Templated Preset Text Messages

Within each campaign there are templated text messages to preselected groups of users, containing key information or instructions, which are helpful to send before, during, and after events.

Send a templated text

1. From the **Admin Navigation**, click **Communications** > **Text**
2. Select **+ New Text**
3. Click the dropdown arrow in the **Template** field.
4. Select your preferred message from the dropdown.
5. Click **Apply.**
6. **Send** immediately, **Save as Draft or Schedule** to be sent automatically at a later date.

> **Important to Note:** Once sent, the message sender (Admin or Volunteer) receives an additional text to the mobile number on file to confirm the message sent successfully to the number of users.
>
> Text messages can only contain links directing users to a GiveSmart campaign. External links are not able to be sent from the GiveSmart platform.

Text templates

Auction Closing Soon

The Silent Auction will be closing at [enter time here]. Get your last minute bids in now: ##ITEMSLINK##

> **Tip:** Enter an exact time the auction will close (ex. "The auction will close at 9 PM CST") as opposed to referencing hours or minutes (ex." The auction is closing in 15 minutes").

Auction Open Announcement

The auction is now open for (Name for Text Message). View items here ##ITEMSLINK##. TXT STOP to stop, HELP for help. STD MSG&DATA rates apply.

Find Your Table

Our program is about to begin! Please make your way to your seat. Your table number is ##TABLENUMBER##

> **Note:** ##TABLENUMBER## will pull from either Seating Management or Custom Field when 'Table' is selected. However, the default Seated Users recipient group, can only be used with Seating Management. If a user does not have a table assigned when using the custom field 'Table', the message will say, "...Your table number is not assigned."

In-Game Auction Winners

Congrats, you have won! Go to ##PAYLINK## to pay. Claim your item or contact [name] at [phone] to arrange pickup.

Items with No Bids

There are still great items with NO BIDS! Go to ##NOBIDSLINK## to check them out.

Make a Donation

Please visit ##DONATELINK## to make a donation. We truly appreciate your support!

Payment Instructions

Thank you for your contribution! Please visit ##PAYLINK## to pay your remaining balance. Payments can also be made at checkout.

Post-Event Balance

Thank you again for your contribution, we appreciate your support! Please click here to pay your remaining balance ##PAYLINK##

Post-Event Marketing

Partner with GiveSmart for your next fundraiser. Call 888.748.2323 or visit givesmart.com. TXT STOP to stop, HELP for help. STD MSG&DATA rates apply.

Silent Auction Winners

Congratulations, you have won! Please come to checkout to pick up your item(s).

Tee Off Information

Please make your way to your carts, we are about to start. Your hole location is ##GOLFHOLE##.

> Note: 'Tee Off Information' can only be used when Golf Foursome is selected in **Seating Management**.

Tickets Now on Sale

(Name for Text Message) tickets are on sale! Purchase yours today at ##HOMELINK##. TXT STOP to stop, HELP for help. STD MSG&DATA rates apply.

> Note: 'Tickets Now On Sale' can only be used with Ticketing.

Welcome Message

Welcome to (Name for Text Message) Visit ##ITEMSLINK## to view the auction or donate. TXT STOP to stop, HELP for help. STD MSG&DATA rates apply.

Welcome Message (No Donate)

Welcome to (Name for Text Message)! Visit ##ITEMSLINK## to view the auction. TXT STOP to stop, HELP for help. STD MSG&DATA rates apply.

Prompt for Card on File

Add a credit card to your account to make check-in and check-out easy at (Name for Text Message). ##CCLINK##

Raffle Entries

Thank you for your purchase. To view your entry number(s), visit ##MYINFOLINK#

Missing Contact Information

Be sure to provide your email and street address by visiting ##PROVIDECONTACTINFO##

Promote Raffle Items

Get your raffle tickets now! Go to ##RAFFLELINK## to check them out.

Not Checked In

Check in is now available for (Name for Text Message)! Visit ##CHECKINLINK##. Text STOP to stop, HELP for help. Msg&Data rates apply.

Tip: Visit Site Settings to adjust the Name for Text Messages field