Text a Group of Staff

You can generate a text message to be sent out to a group of your staff all at once, aka in a batch. Search Criteria (e.g. Type, Position, Class assigned to...) allow you to select all, or only specific, staff to send the message to.

The recommended texting limit is 200 texts per day, per phone number. Sending more than the recommended number of texts may result in you being considered a 'spammer' and being blocked by mobile carriers.

1. Point to **Staff** and click **Email/Text Staff**.

2. In the *Type* field, select **Text Message/Email**. *Note: An email with the contents of the text will be sent to staff that have not opted into receiving text messages.*

3. Type a **Message**. Your message is limited to a maximum of 160 characters. As you type, Jackrabbit displays the number of characters left.

4. Enter applicable **Search Criteria** to select who you want to text.

5. Opt to **Send Message To** *All Staff* (useful for urgent messages), *Instructors Only* (omit office staff), or *Non-Instructors Only* (omit teachers/coaches).

6. Click **Preview List**.

On the Preview page you'll notice the following:

- A review of the details of your text is offered on the left.

- Unchecking any name omits them from the send.

- Staff members who meet the search criteria you used, but have not opted into texting, will be listed with their email address. They'll receive an email of the text.

When you are ready to send the text messages, click **Send Text Message/Email**.

You will receive a screen confirmation indicating that the messages are on their way. You will also receive an email confirmation with the details of the message and the recipients.

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Message Confirmation

◀ Return

✓ Success! Your messages are on their way.
A confirmation email listing all recipients will be sent to you shortly.
The Text Activity Report and Text Undeliverable Report are located under the Reports menu.

Results

From Number:	2 number(s)
Text Replies Sent To:	helpcenter@jackrabbittech.com
Email Replies Sent To:	helpcenter@jackrabbittech.com
Subject:	Please arrive 1 hour early tonight to help with snow removal before the doors open. Thx!
Message:	Show Message
Message Length:	88