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Export Contacts

Mavilyn Carlos - 2026-08-17 - [Contacts](#)

You can **export contacts** from Gym Lead Machine to download your contact list, whether that's a handful of specific contacts, a filtered group, or your entire list. You can also review a history of your exports and other bulk actions.

Note

Only Admins in the GLM system can export contact lists. If a team member needs Admin access, please reach out to us at hello@usekilo.com for assistance.

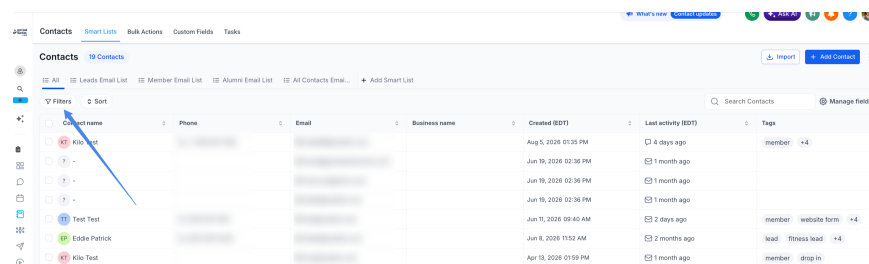
What you can do with contact exports

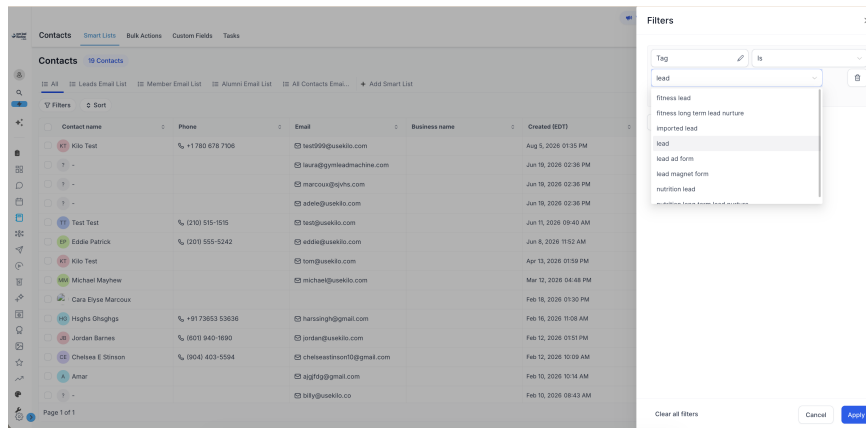
- Export specific contacts, a filtered group, or all contacts
- Select all records across multiple pages in one click
- Review a log of exports and other bulk actions
- Check success and error rates for each bulk action

How do I export contacts?

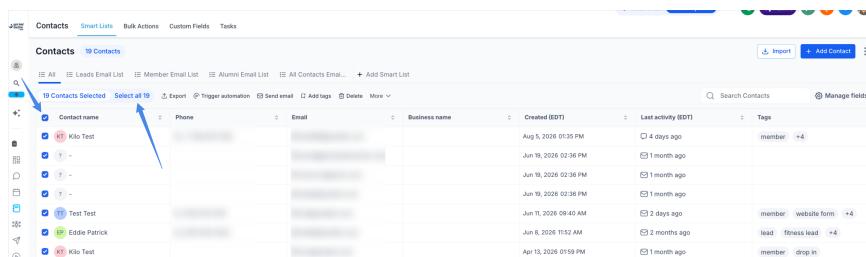
1. In the left-hand menu, click **Contacts**.
2. Select the contacts you wish to export by clicking their checkboxes. To filter through your contacts, use the **Filters** button on the right.

Select your filter, such as Tag, Owner, etc. and the appropriate sub-filter (the tag “lead” or “client,” or a person on your team).

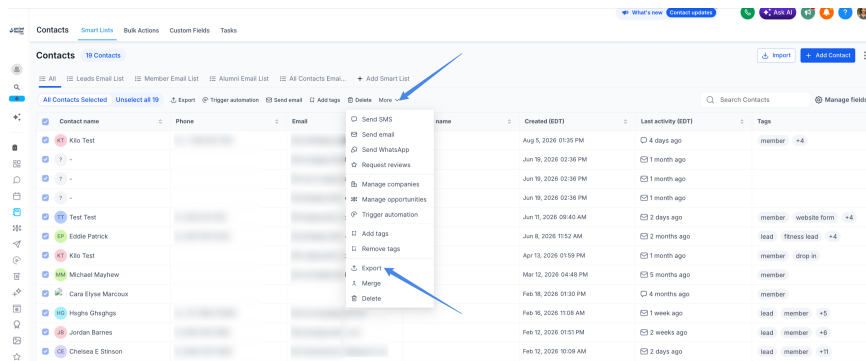




3. To select all contacts, click the checkbox in the top left-hand corner. If your contacts span multiple pages, click the **Select all records** link next to the checkbox.

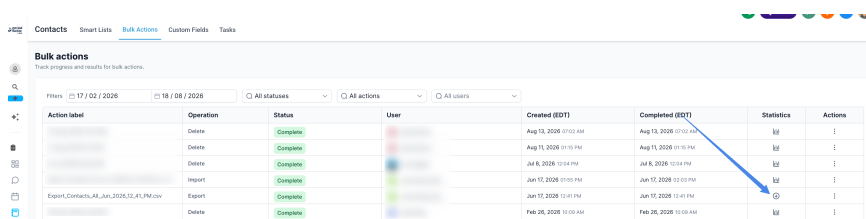


4. Click **More** and then the **Export** option.



5. Confirm the list, then click the **Export Contacts** button.

6. Go to **Bulk Actions** in the upper menu. An Export will be the top action, as you've just completed it. Click the **download** icon to download the file to your computer.



How do I view my export history?

1. Go to **Contacts** → **Bulk Actions**.
2. This page shows a log of actions such as bulk messages, workflow changes, and exported or imported contacts.
3. To view details of a specific action, click **Show Stats** next to the action, showing success and error rates.

If you have questions about exporting contacts in Gym Lead Machine, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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