

# Custom Text

Last Modified on 04/28/2023 5:01 pm EDT

Create, send, or save a custom text to direct or share fundraising details with users. Once a text is sent, the sender receives an additional text to the number on file confirming the text was sent successfully to the number of users. Texts can be scheduled to send at a set time within the campaign or can be saved as a draft to send at the time desired.

**Note:** If you are communicating with your donors for the first time in over 24 hours, your message should include the following information, "TXT STOP to stop, HELP for help. STD MSG&DATA rates apply."

## Send a custom text

1. From the **Admin Navigation**, select **Communications > Text**.
2. Select **+New Text**.

**Template**

None

**Recipients**

Please Select...

**Message**  160 characters remaining

**i Required**

If this is the first communication with donors in over 24 hours, your message must include "TXT STOP to stop, HELP for help. STD MSG&DATA rates apply."

3. Select Recipient
  - o Group: Select the arrow within the To field to choose from one of our predefined groups.

- ✓ Select Group...
- Cash Donors
- Everyone
- Silent Winners
- Winners
- Unpaid - Include Pledges
- Unpaid - Exclude Pledges
- Pledges Only
- Seated Users
- Invitees
- No Card on File
- Raffle Purchasers
- Missing Contact Info
- Ticketholders
- Non-Ticketholders
- Not Checked In

- Individual: Type the user name in the 'To' field. Existing users will auto-populate. Send to one individual or type additional names to send to multiple individuals.

**Template**

None ▼ Apply

**Recipients**

Individuals ▼

**To**

Example Donor (+1555555555) ✕

**Message** [Add Campaign Links](#) 160 characters remaining

**i Required**  
 If this is the first communication with donors in over 24 hours, your message must include "TXT STOP to stop, HELP for help. STD MSG&DATA rates apply."

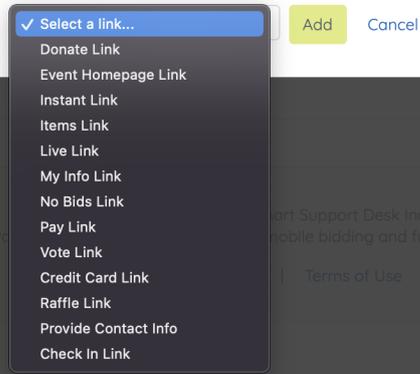
[Cancel](#) Send Text Message

4. Enter Custom Message.
5. Add a Campaign Link (Optional).
  - Directs guests to specific areas within the campaign site, such as the donate page, items with no bids, self check-in, etc.

### Add Campaign Links

Include links in your message to direct users to specific areas of your auction site.

Simply select a link below then click "Add" to drop a link into your message. Please note these links will count toward the allotted character count per message.



6. Click Send, Save as Draft or Schedule.

**Note:** Text messages can only contain links directing users to a GiveSmart campaign. External links are not able to be sent from the GiveSmart platform. Find out more about the **user experience** when sending a campaign link.