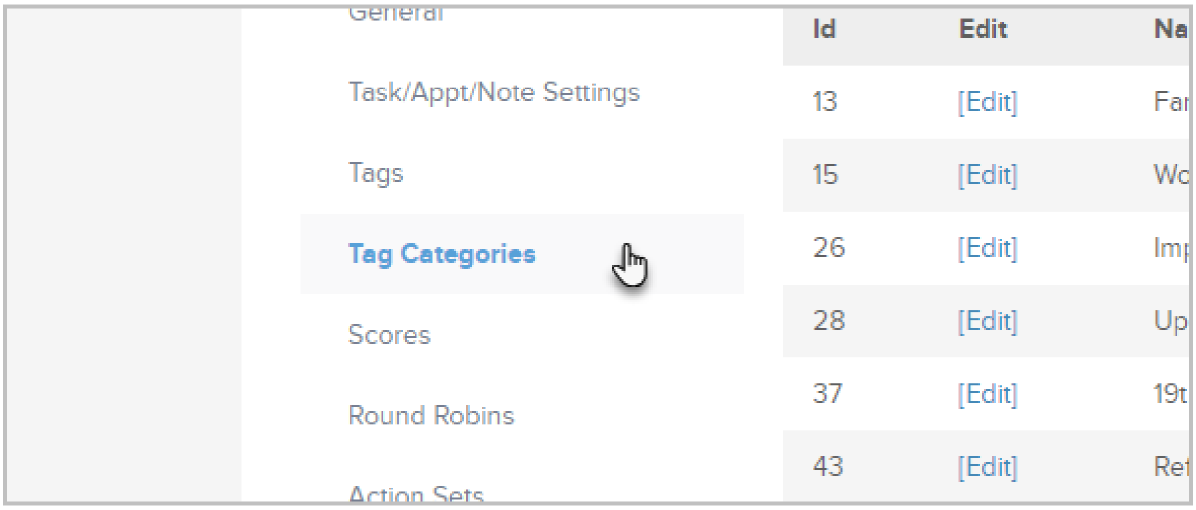
Tag categories

Use tag categories to organize your tags. Example of some tag category names:

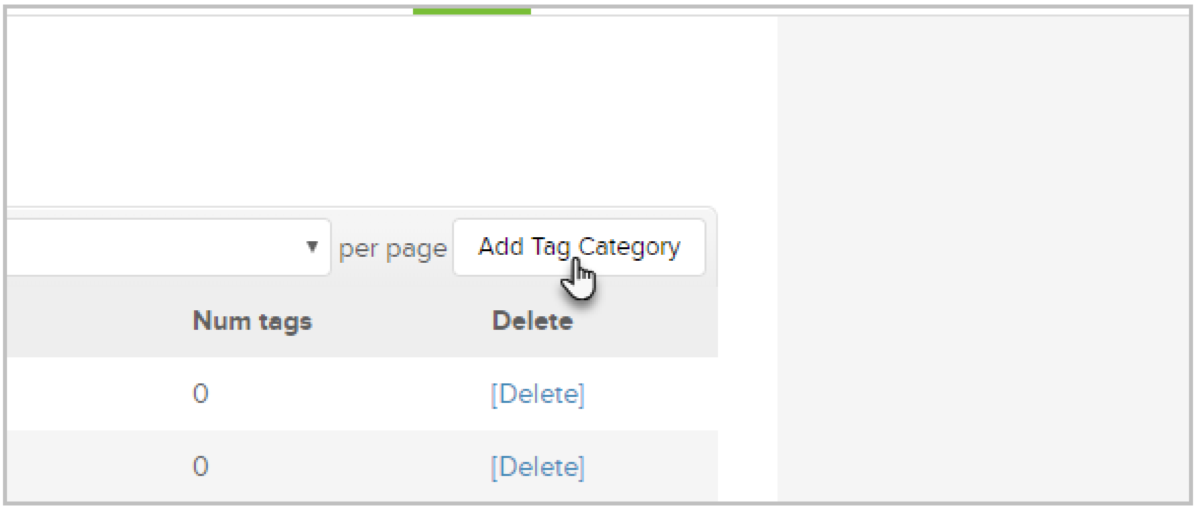
- Customers
- Prospects
- Members
- Events

Add Tag Categories

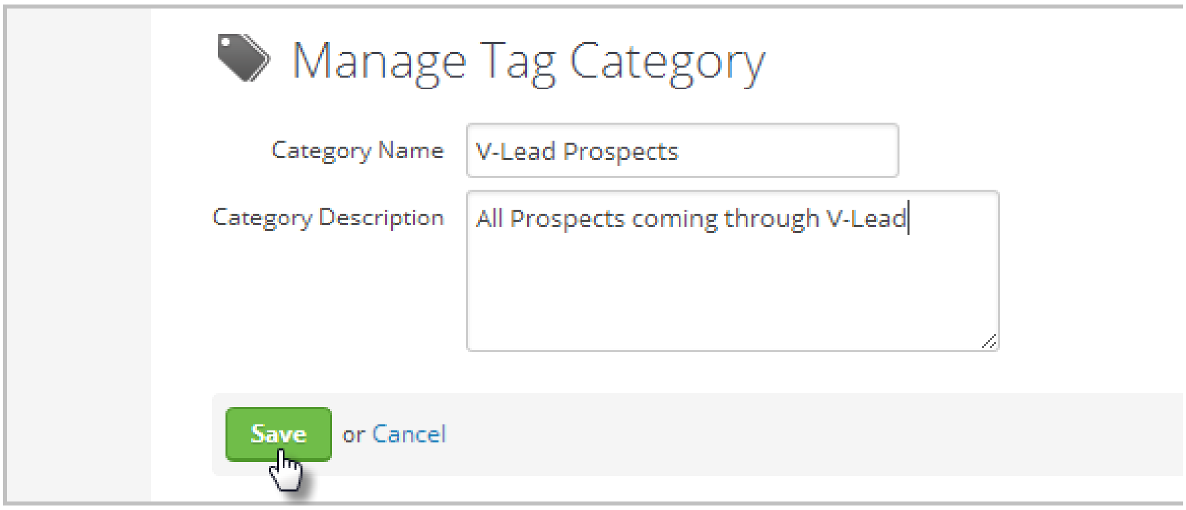
1. Go to **CRM** > **Settings** > **Tag Categories.**



2. Click on the **Add Tag Category** button. Note: You can also create a new tag category "on the fly" when adding a new tag.

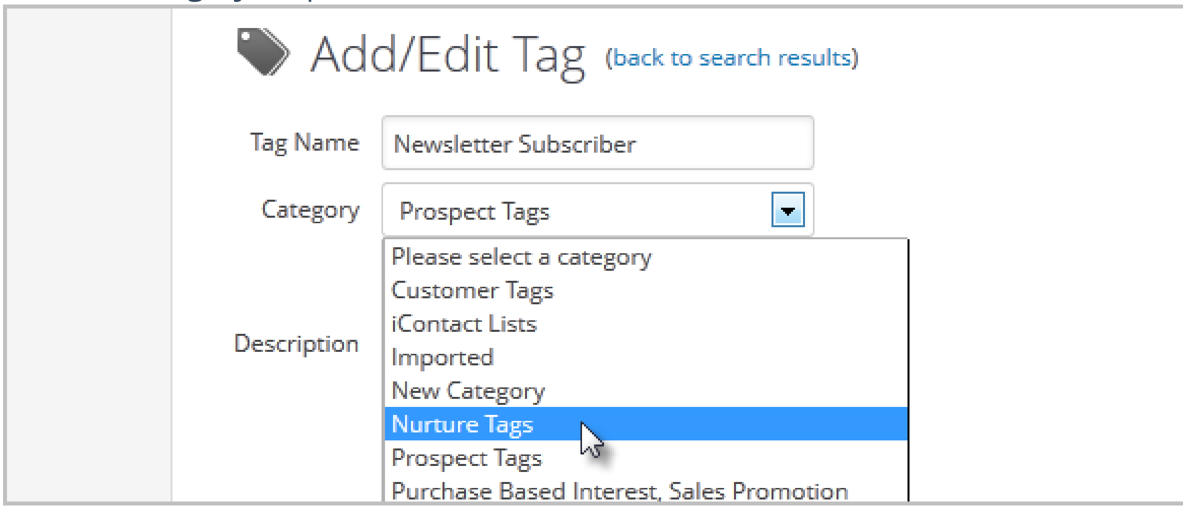


3. Enter the category name and description and click on the **Save** button.



Change Tag Categories

1. To change a tag to a different tag category, find the tag and select a new category from the **Category** drop-down.



View Tags within Tag Category

1. Go to **CRM** > **Settings** > **Tag Categories**

2. Click on a value **greater than 0**.

3. View the list of tags with the given tag category.

Be Careful! When you delete a tag category, it is permanent. The tags assigned to it will be reassigned to the "Unnamed Category." You may want to update existing tags before you delete a tag category.