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

Step 2: Click on Messaging

Step 3: Click on Send Text Blast
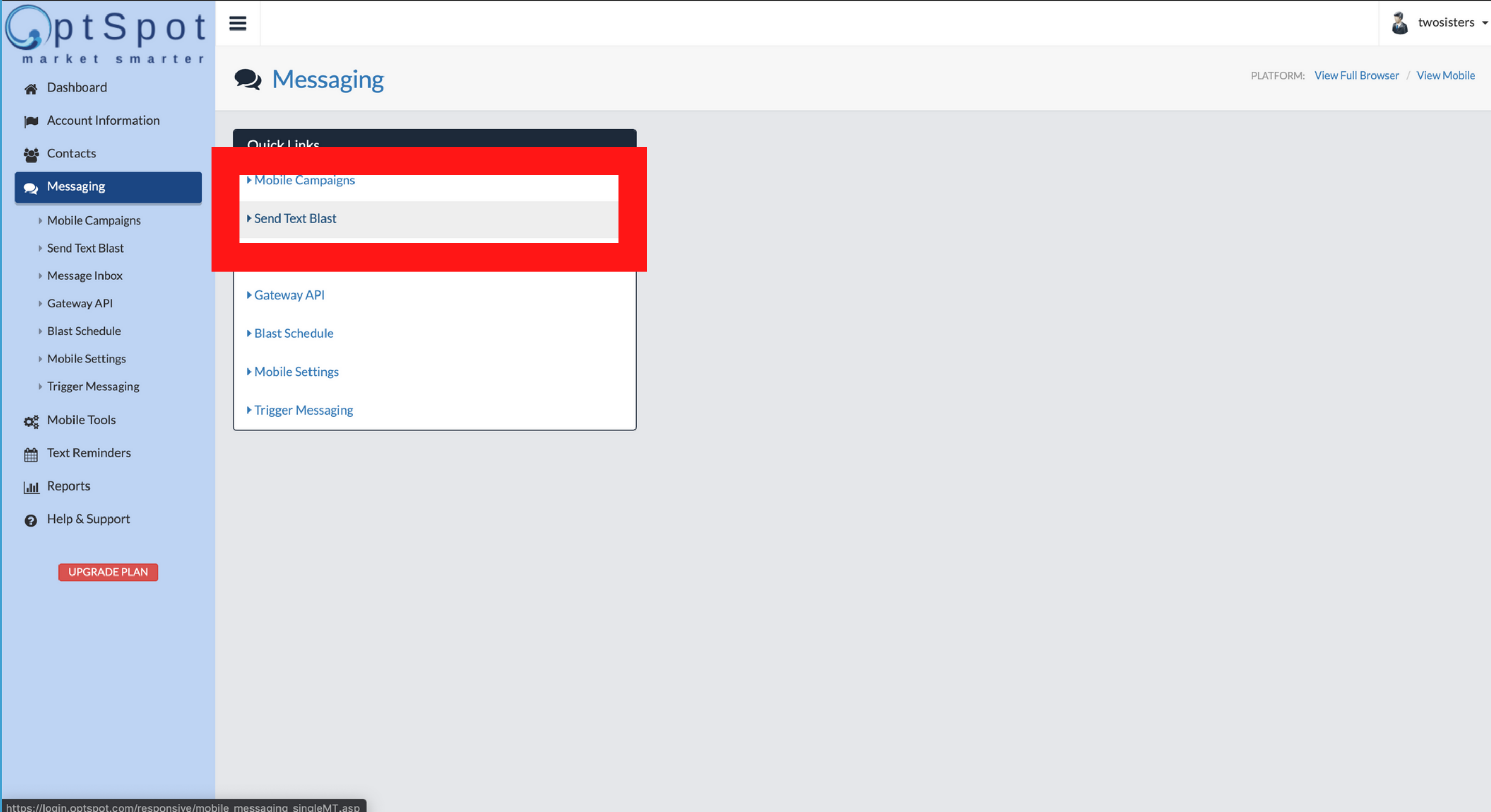
Step 4: Select Campaign

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

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.

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.

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.