Create Contact Lists

Being able to cut your audience up by different criteria, such as ticket type, registration detail or any number of contact properties is key to making sure you can provide excellent event experiences.

You have the option to create 2 types of contact lists to manage and categorize your contacts more efficiently: Static lists and Smart Lists:

- A Smart List of contacts is continuously updated according to rules you set as the event organizer
- A Static List of contacts is manually updated meaning, your list will not automatically update. It will require you to update manually

1. To create a new list Navigate to **Contacts** > **Lists** > **Create New List**
2. Choose your list type and name your list
3. Set your desired list requirements based on various properties and/or a set of logic. Once you've added all your requirements, preview your list to ensure its displaying the correct contacts.
4. Once you've previewed the list, Save your list.