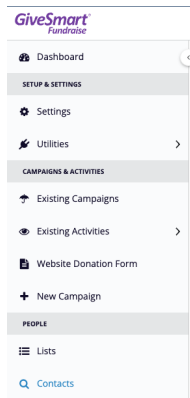# Create Lists from Contacts

Last Modified on 09/25/2023 12:48 pm PDT

You have a group of people within GiveSmart Fundraise that you want to reach through texting, but you don't have a specific list for them. You could **export a list**, make your modifications in the .csv file and **upload it into a new list**, or you can create a new segment found under Contacts in the left navigation.

This page works similarly to the way you would **generate a report** from the Search Transactions option in Reporting.

You can filter your list by:

- **Contact Information**: If you're looking for specific supporters, you can search for their name, email, or phone
    - You can also put a check in **Show only contacts with a verified mobile number.** This way, if you have contacts that may just have an email address or something else, they won't be added to your list, making it look larger than it is.
- **Activities**: You can narrow your results by a specific Campaign, Keyword, or Form.
- **Individual Gift Amount**: You can search by a minimum and/or maximum amount to create lists based on donation ranges.
    - You can also use the **Frequency** Drop-down menu to create lists of your **Recurring Donors** vs. **One Time Donors**, or **All** donors.
- **Gift Date**: Choose a date filter option or enter a custom **Start Date** and/or **End Date**.
- **Location**: If you wish to target a specific region, you can filter by City, State or Zip Code.

Click **Search** to be taken to a snapshot view of your search results based on the filters you chose. *(more below the image)*

‹ Back to Dashboard

👥 Search Contacts

Search by fields and/or activities to build a new list. For example, search for all major donors (gave a gift above $500)

☑ Contact Information

First Name	Last Name	Email
First Name	Last Name	Email

Phone

Phone ☐ Show only contacts with a verified mobile number

☑ Activities

Campaign	Keyword	Form
▼	▼	▼
	Select a campaign to filter by its keywords	Select a campaign and/or keyword to filter by its forms

☑ Individual Gift

Amount Min	Amount Max	Frequency
$ Amount Min	$ Amount Max	All ▼

☑ Gift Date

| Today | Last 7 Days | Last 30 Days | This Month | Last Month | This Year | Last Year | Custom |

Start Date	End Date
02/23/2022	03/02/2022

☑ Location

City	State	Zip
City	State	Zip

Search

The Snapshot view of your list will allow you to check to see if this is what you were expecting before you actually create the list. If everything looks good, click **Create List** in the upper right, otherwise, click **Edit Search** and modify your filters.

Search Criteria (click to toggle)   🔍 Edit Search   Create List

Search Options
Minimum Amount: $500.00   **Segment size:** 18

Name	Email	Phone	Address	State	Zip
Wilma Sanders	ws@somedomain.com	1(888) 333-1233	50 Granite Ave	PA	PA
John Public	jp@somedomain.com	1(888) 333-1232	25		
Abraham Lincoln	abr@somedomain.com	1(888) 333-1231	1011 S. 2nd Street	IL	62704

When you click **Create Search**, you are asked to create a name for your new list. Name it and click **Save**.

Create List

Big Donors

Cancel   Save

The list based on your filters should now start to be built and you will be presented with this screen.

We are setting up your list.   ✕

When your list is ready it will appear on the Manage Lists page. This process can take a few minutes to complete.

Now you can send texts to the newly created segment of your audience!