



## Send 'Combo' Message

Last Modified on 25/02/2022 11:04 am AEDT

The 'Combo' option will send an SMS to all recipients with a mobile number and an email to recipients that have an email address but no mobile number.

Before following the steps below to send a 'Combo' message (combination of SMS and email) you must firstly select recipients and a mode of communication. Once you have completed these steps and chosen Combo as your mode of communication, proceed on to the instructions below.

1. Click on **Combo** on the 'Confirm Recipients' screen. The 'Compose Message' screen will open. This screen allows you to compose both an SMS and an email.

### Communicator - Confirm Recipients

You have chosen to send a message to **Predefined List Players**.

The number of email addresses in the selected list exceeds the allowable limit (2000).

You are only able to send an SMS message.

Choose the type of message(s) you would like to send.

SMS

To send an SMS you require sufficient credits.  
You have **1198** SMS credits available. Using account YJFL

Email

Send a longer less urgent message

**Combo**

This option will SMS contacts with a mobile number and automatically email those contacts with an email address but no mobile number listed.

2. Under 'SMS', complete the following fields:

- **Sender:** enter the Sender mobile number (if not already defaulted).
- **Message:** Type the message to be sent to recipients. There is a 140 character limit for SMS messages. As you type, the 'counter' below the message field will show the number of characters you have remaining.
- **SMS Password:** Enter your association/ club/ team's SMS Password

### Communicator - Compose Message

All fields must be completed. When finished, press the 'Send Message' button.

SMS

Sender:

Message:

You have **85** characters remaining.

3. Under 'Email', complete the following fields:

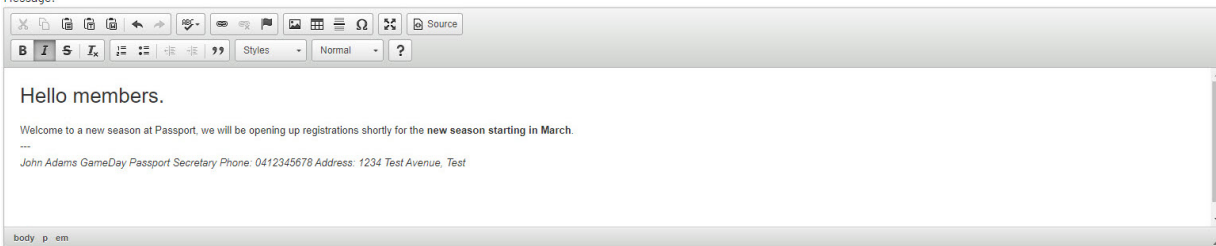
- From: If a default 'Reply To address' has been added to the Communicator Profile Settings it will automatically be populated in the 'From' field. This email address can be edited if needed. If you have not set up a default email address in the Profile Settings, enter the desired email address into this field. Any replies will be sent to this email address.
- Subject: Enter a title for the email
- Message: Type the message to be sent to recipients
- Type of Message: Select the most suitable message type from the drop-down list

**Email**

From: ash.black@

Subject: Registrations Opening in March

Message:



Hello members.

Welcome to a new season at Passport, we will be opening up registrations shortly for the new season starting in March.

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*John Adams GameDay Passport Secretary Phone: 0412345678 Address: 1234 Test Avenue, Test*

body p em

4. Read the Acceptable Use Policy.

5. Click on Send Messages.

6. A verification message will appear. Click on OK.

7. A message will appear confirming that the email/ SMS messages have been sent and the number of recipients they have been sent to.

Please note: Our SMS system is only available within Australia.

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