



HOW TO SEND OUT A BROADCAST TEXT MESSAGE

1. Go to our website: subscribers.senttextsolutions.com
2. Enter your username & password provided to you in your Welcome Email
3. Hold your mouse over the SMS Campaign picture icon at the top of the screen. Several picture icons will appear. Click on BCast.
4. You should now be on the Broadcast screen. Name your campaign (your customers cannot see what you name your campaign) & click the Next button.
5. Enter the message that you'd like to send to your customers. Make sure to put your **business name** in the body of the message so your customers know who it is specifically coming from. For promotions or specials, we recommend including "show this text" & an expiration date. Each text message is 160 characters. Click the Next button.
6. Refer to your list in the "Destination Database Select" box. Click the (+) sign to select your list. It will automatically move to the box on the right. Click the Next button.
7. Choose when you want your message to get sent out:
 - a. **Launch Once:** select the Date & Time you want your message to be sent out to your customers
 - b. **Recurrence:** choose the pattern at which you want your message to be sent out to your customers
8. Click Launch SMS Campaign

***You will automatically be brought back to your **SMS Campaign Manager Screen** and the message you just created will be listed in the table below by campaign name.