


Track Interactions With People

You can interact with families, members, and personnel in your parish through:

- Letters and emails
- Phone calls
- Visits

1. Locate the record of the family or individual.
2. In the navigation pane, click **Letters, Visits, Etc.**
3. Click the add icon , and enter information about the interaction.

Useful Information

- You can enter up to 30 characters in each field.
- Here are some examples of what you can enter in the Description field: "Birthday Letter", "4th of July Email", or "Ministry Campaign Phone Call".
- The Type field uses entries from the Letter Types keyword list.

4. Click **Save**.

With the Orthodox installation, you can also convert your letters, calls, and visits into events that you [upload to Google Calendar](#).

Related Topics

- [Upload to Google Calendar](#)
- [Update Family Interactions](#)
- [Update Member Interactions](#)