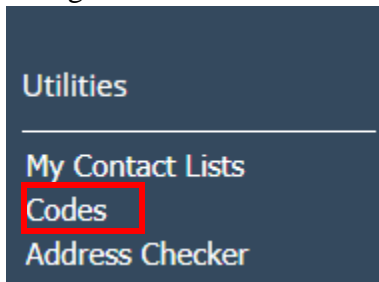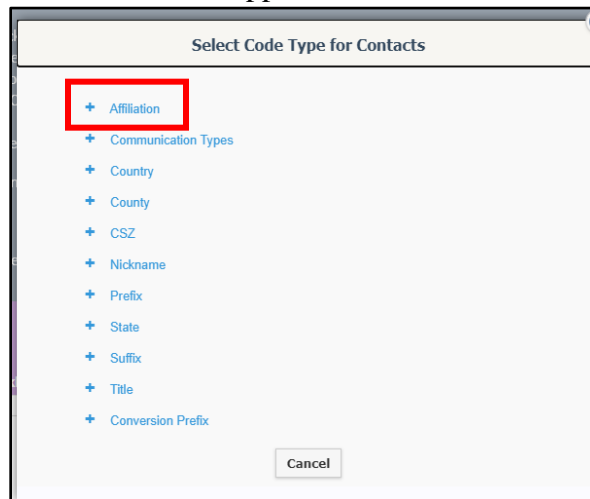|	
Market: Federal/State/Local, House, Senate	
Module: Contacts	
Purpose: This guide provides instruction on how to create affiliation codes.	
Key Benefits	
Affiliation codes are useful for describing a contact. Some affiliation codes can also be listed as "pop-up" codes which are the most important information needed to describe a contact. Affiliation codes are used when making contact lists to create outreach or events.	

1. Navigate to **Contacts > Utilities > Codes.**

2. The **Select Code Type for Contacts** box will appear. Select **Affiliation.**

3. Select **Add Code.**
4. In the **Code ID** field, input the new affiliation code following the naming conventions outlined by previous codes.
5. In the **Translation** field, type out the full translation of the affiliation code.
6. **Popup Message** refers to affiliation codes that are most important to know, such as VIP, Deceased, or Elected Officials. These will appear in red in contact records.

7. Click **Save.**