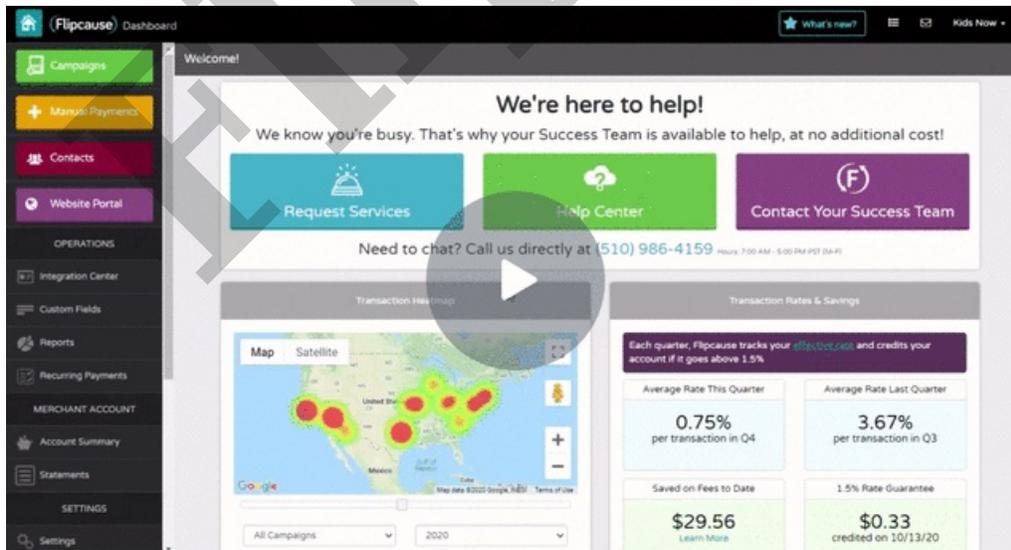


You can [add tags to an individual contact through their contact profile](#). If you would like to add a tag to multiple contacts at once, you will want to use our Mass Tag feature:

How to use the Mass Tag feature:

1. Got to **Activity Tracker > Contact Reporting**.
2. Use the filters to generate a report of the contacts you would like to tag.
  - o For this example, if you want to tag everyone who has donated to your "Become a Member" campaign and tag them as **Member**.
3. You will need to add the following filter:
  - o **Filter** = Donated in this campaign
  - o **Parameter** = Is
  - o **Value** = Become a Member
4. Click **Generate Report**.
5. Click **Mass Tag**.
6. 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**.
7. 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:



1. 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:
  - o **Filter** = All Time Contribution \$ Amount
  - o **Parameter** = Is more than
  - o **Value** = \$500
2. Click **Generate Report**.
3. Scroll down below the graph and click **Mass Tag**.
4. 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**.
5. 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.*

