

Step 1: Login to your dashboard @ <http://login.optspot.com>

The screenshot displays the OptSpot dashboard for a user named 'twosisters'. The dashboard is divided into several sections:

- Account Stats (AS OF 1:06 PM):**
 - ACCOUNT SUMMARY:** Message Totals for 3/1/2020 - Present (In: 99, Out: 170) and 2/1/2020 - 2/29/2020 (In: 34, Out: 77). # Remaining Credits: 1819.
 - DAILY STATS:** 3 NEW CONTACTS (0 Yesterday), 0 OPTED OUT CONTACTS (0 Yesterday), 0 SENT MESSAGES (0 Yesterday).
 - DAILY KIOSK ACTIVITY:** 0 KIOSK JOINS (0 Yesterday), 0 KIOSK CHECK-INS (0 Yesterday), 0 REWARDS EARNED (0 Yesterday).
 - CONTACT AGE IN SYSTEM - 296 TOTAL CONTACTS:** Breakdown of contacts by when they were added to this account. A pie chart shows: <1 mo (34), 1-3 mo (39), 3-6 mo (18), 6 mo - 1 yr (64), >1 yr (141).
- Summary Cards:**
 - KIOSK ACTIVITY LAST 30 DAYS: 6
 - COUPONS ISSUED LAST 30 DAYS: 113, COUPONS REDEEMED LAST 30 DAYS: 29
 - TOTAL SUPPORTED CONTACTS: 238, JOINED IN LAST 30 DAYS: 34
- Navigation Panels:**
 - Contacts:** View Contacts, Add a Contact, Import Contacts, Target Lists, Database Setup.
 - Messaging:** Mobile Campaigns, Send Text Blast, Message Inbox, Gateway API, Blast Schedule, Mobile Settings.
 - Mobile Tools:** Mobile Websites, Mobile Coupons, Digital Kiosk Wizard, Text to Screen, MMS Content Library, PayPal Campaigns.

UPGRADE PLAN

https://login.optspot.com/responsive/messaging.asp

Step 2: Click on Messaging

The screenshot shows the OptSpot dashboard interface. On the left sidebar, the 'Messaging' menu item is highlighted with a red rectangular box. The main dashboard area displays 'Account Stats' and 'Account Summary' with various charts and data points. At the bottom, there are three expandable sections: 'Contacts', 'Messaging', and 'Mobile Tools'. The 'Messaging' section is currently expanded, showing options like 'Mobile Campaigns', 'Send Text Blast', and 'Message Inbox'.

Account Stats (AS OF 1:06 PM)

ACCOUNT SUMMARY

Message Totals
3/1/2020 - Present: (In) 99 | (Out) 170
2/1/2020 - 2/29/2020: (In) 34 | (Out) 77
Remaining Credits
Message Credits: 1819

DAILY STATS

3 NEW CONTACTS
0 Yesterday
0 OPTED OUT CONTACTS
0 Yesterday
0 SENT MESSAGES
0 Yesterday

DAILY KIOSK ACTIVITY

0 KIOSK JOINS
0 Yesterday
0 KIOSK CHECK-INS
0 Yesterday
0 REWARDS EARNED
0 Yesterday

CONTACT AGE IN SYSTEM - 296 TOTAL CONTACTS
Breakdown of contacts by when they were added to this account

Age Group	Count
<1 mo	34
1-3 mo	39
3-6 mo	18
6 mo - 1 yr	64
>1 yr	141

KIOSK ACTIVITY LAST 30 DAYS
6

COUPONS ISSUED LAST 30 DAYS
113
COUPONS REDEEMED LAST 30 DAYS
29

TOTAL SUPPORTED CONTACTS
238
JOINED IN LAST 30 DAYS
34

Contacts

- View Contacts
- Add a Contact
- Import Contacts
- Target Lists
- Database Setup

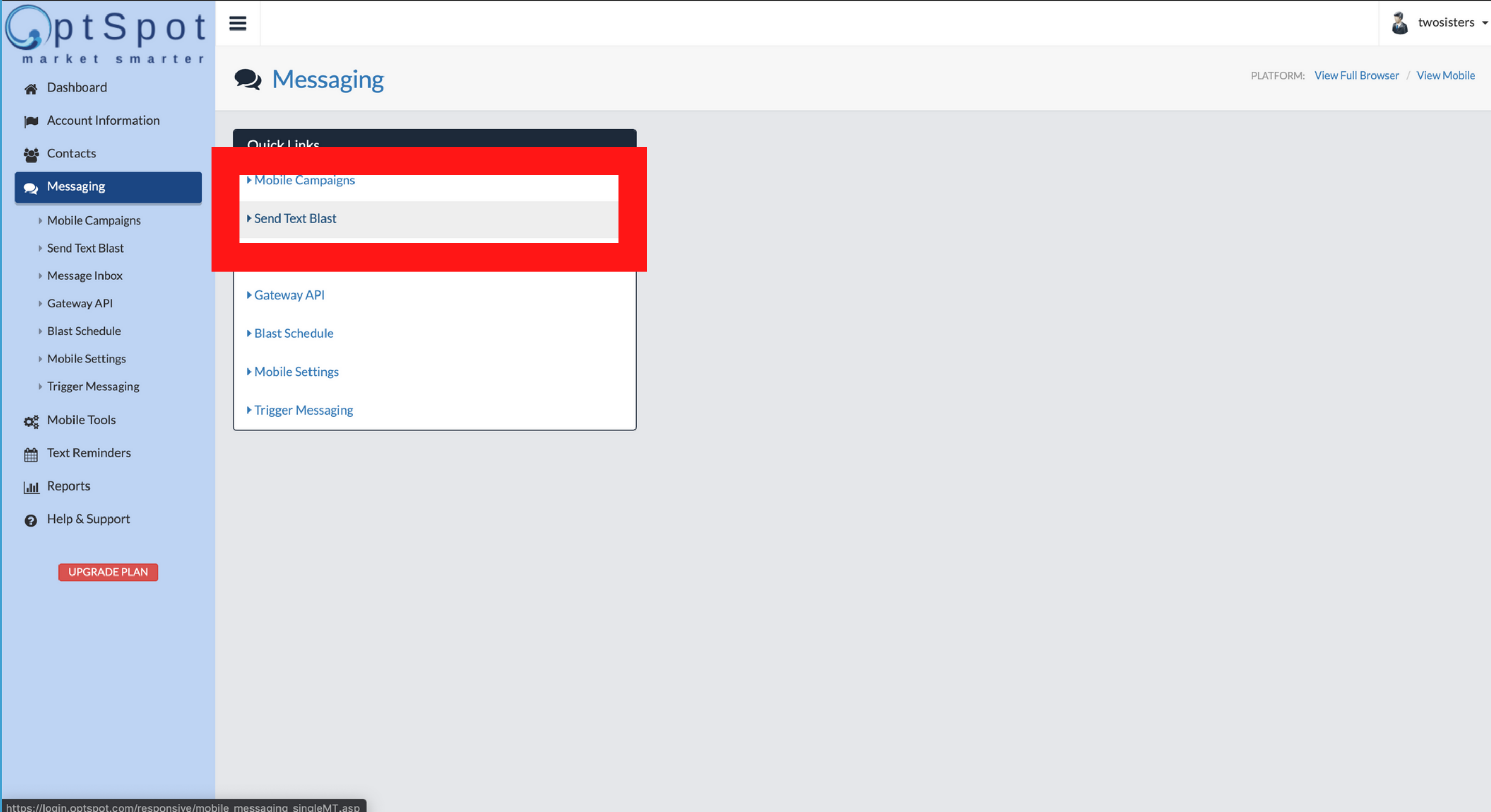
Messaging

- Mobile Campaigns
- Send Text Blast
- Message Inbox
- Gateway API
- Blast Schedule
- Mobile Settings

Mobile Tools

- Mobile Websites
- Mobile Coupons
- Digital Kiosk Wizard
- Text to Screen
- MMS Content Library
- PayPal Campaigns

Step 3: Click on Send Text Blast



Step 4: Select Campaign

You may have one or many here. Just choose your MAIN keyword as this will not matter most of the time.

The screenshot displays the OptSpot Messaging interface. On the left is a navigation sidebar with the following items: Dashboard, Account Information, Contacts, Messaging (highlighted), Mobile Campaigns, Send Text Blast, Message Inbox, Gateway API, Blast Schedule, Mobile Settings, Trigger Messaging, Mobile Tools, Text Reminders, Reports, and Help & Support. At the bottom of the sidebar is a red 'UPGRADE PLAN' button. The main content area is titled 'Send Message' and includes a 'Select Campaign' dropdown menu. This dropdown is highlighted with a red border and contains the following options: '2SIS on 55678' (highlighted in blue), 'CarWashCo on 59925', 'CarWashCoCreditCardManager on 59925', 'CarWashCoDigital on 59925', 'CarWashCoLoyalty on 59925', 'CarWashCoManager on 59925', 'CarWashCoManager5OFF on 59925', 'CarWashCoPrivateReviews on 59925', and 'CarWashCoWebsite on 59925'. To the right of the dropdown is the 'Advanced Message Options' panel, which includes: 'Inbound Reply Options' (set to 0), 'Message Personalization' (with a 'VIEW FIELDS' button), 'Inbound Data Capture' (with an 'Activate' checkbox), 'Save Inbound to:' (with a 'Select Contact Field...' dropdown), 'Send Next Message:' (with a 'Select Next Message ID...' dropdown), 'Mobile Coupons:' (with a 'Select Coupon...' dropdown), and 'Social Media Post' (with status messages for Twitter and Facebook). At the bottom of the form are 'SUBMIT' and 'CANCEL' buttons.

Step 5: Select Recipients

Choose from the dropdown. To send to everyone in your account, make sure to choose All contacts. If you need to send to specific locations/campaigns etc, choose Targets.

The screenshot displays the OptSpot messaging interface. On the left is a navigation sidebar with options like Dashboard, Account Information, Contacts, Messaging, Mobile Campaigns, Send Text Blast, Message Inbox, Gateway API, Blast Schedule, Mobile Settings, Trigger Messaging, Mobile Tools, Text Reminders, Reports, and Help & Support. The main content area is titled 'Send Message' and includes a 'Send Text Blast' breadcrumb. A dropdown menu for 'Select Recipients' is open, showing options: 'Select a sending option...', 'Keyword's optin contacts', 'All contacts for my account' (highlighted), 'Target List', and 'Send to Imported File'. Below this is a 'Compose Message' section with a text input field, a character count of '160 Characters Left', and a note 'Footer Removed'. To the right is an 'Advanced Message Options' panel with settings for Inbound Reply Options, Message Personalization, Inbound Data Capture, Save Inbound to, Send Next Message, Mobile Coupons, and Social Media Post. At the bottom are 'SUBMIT' and 'CANCEL' buttons.

Step 6: Choose NOW or FUTURE, then Type your message

Make sure to include the name of your company in your message so people know who you are. Also, if you schedule in the future, make sure your Time Zone is correct.

The screenshot displays the OptSpot Messaging interface for sending a text blast. The left sidebar shows navigation options like Dashboard, Account Information, Contacts, and Messaging. The main content area is titled 'Send Message' and includes fields for 'Select Campaign' (2SIS on 55678), 'Select Recipients' (All contacts for my account), and 'When To Send' (NOW selected, FUTURE available). The 'Date & Time' is set to 3/25/2020 1:10:28 PM (PT). The 'Message' text area is highlighted with a red border and contains the text: 'Company Name somewhere in your text so they know who you are sending from. You have 160 characters to send your text.' Below the text area, it indicates '42 Characters Left' and 'Footer Removed'. The 'Advanced Message Options' section on the right includes settings for 'Inbound Reply Options' (0), 'Message Personalization' (VIEW FIELDS), 'Inbound Data Capture' (Activate), 'Save Inbound to' (Select Contact Field...), 'Send Next Message' (Select Next Message ID...), 'Mobile Coupons' (Select Coupon...), and 'Social Media Post' (Twitter and Facebook not connected).

Step 7: Hit the SUBMIT button

If you've schedule for the future, you'll still want to hit SUBMIT, as this will save for the future.

The screenshot displays the OptSpot Messaging interface for sending a text blast. The left sidebar contains navigation options: Dashboard, Account Information, Contacts, Messaging (selected), Mobile Campaigns, Send Text Blast, Message Inbox, Gateway API, Blast Schedule, Mobile Settings, Trigger Messaging, Mobile Tools, Text Reminders, Reports, and Help & Support. An 'UPGRADE PLAN' button is visible at the bottom of the sidebar.

The main content area is titled 'Send Message' and includes the following configuration options:

- Select Campaign:** 2SIS on 55678
- Select Recipients:** All contacts for my account
- When To Send:** NOW (selected) FUTURE
- Date & Time:** 3/25/2020 1:10:28 PM (PT)
- Message Type:** SMS (selected) MMS
- Compose Message:** Company Name somewhere in your text so they know who you are sending from. You have 160 characters to send your text. |
Reply STOP to cancel msg&data rates may apply
42 Characters Left
Footer Removed

The 'Advanced Message Options' panel on the right includes:

- Inbound Reply Options:** 0
- Message Personalization:** VIEW FIELDS
- Inbound Data Capture:** Activate
- Save Inbound to:** Select Contact Field...
- Send Next Message:** Select Next Message ID...
- Mobile Coupons:** Select Coupon...
- Social Media Post:** Twitter not connected, Go to [mobile settings](#) to configure; Facebook not connected, Go to [mobile settings](#) to configure

At the bottom of the form, there are two buttons: 'SUBMIT' (highlighted with a red box) and 'CANCEL'.