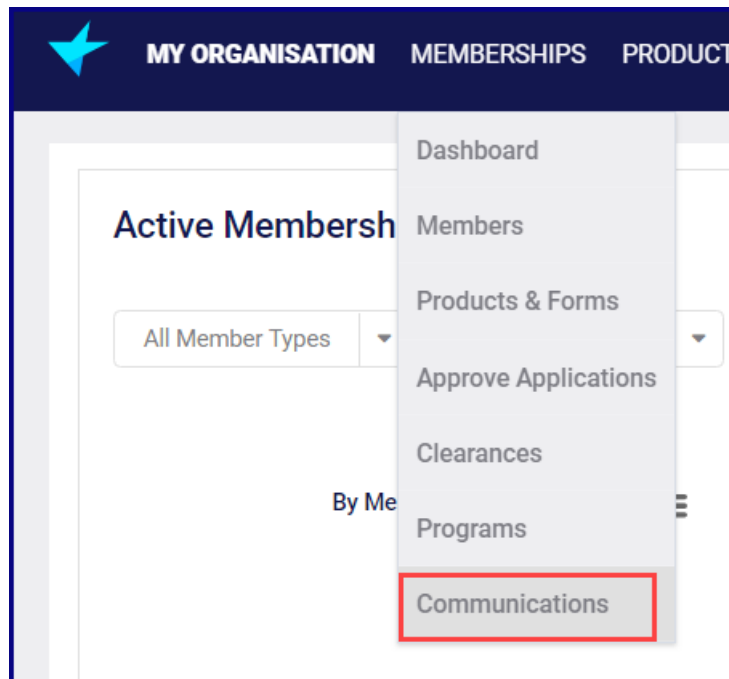




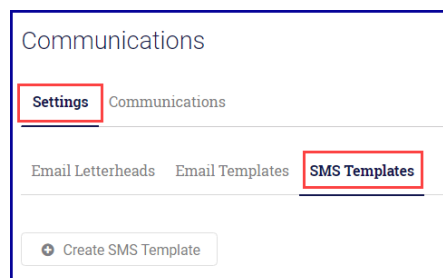
How do I create an SMS template?

Last Modified on 07/10/2019 12:11 pm AEDT

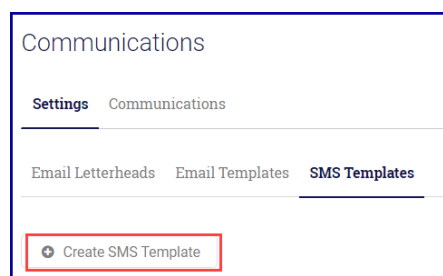
Hover over **Memberships** and select **Communications**.



From the **Settings** tab, select **SMS Templates**.



Click **Create 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

✕ 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.

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