

## Group SMS – Quick Start User Guide

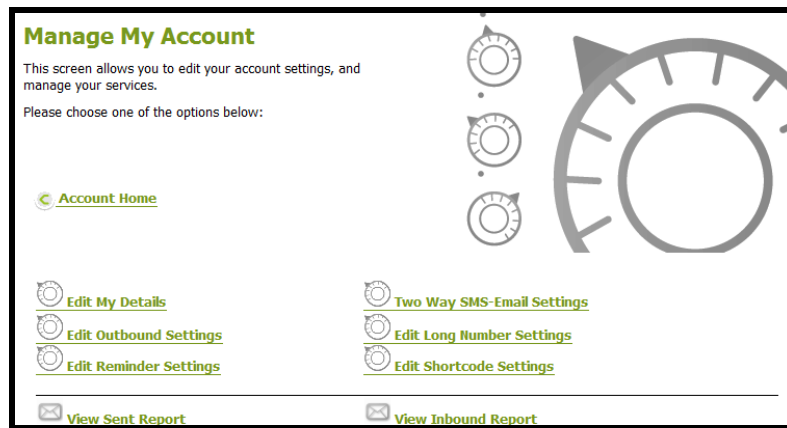
### Getting Started

After logging into your account you will land on the Account Home Page

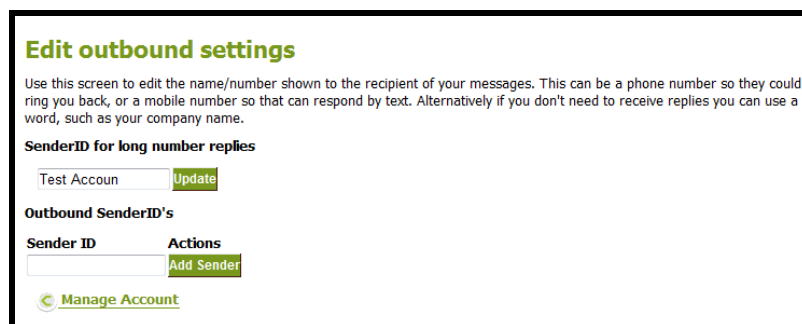
- If this is the first time you are sending group SMS, you will need to put your name or number into the system so your recipients can see who sent the message, this will also allow them to respond.



- You do this by selecting **Manage Account**
- This will take you to the Account Management Page:

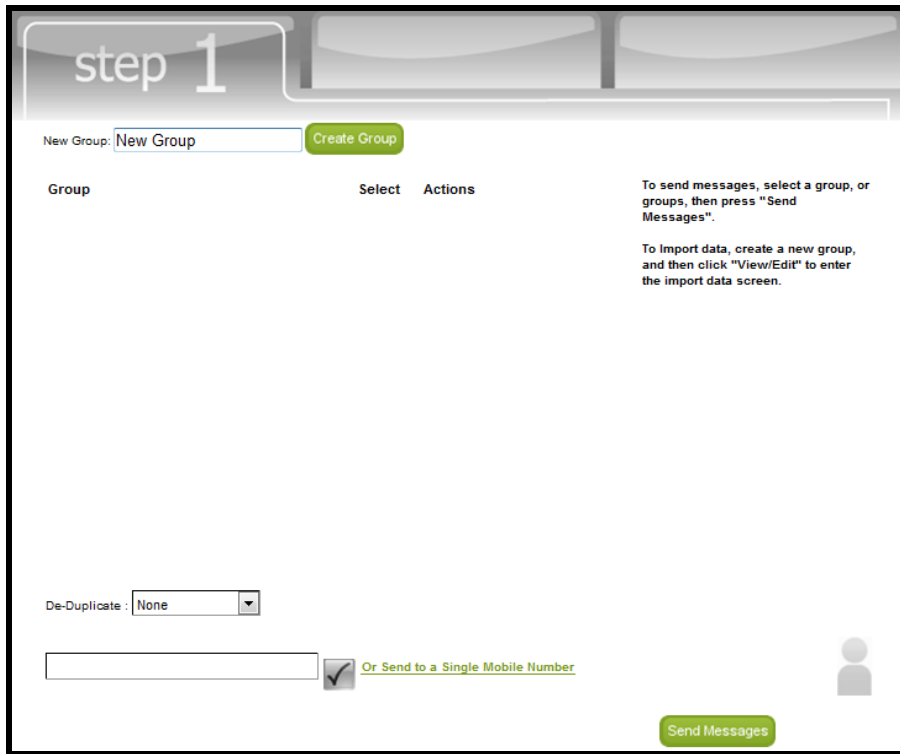


- Select 'Edit Outbound Settings' and you will be taken to the following page:



- Simply follow the instructions on the page and you can set your sender ID.
- The next step is to set up your groups and begin sending messages.

➤ On the Account Homepage, select 'Group SMS' then you will see the 'Group Editor' page:



On this page you can:

- Create your groups. E.g. For a school: Year 7, Year 8 and Year 9.
- Send a single SMS
- Send messages

## How to Create a Group

➤ To create a group type the group name in the top box and press 'Create Group'



- To add your recipients to a group, select the group and click view/edit
- You will then see the 'View Group' page:

### View/Edit Members

Mobile  Per Page 20

0 rows found

Mobile	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6
With selected	<input type="button" value="Delete"/>				<input type="button" value="Update"/>	<input type="button" value="Select All"/>

**Add**

Mobile	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Import** +

**Edit Details** +

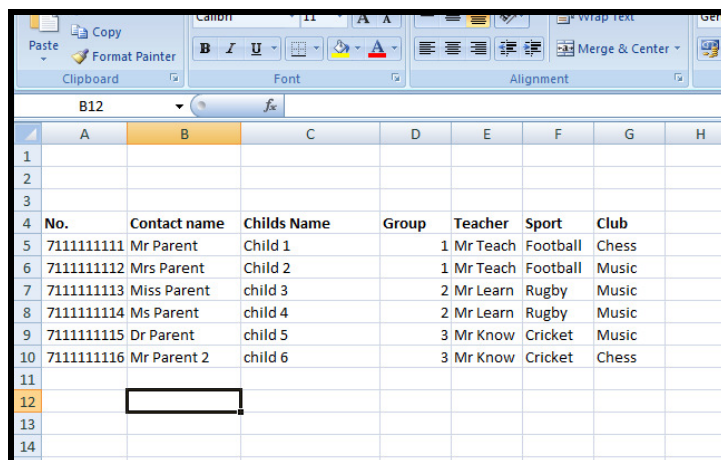
This page allows you to do four things:

- View/Edit a specific member
  - Manually add a member to a group
  - Import member data from a spreadsheet
  - Edit the name of the group
- To view a specific member simply enter their number or part of the number
  - To manually add a member to the group, fill out the boxes in the Add section and click 'Add'
  - To import member data from a spreadsheet click the + symbol and you the box below will open, you can then click browse and search for the relevant file on your computer.
  - Once the file is chosen, click 'Import' and the data will be processed as below.

**Import** -

Import from spreadsheet:    Auto Fix numbers

For example - your unprocessed file:



No.	Contact name	Childs Name	Group	Teacher	Sport	Club
711111111	Mr Parent	Child 1		1 Mr Teach	Football	Chess
711111112	Mrs Parent	Child 2		1 Mr Teach	Football	Music
711111113	Miss Parent	child 3		2 Mr Learn	Rugby	Music
711111114	Ms Parent	child 4		2 Mr Learn	Rugby	Music
711111115	Dr Parent	child 5		3 Mr Know	Cricket	Music
711111116	Mr Parent 2	child 6		3 Mr Know	Cricket	Chess

The page you would see after import:


Upload Results							
Mobile	Field1	Field2	Field3	Field4	Field5	Field6	Result
							Skipped
							Skipped
							Skipped
No.	Contact name	Childs Name	Group	Teacher	Sport	Club	Result
44711111111	Mr Parent	Child 1	1	Mr Teach	Football	Chess	Success
44711111112	Mrs Parent	Child 2	1	Mr Teach	Football	Music	Success
44711111113	Miss Parent	child 3	2	Mr Learn	Rugby	Music	Success
44711111114	Ms Parent	child 4	2	Mr Learn	Rugby	Music	Success
44711111115	Dr Parent	child 5	3	Mr Know	Cricket	Music	Success
44711111116	Mr Parent 2	child 6	3	Mr Know	Cricket	Chess	Success

➤ If you are happy that all the data is correct then you can return to the group editor page by selecting:



➤ Once you have returned to the group editor page you can select your group and begin sending messages.

➤ To edit the name of the group click the  next to Edit Details you will see this box:

**Edit Details** 

Group Name  Group Number

➤ You can then type the new name of the group and click 'update'. This will change your group name.

## Sending Messages

➤ To send a message to a group select the group you wish to message on the group editor page and click:

➤ You will then see the 'Write your message' page:

step 2


0 Characters Left

6x messages 6x receipts 6x credits



**Write your message**

Please compose the message you want to send in the box to the left.  
To use the merge fields, specify the field number in between two percentage symbols, e.g. %3% for field number 3.

To schedule your message to be sent at a later date/time please use the box below. Please note you will not be able to cancel this request, and your balance will reduce immediately.

 [Schedule your message](#)

SenderID:

 [Back to My Account](#)
 [Continue to Confirmation](#)

## How to write your messages

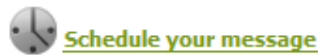
- Simply type your message into the box with whatever you need from any of the fields on the view group page indicated with a % then the corresponding number and then another %.

E.g.: if you have put the recipient's name in field 1, you can tailor each message to have their name in by putting %1% where you wish their name to appear in the message:

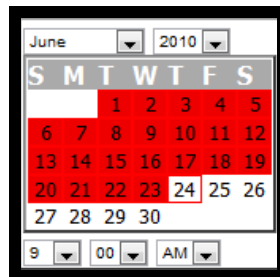


## Sending Options

- You can choose when to send messages (date and time) to help you plan ahead by selecting:



- This will bring up a calendar which will let you to choose the date and time you wish the messages to be sent:



- Or to simply send messages straight away, once you have written your message click:



(bottom right-hand corner of your screen)

- You will then see this screen showing a draft of your first message from the group:



- Check all the fields are correct.
- You can then select 'send' and the messages will be sent to all members of the group.
- You can view reports on the messages you have sent and those delivered on the Manage My Account page.
- For any questions please refer to the list of FAQs on the Account Home Page.