Resend the Welcome Message

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Watch a Video

Resend Welcome Text

- 1. Go to View Admin > Users > Details.
- 2. Search for the user.
- 3. Select the user by clicking on the row.
- 4. In the User Detail section on the right, click the Actions dropdown.
- 5. Choose to Send Reg Message.
- 6. Confirm to send email and text registration message by clicking Yes.
- 7. A Message Sent notification will appear, select Ok.

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BID #	D # NAME SEATING GRO					GROUP				USER DETAIL			
	Alessandro, Jessica 203-563-3408									Baumgartner, Jamie			
		Baumgartner	, Jame					н		Mobile 708	-921-3090	Edit View Activity Send Reg Message	
		Baumgartner 708-921-3090	, Jamie					н 9		Email patj	amle@comcast.net	Generate Statemer	nt

Once the Message is sent, confirm with the user the message was received.

Tip: If the text message is still undeliverable, edit the user details by changing the Texting Engine from Short Code to Long Code.