You can add tags to an individual contact through their contact profile. If you would like to add a tag to multiple contacts at once, you will want to use our Mass Tag feature:

**How to use the Mass Tag feature:**

- **Got to Contacts > Contact Reporting**
- Use the filters to generate a report of the contacts you would like to tag
- For this example, if you want to tag everyone who has donated to your "Become a Member" campaign and tag them as Member
- You will need to add the following filter:
  - Filter: Donated in this campaign
  - Parameter: Is
  - Value: Become a Member
- **Click Generate Report**

![](image.png)

- Select an existing tag or create a new tag, in this case, you have already created a Member tag, so you will select it from the dropdown menu then click Mass Tag.
You will receive a confirmation email once the tagging is complete.

Note: Mass tagging will add this tag to ALL contacts generated in this report, there is currently not an option to exclude tagging a contact from the generated report.

Another Example:

If you are looking for contacts who have contributed more than $500 to tag as Major Donors. You will need to add the following filter:

- Filter: All Time Contribution Amount
- Parameter: Is more than
- Value: $500

Click Generate Report
Scroll down below the graph and click **Mass Tag**

Select an existing tag or create a new tag, in this case, you need to create a new tag.
Click **+Add New Tag** and enter Major donor then click **Add and Mass Tag**.

- Select an existing tag or create a new tag, in this case, you need to create a new tag.
- Click **+Add New Tag** and enter Major donor then click **Add and Mass Tag**.
You will receive a confirmation email once the tagging is complete.

Note: Mass tagging will add this tag to ALL contacts generated in this report, there is currently not an option to exclude tagging a contact from the generated report.