

How do I create an SMS template? Last Modified on 07/10/2019 12:11 pm AEDT

Hover over Memberships and select Communications.

MY ORGANISATION	MEMBERSHIPS PRODUCT
	Dashboard
Active Membersh	Members
All Member Types 📼	Products & Forms
	Approve Applications
	Clearances
Ву Ме	Programs
	Communications

From the Settings tab, select SMS Templates.

Communications			
Settings Communications			
Email Lett	erheads Email Templates	SMS Templates	
Create	e SMS Template		

Click Create SMS Template.

Communications		
Settings	Communications	
Email Let	terheads Email Templates	SMS Templates
 Creat 	e SMS Template	

Enter a name for the template and the message. You can add a description if you want. Click Save.

New SMS Template	×
SMS Template Name *	
Renewals	
Message	
It's time to renew your membership. Please go to our website to register.	
Description	
	Save X Cancel

Your SMS template will appear in the list.

Communications		
Settings Communications		
Email Letterheads Email Templates SMS Templates		
Create SMS Template		
SMS TEMPLATE NAME *	DESCRIPTION	MESSAGE
Renewals		It's time to renew your membership. Please go to our website to register.
Show 10 SMS Templates Per Page Showing Rows 1-1 of 1		

NOTE: you should keep your SMS messages as short as possible. Long messages can attract higher charges.

Related Articles