AD ON DIGITAL™
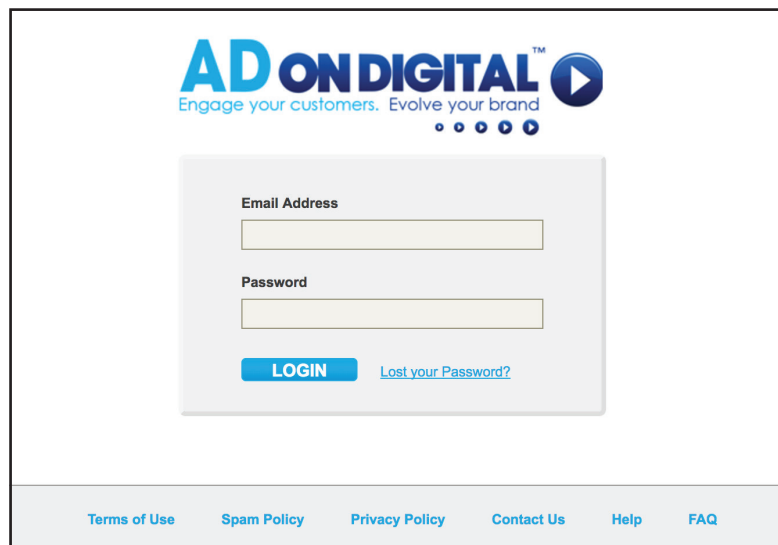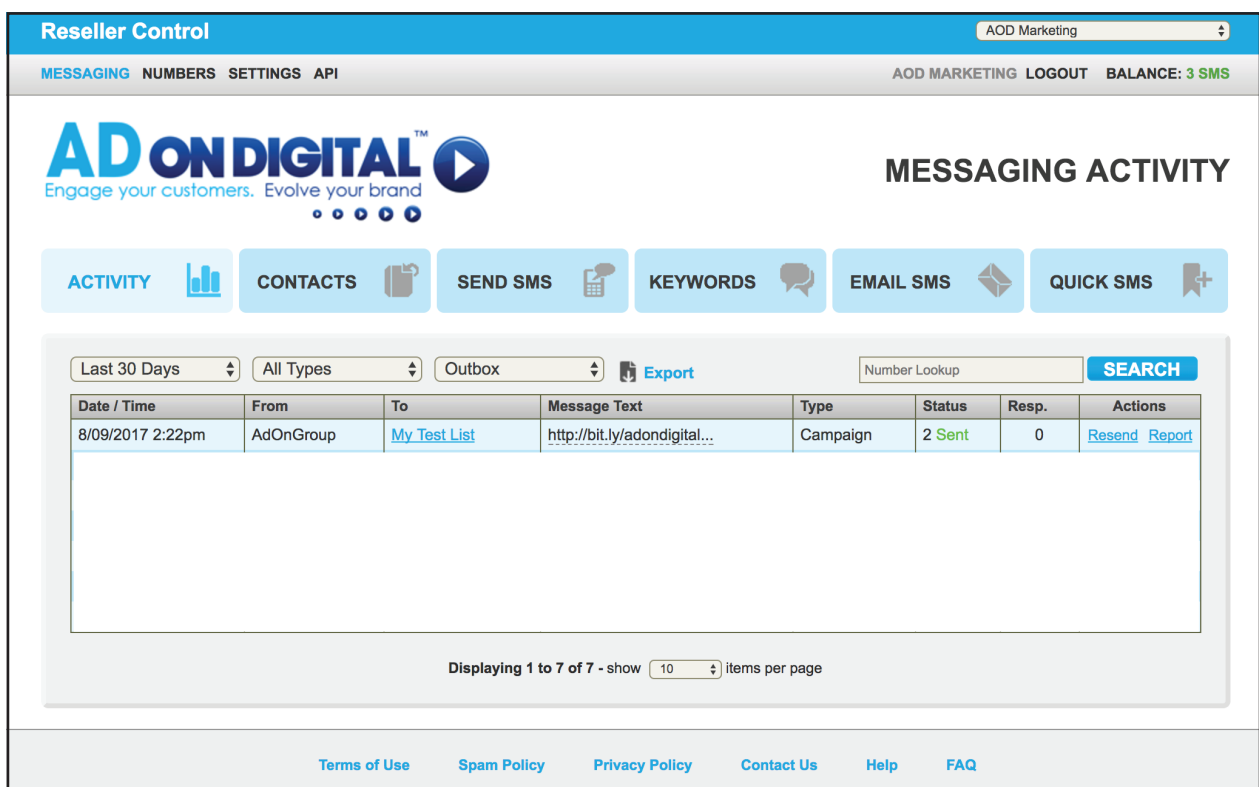Engage your customers. Evolve your brand

HOW TO SEND YOUR TEXT MESSAGE CAMPAIGN

1. We've emailed you login details for your text message portal account. (If you don't have the login details, please contact us).

2. Go to: https://adondigital.transmitsms.com/ and login.

3. The screen below will appear. Please note you will see your pre-loaded SMS balance in the top right hand corner.

4. Next, let's upload your mobile database. To do this click on the Contacts tab.

5. This following screen will appear. Click 'New Contact List'

6. Click on 'Untitled List' to rename your list. Then click 'Upload' to upload your mobile database.
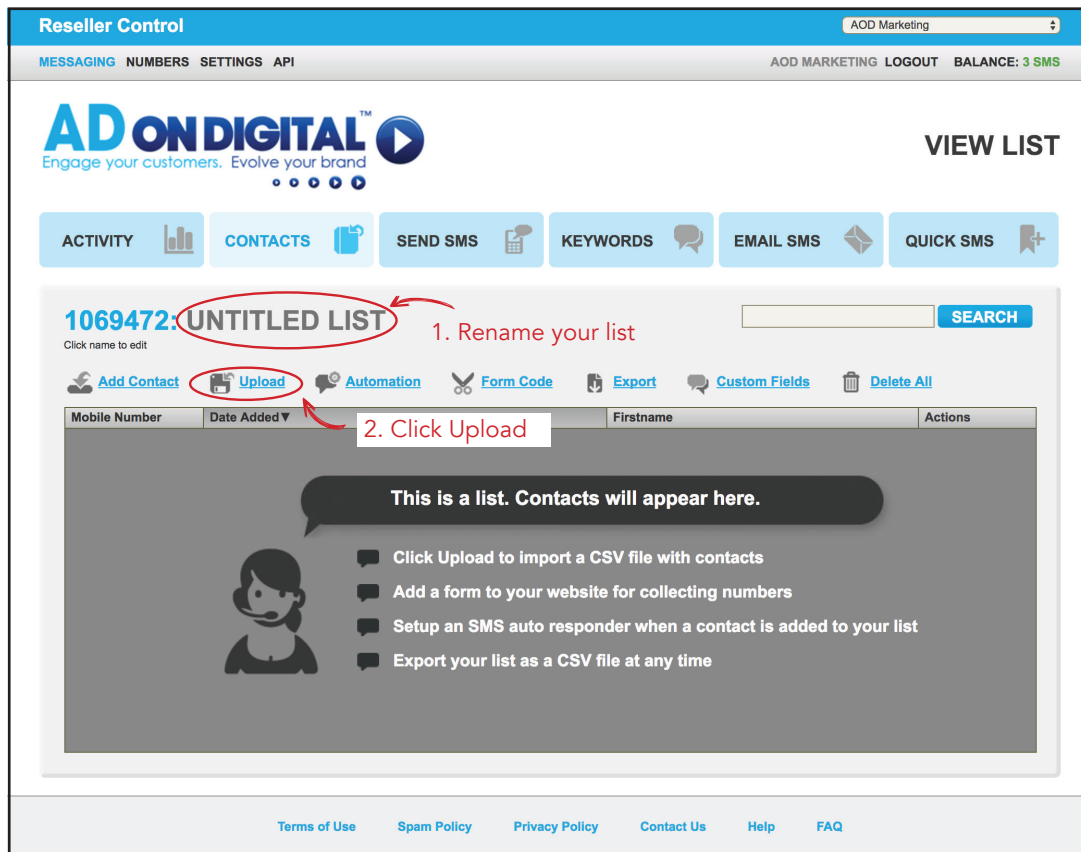
7. Click Choose File (your mobile number database must be in csv, xls or xlsx format). Or you can add mobile numbers manually.
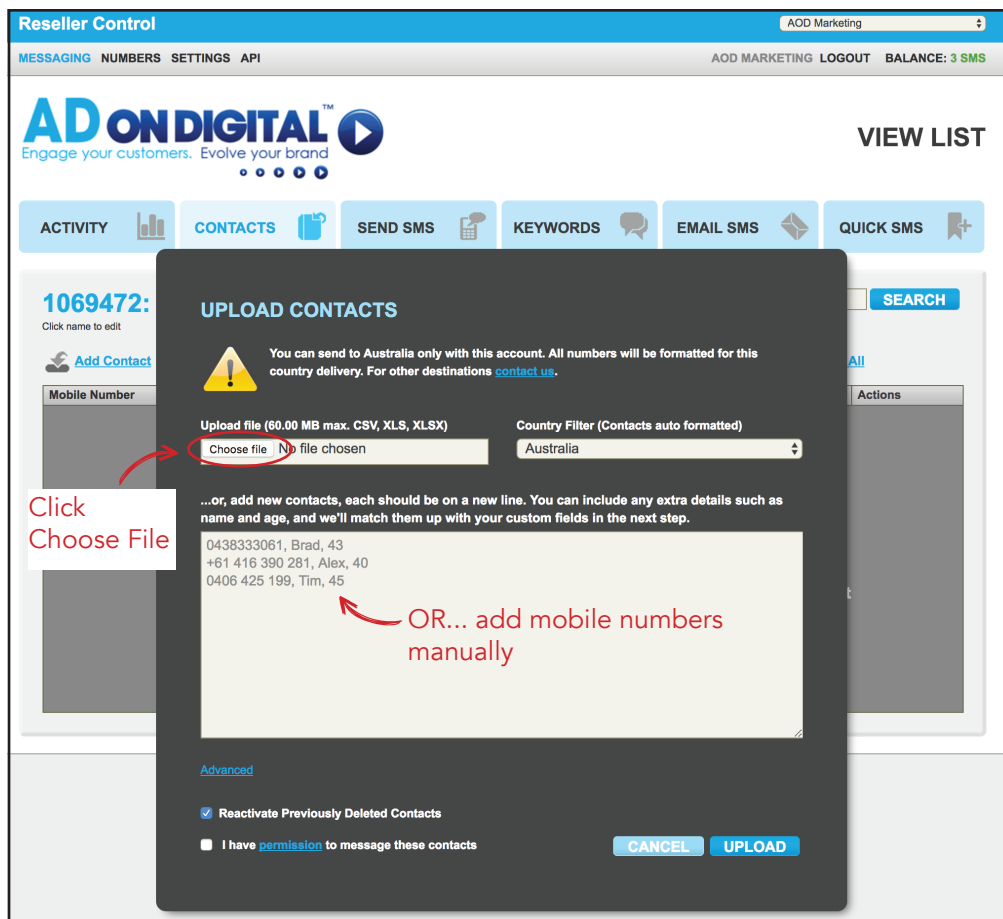
8. Tick the box stating 'I have permission to message these contacts', then click Upload.

9. You'lll be asked to map your data - which matches your data fields with titles (eg. Mobile, First Name, Last Name, Company). You choose which fields you'd like to keep. Click Import.

10. You'll see all your contacts in your new list.

11. Next, we're ready to load our text message. Go to 'Send SMS' tab.

12. Select your list (to send your text campaign to). Then under 'From (Sender ID)', click on the arrows and select 'Define Sender ID' from the dropdown list. Enter your company name (note. must be 11 characters or less). Click Activate.

13. Under Message, go to Templates. Click on the arrows and select <Your Company Name> Template. This is a template we've already created for you. It contains the text message which your recipients will receive, along with a strong call to action to click through to your digital brochure.

NOTE: You must always have an OPT OUT or UNSUBSCRIBE option in your text message. The template we've created for you has the OPT OUT option. However, if you use this text message portal for future campaigns, you must include instructions on how your customers can Opt Out (providing a link or number for customers to do so) - to ensure you are compliant with the Spam Act 2003. Please contact us for further information on this.

14. You can then select to schedule your text message campaign, split send it (send to different segments of your list at different times), and you can choose pending message expiry. Once you're happy with these selections, click Next.

15. The following screen will appear. Double check all the details, then once you're happy, click SEND.

16. Congratulations! You've just sent your first text message campaign! Mission complete.