

CHEAT SHEET

Understanding Preference Codes

Use the codes below set a preferred contact method (or unsubscribe) for an individual.

We recommend adding the preference code in the Comments field, not the Address field.

For Families

- For voice: (PR:V)
- For email: (PR:E)
- For text (SMS) to their cell number: (PR:TC)
- For do not contact (or unsubscribe): (PR:N)
- To Force Voice call to cell number: (PR:VC)

For Staff

If you use our Staff Add-on, the preference codes for staff and others can be managed from the data source/Excel spreadsheet by adding a column labelled "Preferred Contact Method" and applying the following codes:

- For voice: (PR:V)
- For email: (PR:E)
- For text (SMS) to their cell number: (PR:TC)
- For do not contact (or unsubscribe): (PR:N)
- To Force Voice call to cell number: (PR:VC)

Note: Preference Codes are case-sensitive, and must be in CAPITAL letters.