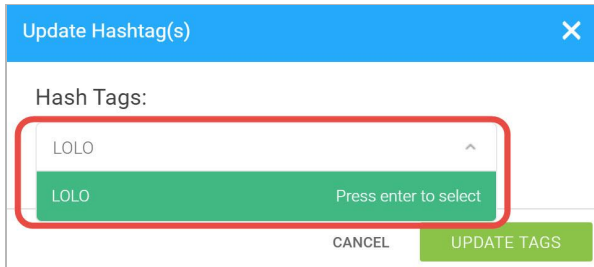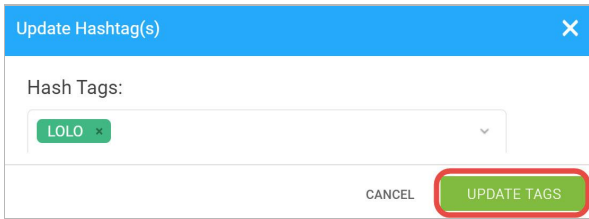# Setting Up kvCORE + LoLo

Follow the steps below to easily **tag** and **sync** the contacts in your kvCORE CRM to the LoLo platform so the contacts you designate can receive the LoLo gift of the month.
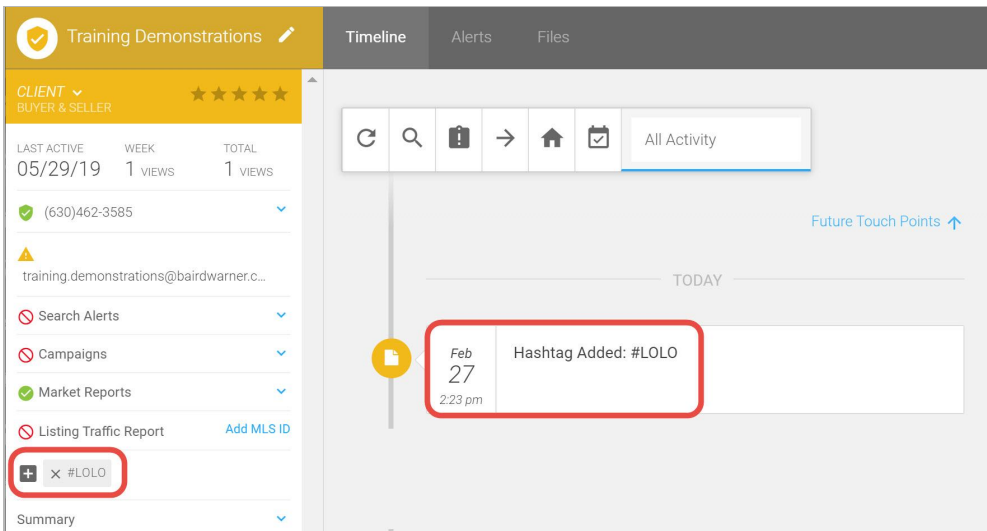
Tagging Contacts in kvCORE

1. Open the desired contact in your CRM.

2. On the left side of the contact record, click the "Add Hashtag" link or the **+** button (see image on right).

3. Type **LOLO** in the hashtag field (not case sensitive; however, no spaces or additional characters) and press **Enter**.
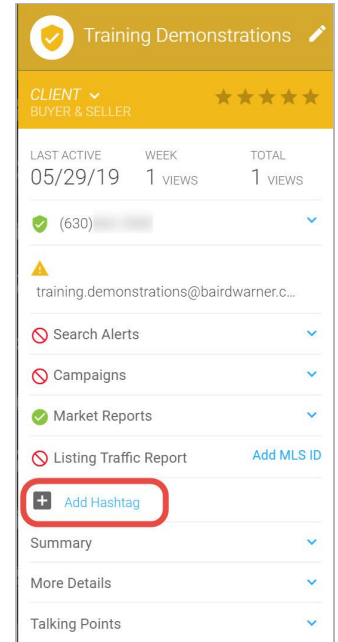

4. Click **Update Tags**.

5. Confirm that you see the tag has been applied to the contact record.
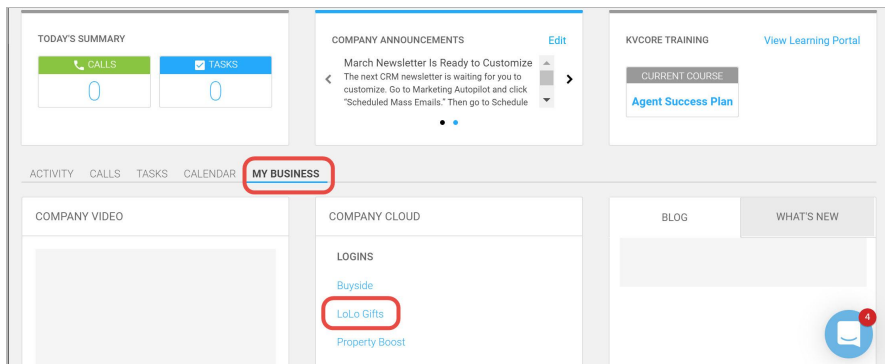

6. Close the contact record.

Syncing Your kvCORE Tagged Contacts with LoLo

Once you've tagged your contacts in kvCORE, you will need to log into your LoLo account and activate your contact sync so that LoLo will receive your recipient list.
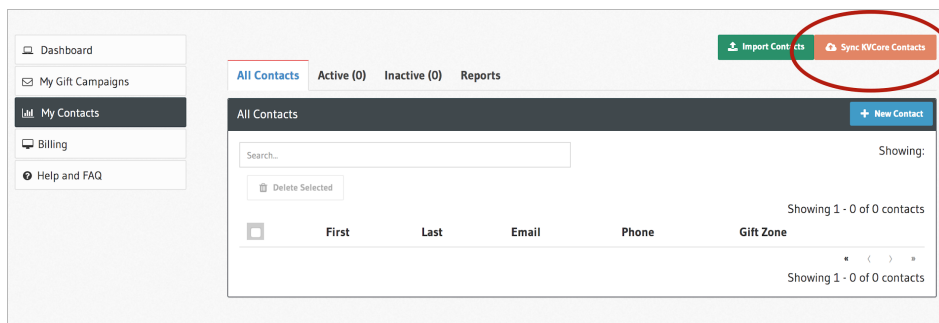
The sync checks the zip code of each of your LOLO tagged contacts to suggest the best gift zone for that contact. **If you don't have an address with zip code entered for a contact you may want to add it; otherwise, you will need to select a gift zone inside of LoLo.**

You can access LoLo Gifts through kvCORE:

1. From your **kvCORE Dashboard**, click the **MY BUSINESS** link.
2. Under the Company Cloud heading, click **LoLo Gifts** (this will take you to your LoLo dashboard).

3. From your **LoLo account** go to **My Contacts** and click **Sync kvCORE Contacts.**

4. Double-check the assigned gift zones for each of your contacts; make adjustments accordingly (edit and save). If there is no gift zone assigned, click "Edit" and select one.