

# Adding a Subscription Tag

Last Modified on 21/09/2016 2:53 pm AEST

## Quick Steps: Subscriptions > Subscriptions - Tags > Add

Subscription Tags can be used to ensure that all important information is included in Transactions Exports or Membership Card Exports.

1. Within the Management Console, select **Subscriptions** from the top menu, then **Subscriptions - Tags** from the left menu.
2. Select **Add** at the top of the page.
3. Complete all the details for the subscription category including:
  - Title
  - Index: This refers to the Tag Number the Tag will have. Each Subscription Type can then have 5 tags attached, one from each Index.
4. Once all details have been completed, click **Save**.

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