

Text Strategy: Part One

Quick and Efficient Communication

1. Log into dialmycalls.com
2. Click on “contacts” at top menu
3. Click on “create groups” button
4. Name your group
5. Click on “Quick Add Numbers” button
6. Paste numbers that you want to add to group
7. Select group you want to add numbers to (the group you named in “step four”)
8. Click “New Broadcast” at top menu
9. Select “Use Text Message Broadcasting Service” under “Create Text Broadcast”
10. Name this broadcast (i.e. “Sunday 7/1 Preschool Serving Reminder”)
11. Select the keyword you want to send your text messages from
12. Select “Use a Previous Text Message” if the message you want to send is the same/similar
13. Type your text message
14. Choose your contacts, Select the “Contact Groups” tab
15. Scroll down and select the group you want to text
16. Select “Additional Settings”
17. Select “Send Now” or schedule a time for your broadcast
18. Select “Confirm Broadcast Settings” to confirm settings
19. Click “Send Broadcast Now.”