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:**

- Go 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**

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**.
You will receive a confirmation email once the tagging is complete.

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