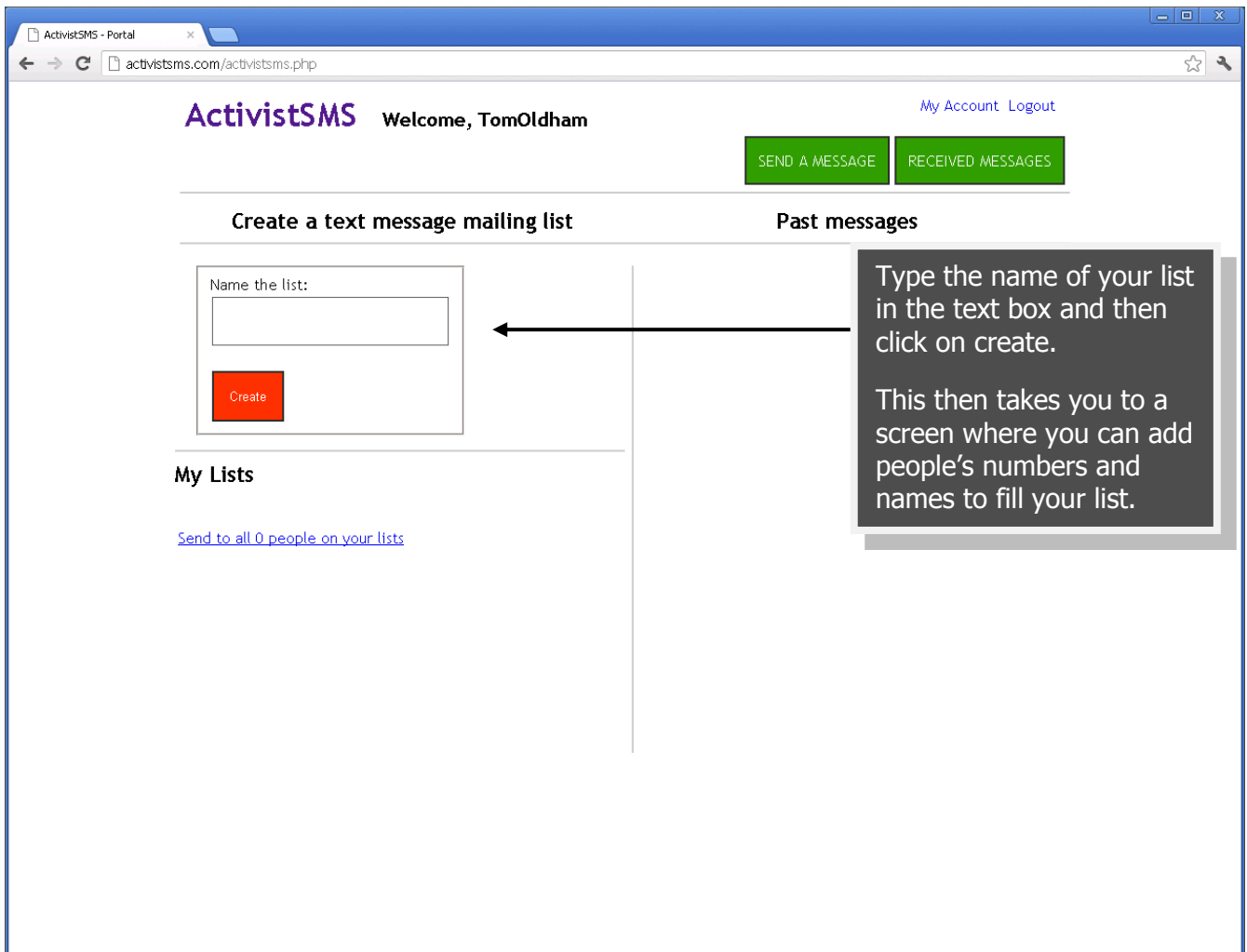


How to: Get started and make a mailing list

When you log in to your Activist SMS account you are automatically taken to the following screen which shows all of your lists and past messages and allows you to create new lists:



The screenshot shows the ActivistSMS web portal interface. At the top, there is a navigation bar with the logo 'ActivistSMS', a welcome message 'Welcome, TomOldham', and links for 'My Account' and 'Logout'. Below this are two green buttons: 'SEND A MESSAGE' and 'RECEIVED MESSAGES'. The main content area is split into two columns: 'Create a text message mailing list' on the left and 'Past messages' on the right. In the 'Create a text message mailing list' section, there is a form with a text input field labeled 'Name the list:' and a red 'Create' button. A callout box on the right side of the form contains the text: 'Type the name of your list in the text box and then click on create. This then takes you to a screen where you can add people's numbers and names to fill your list.' An arrow points from the callout box to the 'Name the list:' input field. Below the form, there is a section titled 'My Lists' with a link that says 'Send to all 0 people on your lists'.

A good and relevant name is important – it helps it to be easily recognisable by the users of the account, e.g. "our community group".

This can also be a useful reference for yourself if you begin to create multiple lists.

New Person

Add people to Friends

Name:

Mobile No. (11 Digits):



Enter the person's name, and mobile number (starting 07 and without spaces) and click on the red + button.

The person will then appear in your list (in this image the list is called 'Friends').

Existing People

Add people to Friends

click to choose a person



Friends People

By clicking on this box you can add people on other lists to your new list.

Just click on the person you wish to add and click on the + button.

Over time you may well enter a lot of contacts in to your list/s.

Therefore, we suggest that you enter first and last names to avoid multiples of a name.