



GAMEDAY

How do I send an SMS to my Officials in Schedula?

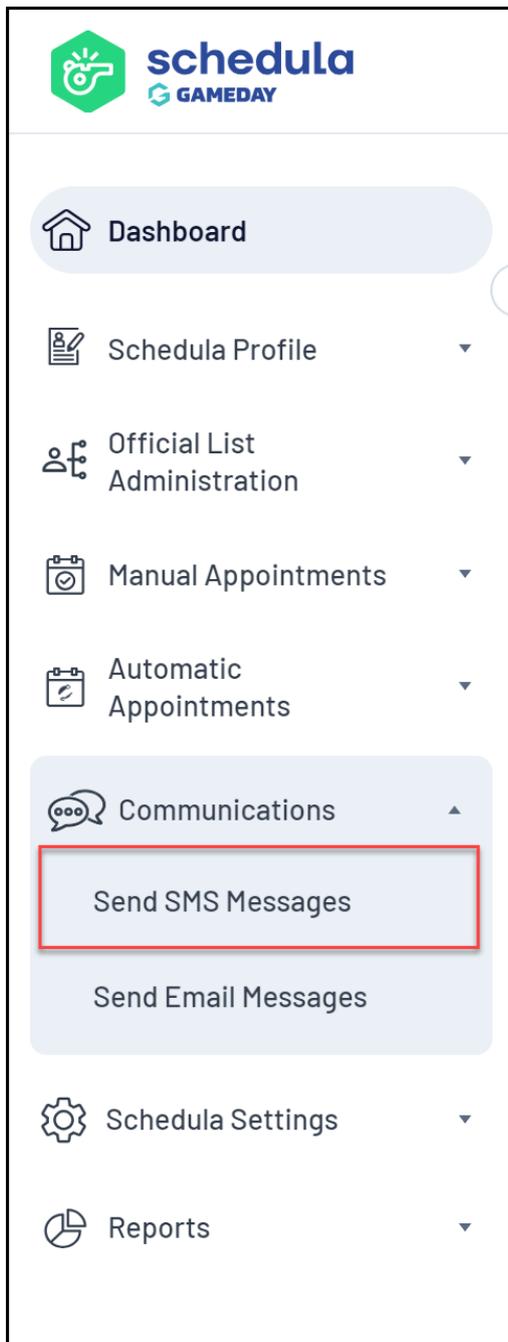
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Schedula allows administrators to send customised SMS communications to officials based on certain criteria.

Note: Sending SMS messages through Schedula requires the organisation to purchase SMS credits. Please contact [GameDay Support](#) directly to organise the purchase of SMS credits for your Schedula database

To send an SMS to your officials through Schedula:

1. In the left-hand menu, select **Communications** > **SEND SMS MESSAGES**



2. Select your **ORGANISATION**

The image shows the 'Send SMS Message' form. At the top left is a speech bubble icon and the text 'Send SMS Message' followed by an information icon. Below this is a light blue header bar with the text 'SMS Message Options'. The main form area contains the following elements:

- 'Selected Organisation' dropdown menu: A white box with a light blue border containing the text 'Metro South (WA)' and a downward arrow. This dropdown is highlighted with a red box.
- 'Billing Method': A label followed by the text 'Pre-Paid. There are 0 available SMS credits.'
- Three radio button options:
 - Send an SMS to individual contacts.
 - Send an SMS to a Official Panel.
 - Send an SMS to a list based on a criteria.

3. You can then choose one of the following options to define your recipient list:

- **Send an SMS to individual contacts** : Allows you to manually add recipients from your Schedula official database

SMS Message Options

Selected Organisation

Billing Method

Send an SMS to individual contacts.

Send an SMS to a Official Panel.

Send an SMS to a list based on a criteria.

SMS Message

From

Recipients (No contacts selected)

Cost

Message

(Maximum of 160 characters). You have **160** characters left.

- **Send an SMS to an Official Panel** : Allows you to use one of your [Official Panels](#) as the recipient list

SMS Message Options

Selected Organisation: Metro South (WA)

Billing Method: Pre-Paid. There are 0 available SMS credits.

Send an SMS to individual contacts.
 Send an SMS to a Official Panel.
 Send an SMS to a list based on a criteria.

SMS Message

From: [Empty]

Season: 2021

Recipients:

- Umpire (built-in)
- Field Umpire (built-in)
- Boundary Umpire (built-in)
- Goal Umpire (built-in)

Hold down CTRL when selecting a panel to make multiple selections.

- **Send an SMS to a list based on a criteria** : Allows you to send an email to officials who have not confirmed their appointment this week, who are officiating at a certain venue this week, or who are not officiating this week

SMS Message Options

Selected Organisation: Metro South (WA)

Billing Method: Pre-Paid. There are 0 available SMS credits.

Send an SMS to individual contacts.
 Send an SMS to a Official Panel.
 Send an SMS to a list based on a criteria.

SMS Message

From: [Empty]

Recipient Criteria:

- Officials who have not confirmed their appointments for this week. Active week is for fixtures between 18/12/2023 and 24/12/2023
- Officials who are officiating at a selected ground this week. Active week is for fixtures between 18/12/2023 and 24/12/2023
- Officials who are not officiating this week. Active week is for fixtures between 18/12/2023 and 24/12/2023

Cost: 0 credits will be used to send this message.

Message: [Text Area]

4. Once you've defined your recipient list, compose your message in the editor provided, then click **SEND SMS**

Recipient Criteria Officials who have not confirmed their appointments for this week.
Active week is for fixtures between 18/12/2023 and 24/12/2023

Officials who are officiating at a selected ground this week.
Active week is for fixtures between 18/12/2023 and 24/12/2023

Officials who are not officiating this week.
Active week is for fixtures between 18/12/2023 and 24/12/2023

Cost 0 credits will be used to send this message.

Message

Please note that you have outstanding appointments that have not been confirmed. Please login to Schedules and confirm or decline your appointments

(Maximum of 160 characters). You have **18** characters left.

Send SMS