Network for Good

Donor Management

HOW TO CREATE CUSTOM FIELDS

Custom fields allow you to track specific information for your contacts. Once you've added your custom fields, you can track this information for each contact profile and use it to create useful filters and segmentations.

1. Choose the **Settings** option from the main menu. Then, select **Custom Fields**.

2. Next, click the **Add Field** button in the top right of your screen.

3. Add the name of the custom field.
   Keep in mind that the name you choose must match the column name when you import contacts. Once you've added this field, you'll see an option to add value for this field in the contacts import.

4. From the **Field Type** menu, choose **Textbox**, then click **Save**.

Now when you add a contact, you can include their information for this custom field.

Questions? We're here to help!

Email us at donormanagement@networkforgood.com and we can do it together.