



[Knowledge Base](#) > [Gym Lead Machine](#) > [Contacts](#) > [Export Contacts](#)

Export Contacts

Mavilyn Carlos - 2026-07-26 - [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

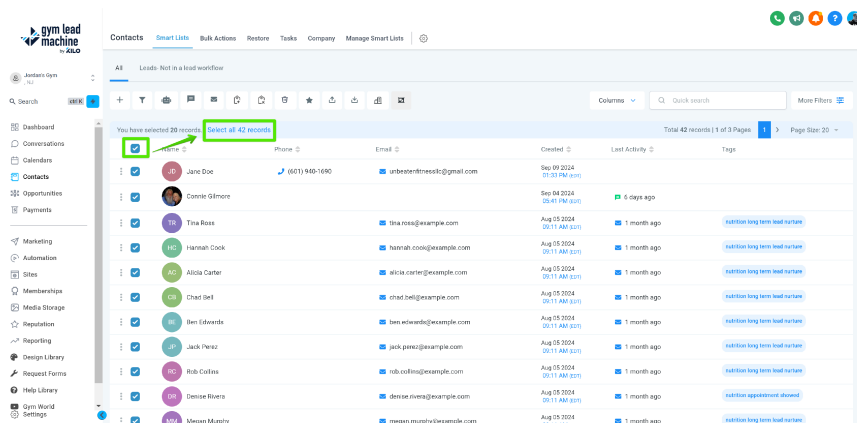
Only Admins in the GLM system can export contact lists. If a team member needs Admin access, please reach out to us at hello@usekilo.com for assistance.

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

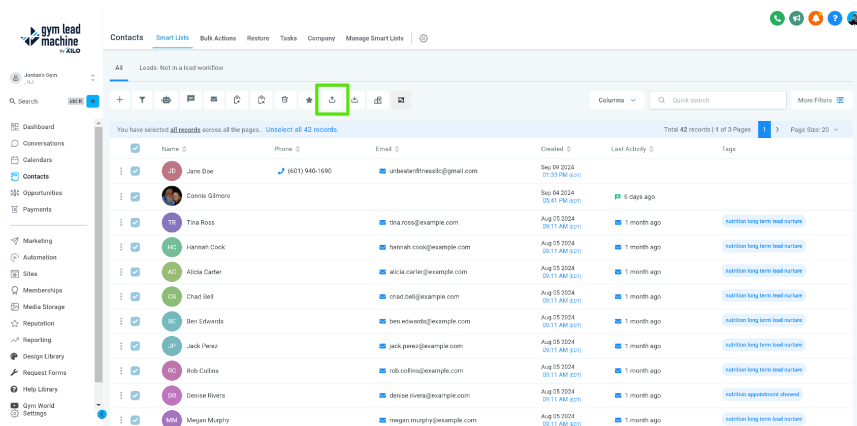
How do I export contacts?

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 **More Filters** button on the right.

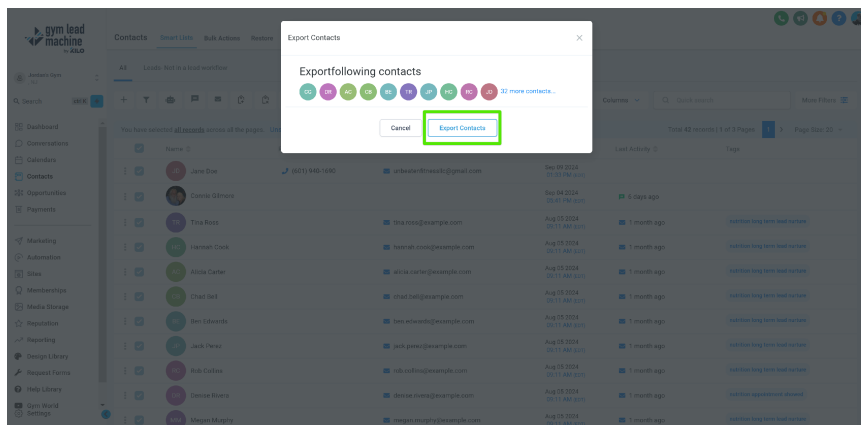


3. To select all contacts, click the checkbox in the top left-hand corner. If your contacts span multiple

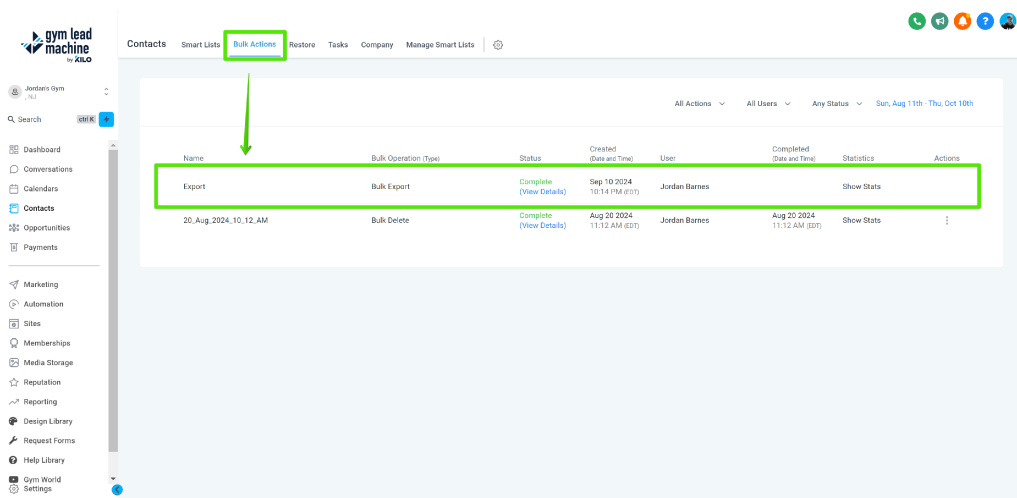
pages, click the **Select all records** link next to the checkbox.



4. Click the **Export** button (icon of an arrow pointing down into a box).



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



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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