

How to: Navigate the website and send a group message

To reach your homepage just click on the ActivistSMS banner at the top of any page.

The screenshot shows the ActivistSMS homepage. At the top left, a dark grey box with white text says "To reach your homepage just click on the ActivistSMS banner at the top of any page." An arrow points from this box to the "ActivistSMS" logo. The logo is in purple and blue, followed by "Welcome, TomOldham" in black. To the right of the logo are links for "My Account" and "Logout". Below these are two green buttons: "SEND A MESSAGE" and "RECEIVED MESSAGES". The main content area is split into two columns. The left column is titled "Create a text message mailing list" and contains a form with a text input field labeled "Name the list:" and a red "Create" button. The right column is titled "Past messages" and shows a message summary: "Message: hi tom", "Group: Friends", and "At: 2012-08-14 11:12:46". Below the "Create a text message mailing list" section is a "My Lists" section. It contains a link "Send to all 1 people on your lists" and a list of lists. The first list is "Friends" with a green "REMOVE LIST" button next to it. A dark grey box with white text says "Just click on the list you wish to send a text to and you will bring up the screen that allows you to add new contacts and send new messages." An arrow points from this box to the "Friends" link.

The homepage allows you to make a new list, view a list of your lists and view your most recently sent texts.

Send a Message

To all 1 people currently in Friends list

You have 20 texts remaining.

You have enough credits to send a text message to everyone in this list.

160 characters left

send

Type your text in the box (160 characters maximum length) and click on send.

Hey Presto! Your message will be sent to everyone on the list.

Past Messages to Friends

When sending your text it is good to remember three important things:

1. Sign it off with a name that all the group members will recognise as being from you and/or from the group. Some people may not have saved the activistSMS number.
2. Remember it is not a personal message – address the group not individuals. The exception to this rule is if you wish to communicate with individuals on a transparent/group-viewed level, however this may annoy group members if done regularly.
3. Finally, try and be concise in your messages, and try not to send too many of them! Ask simple questions that require simple answers – the big questions can be put in emails, or even better, asked face to face in meetings and events.