SMS Broadcast Getting Started Guide

Getting started with SMS Broadcast is really simple. You can have your SMS campaign completed with just 3 steps and a few minutes.

This guide will cover:

1. Registering for an SMS Broadcast account
2. Purchasing message credits
3. Sending the SMS messages

There are many advanced features available with SMS Broadcast which are covered in detail in the Documentation section of the website. This guide covers the basics to get a standard SMS campaign sent out as fast and easy as possible.

The easiest way to manage and store your mobile numbers is to use Microsoft Excel, as this method allows you to easily update the list as needed. It is very easy to import your mobile number list from Excel. In this guide, we will assume you are using Microsoft Excel and we will show you exactly how to import your mobile number list.
Step 1 – Registering for an SMS Broadcast account

Before you can use the SMS Broadcast service, you need to register for an account. Registration is free, quick and simple.

1. Open your web browser (e.g. Internet Explorer) and go to the website www.smsbroadcast.com.au
2. Click the signup link on the menu on the left of the page.
3. Most of the details you need to enter on this page are self-explanatory, however there are a couple of options that you may need assistance with.

   **Username** – You will use this each time you login to the SMS Broadcast website. It should be short and easy to remember. Most people use their own name or their company name. For example: bobsmit or bobsusedcars.

   **Password** – To secure your SMS Broadcast account you will need to enter a password each time you login to the account. Enter a password that is easy to remember, but not too easy so that anyone could guess it. You will need to enter the same password again in the Confirm Password box.

   **Your Mobile Number** – As part of the account verification process, we need your mobile number. We will send an SMS to your phone with a code that you need to enter on the next screen, so ensure you have your phone turned on and with you.

   **Default Sending Number** – This will be the default name or number that appears as the sender of your SMS messages. You can change this later if you need.
Promotion Code – If you have been given a promotion code, enter it here. Otherwise leave this box blank.

4. Once the signup form is completed, click the Register link.

5. An SMS will be sent to your mobile phone with the message “Your SMS Broadcast activation code is: xxxxxxxx”. Enter the activation code in the box on the screen.

6. You have now registered and are logged into your account.
Step 2 – Purchasing SMS credits

Each new SMS Broadcast account is given some free credits to trial the service. If you don’t have enough message credits to send your messages (1 credit = 1 SMS message), then you will need to purchase some more credits.

1. If you are not already logged into your account, login using the Client Login box on the right side of the SMS Broadcast website.
2. Click the ‘purchase credits’ link on the menu on the left of the page.
3. Enter the number of message credits you wish to purchase. Remember, 1 credit can send 1 SMS message.
4. Click your preferred payment option, either credit card or PayPal.
5. Follow the prompts to complete your payment.
6. Your message credits will appear in your account immediately after a successful payment.
Step 3 – Sending your SMS messages

Now that we have formatted the mobile numbers correctly, we are ready to send your messages.

There are a lot of options available when you send SMS messages, such as delayed messages and personalised messages. In this guide we will send a basic message.

1. If you are not currently logged into the SMS Broadcast website, login using the Client Login box on the right of the SMS Broadcast website.

2. Click Send Messages on the menu on the left of the screen.

3. Type your message into the box shown. Your message can be up to 160 characters long. When you have completed the message, click Next.

4. We will now insert the number list you have in Excel.
   a. Start Microsoft Excel and open the spreadsheet containing the mobile number list.
      Note: It doesn’t matter if your numbers are missing the leading 0 or contain spaces or other punctuation.
   b. Highlight all the mobile numbers using your mouse.

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<td>0455666777</td>
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<td>0466777888</td>
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c. Press CTRL and c on your keyboard to copy the numbers.
d. Go back to your internet browser and click on the mobile numbers box.
e. Press CRTL and v on your keyboard to paste the numbers into the SMS Broadcast website.

![Load your phone numbers]

f. Click Next.

5. You now need to select between a one way message or a two way message.

One way messages are great if you don’t need to receive a reply from the message recipients. This option allows you to use your company name as the sender of the message. If you select this option, you can change the ‘Your Mobile Number’ box on the screen.

![Message Type]

Two way messages allow you to receive a reply to your messages. The reply will be forwarded to your email address. The SMS messages will appear from our special mobile number.

Once you have selected an option, click Next.

6. You will now be asked if you want to send your messages now or later. Select now and click next.
7. Your messages are now ready to be sent. This step is your final confirmation before sending the messages. Check the details of the messages to ensure everything is correct. If there are no changes, click Send Messages.

8. Your messages will now be sent out. The screen will display an estimated delivery time to send all the messages, but the first messages should start arriving within a few seconds.

9. Congratulations, you have sent your first SMS Broadcast!