Sending SMS and/or Email Communications from CQCommand

- 1 To access the communications module
 - (a) Click on the Notify Contacts button from the home page;
 - (b) OR whilst in an event, click on the Notify Contacts menu option from the workflow.
- 2 Create your SMS and/or Email message
 - (a) Create a Heading for your message;
 - (b) You can select a predefined template for your message. If you want to create your own message, do not select a template;
 - (c) Attach a file, if required.

Notify Contacts 🛛	
Heading:	
Templates:	Select Template V
Message:	B I I = = ++-+
Attachment	Choose File to file chosen
	Notify

- 3 Select your audience
 - (a) Choose your Broadcast Type (Email and/or SMS);
 - (b) Choose your Contact Group;
 - (c) Choose your Contacts (all contacts in a selected group will automatically be selected. You can deselect any contacts you do not wish to send your communications out to).
- 4 Click Notify to send your SMS and/or Email.
- 5 To access the Message Log to review what messages have been sent
 - (a) Click on the Message Log button in the top right hand menu;
 - (b) OR whilst in an event, select Message Log from the workflow.

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B	View Contacts	
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View Contacts