

# Contact Settings

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This article covers how to add and edit contact-related fields used when entering Contacts in CanadaHelps Ensemble.

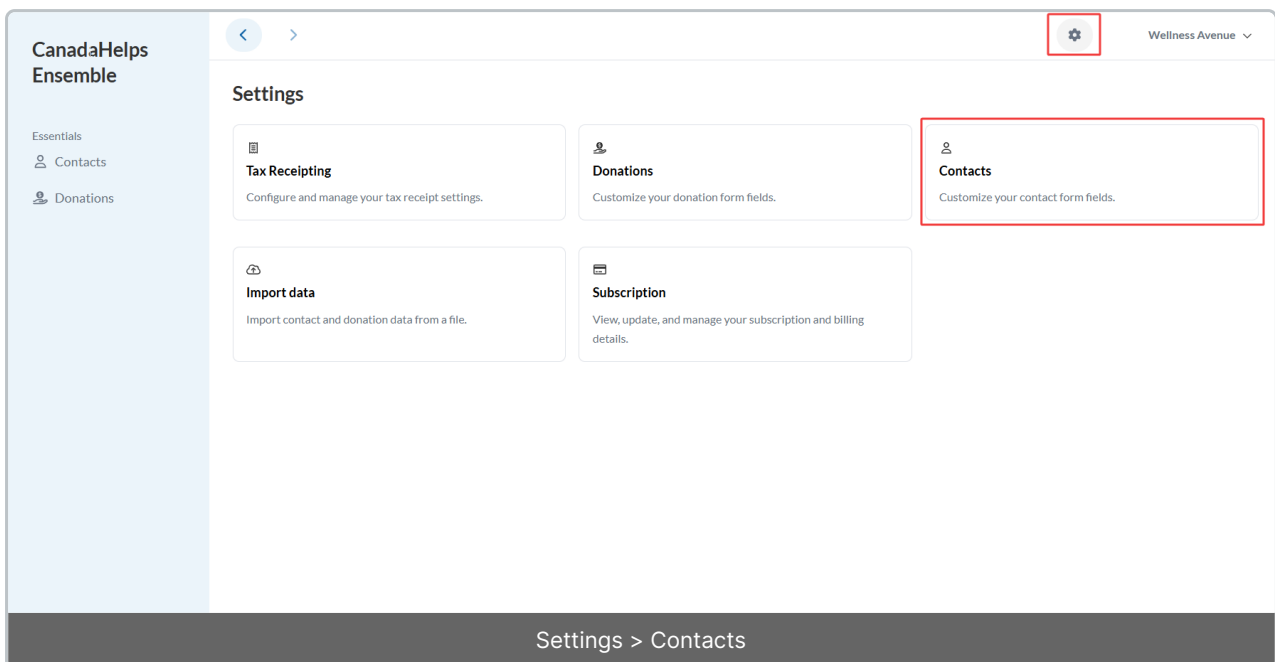
## Table of Contents:

- [Contact Settings](#)
- [Prefix](#)
- [Gender](#)
- [Contact source](#)
- [Organization](#)

## Contact Settings

1. To access **Settings**, click on the **gear icon** in the top-right corner of your account.

2. Select **Contacts**.



## Prefix

Default Prefix name options cannot be edited or deleted. However, you can disable them at any time to hide them from view when adding a new contact.

- To add a new Prefix name, click the **Add Prefix name** button.
- To edit, hover over the field and click the **pencil icon**.
- To disable, hover and click on **Disable**.

- To delete, hover and click on **Delete**.
- To reorder, simply click and drag them into your preferred order.

## Contact Settings

Prefix
Gender
Contact source
Organization Type

*Default Prefix name options cannot be edited or deleted; they can only be disabled.*

Show disabled Prefix name
+ Add Prefix name

Prefix name	Display Order	Status
Mr./Monsieur	1	Enabled
Ms./Mademoiselle	2	Enabled

## Gender

Default Gender name options cannot be edited or deleted. However, you can disable them at any time to hide them from view when adding a new contact.

- To add a new Gender name, click the **Add Gender name** button.
- To edit, hover over the field and click the **pencil icon**.
- To disable, hover and click on **Disable**.
- To delete, hover and click on **Delete**.
- To reorder, simply click and drag them into your preferred order.

## Contact Settings

Prefix
Gender
Contact source
Organization Type

*Default Gender name options cannot be edited or deleted; they can only be disabled.*

Show disabled Gender name
+ Add Gender name

Gender name	Display Order	Status
Male/Homme	1	Enabled
Female/Femme	2	Enabled

## Contact source

Contact source allows you to track the origin of the donor (e.g. offline, event-based, data import). Default source (Offline) cannot be edited, deleted or disabled.

- To add a new contact source, click the **Add Contact source** button.
- To edit, hover over the field and click the **pencil icon**.
- To disable, hover and click on **Disable**.

- To delete, hover and click on **Delete**.
- To reorder, simply click and drag them into your preferred order.

## Contact Settings

Prefix
Gender
**Contact source**
Organization Type

*1* Default source (Offline) cannot be edited, deleted or disabled.

Show disabled Source ☐
+ Add Source

Source	Display Order	Status
<div></div> Offline/Manuel	1	Enabled

## Organization

Default Organization Type options cannot be edited or deleted, they can only be disabled.

- To add a new Organization Type, click the **Add Organization Type** button.
- To edit, hover over the field and click the **pencil icon**.
- To disable, hover and click on **Disable**.
- To delete, hover and click on **Delete**.
- To reorder, simply click and drag them into your preferred order.

## Contact Settings

Prefix
Gender
Contact source
**Organization Type**

*1* Default Organization Type name options cannot be edited or deleted; they can only be disabled.

Show disabled Organization Type name ☐
+ Add Organization Type name

Organization Type name	Display Order	Status
<div></div> Business/Entreprise	1	Enabled
<div></div> Government/Gouvernement	2	Enabled