

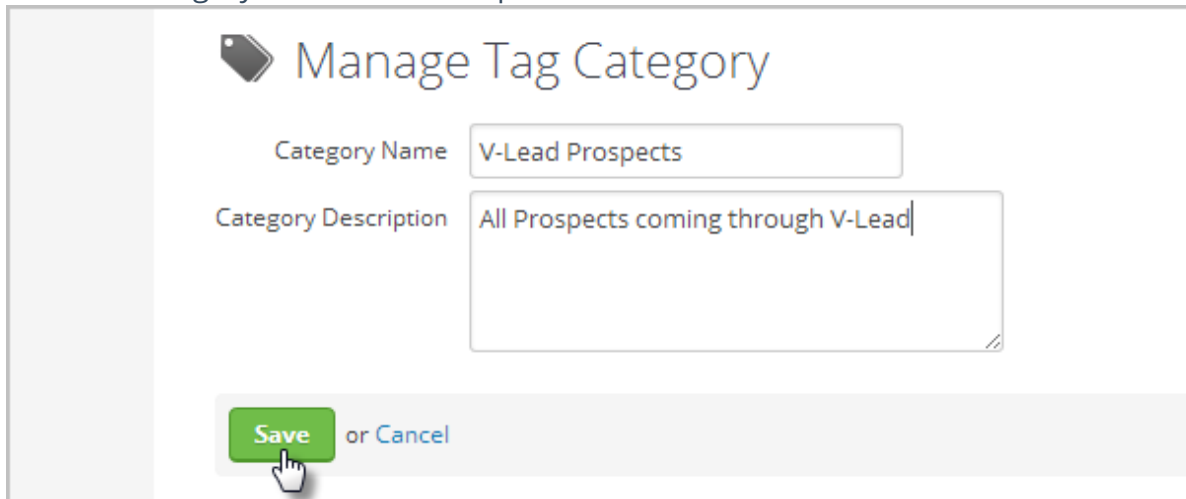
# Tag categories🔗

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.



The screenshot shows a web interface for managing tag categories. It features a title 'Manage Tag Category' with a tag icon. Below the title are two input fields: 'Category Name' with the text 'V-Lead Prospects' and 'Category Description' with the text 'All Prospects coming through V-Lead'. At the bottom, there is a green 'Save' button and a blue 'Cancel' button. A mouse cursor is pointing at 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.

 Add/Edit Tag [\(back to search results\)](#)

Tag Name

Category

Description 

Please select a category

Customer Tags

iContact Lists

Imported

New Category

Nurture Tags

Prospect Tags

Purchase Based Interest, Sales Promotion

## 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.