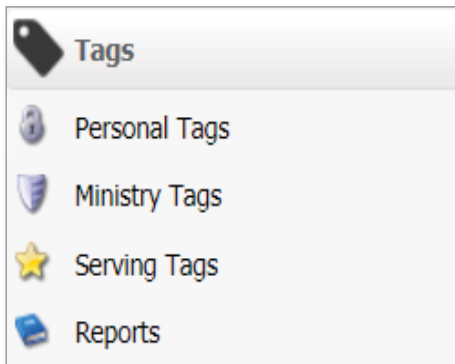# shelbysystems®

# Arena

# Tags

## *The power to group and track...*

Tags are Arena's way of grouping and listing records together. Track those who have a common trait or relate a group of possible volunteers. Need to send out an email to a one time list of records? Use a tag to temporarily group them together and quickly communicate with the entire list. There are four default types of Tags: Personal, Ministry, Serving and Event. Each Tag has a specific use, although you may choose to tailor a tag in order to meet the needs of your organization.

| Available Features | Select | Premium |
|---|---|---|
| Personal Tags | Yes | Yes |
| Minisrtry Tags | Yes | Yes |
| Serving Tags | Yes | Yes |
| Event Tags | Yes | Yes |
| Online Event Calendar | Yes | Yes |
| Online Event Registration | Yes | Yes |



**Personal Tags** are only visible to the person who created the tag and allow you to track lunch contacts, personal accountability partners, and similar relationships specific to you.

**Ministry Tags** allow you indicate members and their relationship to your organization's ministries, allowing you to track Bible study participants, youth group members, and other ministry-specific information.

**Serving Tags** allow you to track volunteers and prospective volunteers for your organization's ministries. You can also track volunteer qualifications and/or training.

**Event Tags** allow you track person event and/or class registrants, and offer online registration.

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