

Add a tag to a group of people:

In August 2015 the Board decided that ALL members would benefit from receiving the State Board Letter (SBL). This was easily accomplished by allowing the broadcaster to select Members to receive a given blast.

From the People menu choice you can use filters to find only the contacts that meet your criteria.

Once you apply the filter, you will have a count of the contacts that meet your chosen criteria, but you cannot add tags from here! Instead, add the contacts to a List. You can create a new list by typing a title and clicking Add New List. Once you have created your list, you can add other people by searching for them by name and then adding them to your new list.

Now go to People, select Lists, find your list and Batch Update is one of your options. See where this is going? Next click on Tags, and you will be able to add a new tag to your list of contacts.