

Sending SMS Messages in Take2

Overview

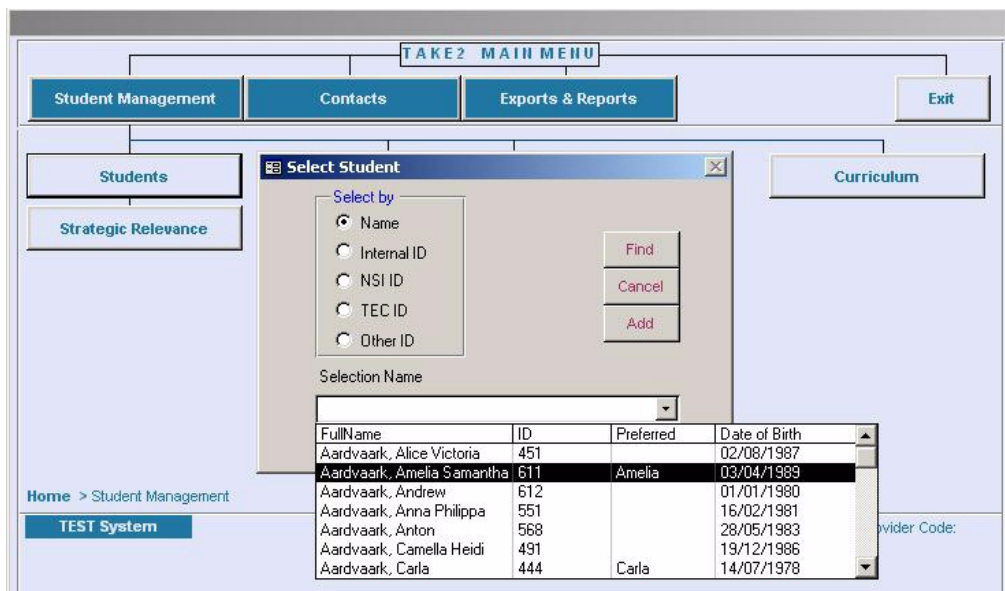
Take2 has the ability to send Short Message Service (SMS) or “text messages” to students with a cellphone number listed in Take2. Messages can be sent to an individual or a group of students.

Sending SMS in Take2 requires that the correct hardware and software is installed and configured correctly. The Take2 User Manual has more information on these requirements.

SMS messages are limited to 160 characters. Any messages over this limit will not be able to be sent.

Sending an SMS message to an individual student

1. Click on the **Student Management** button.
2. Click on the **Students** button.



3. Select the applicable student from the drop-down list.



Second Address

15 Hector Street
 Seatoun
 Wellington

Post Code:

Phone:

Fax:

Mobile: 027 350 0528

Email: noneofurbusiness@hotmail.com

Double click to open email editor

Send SMS

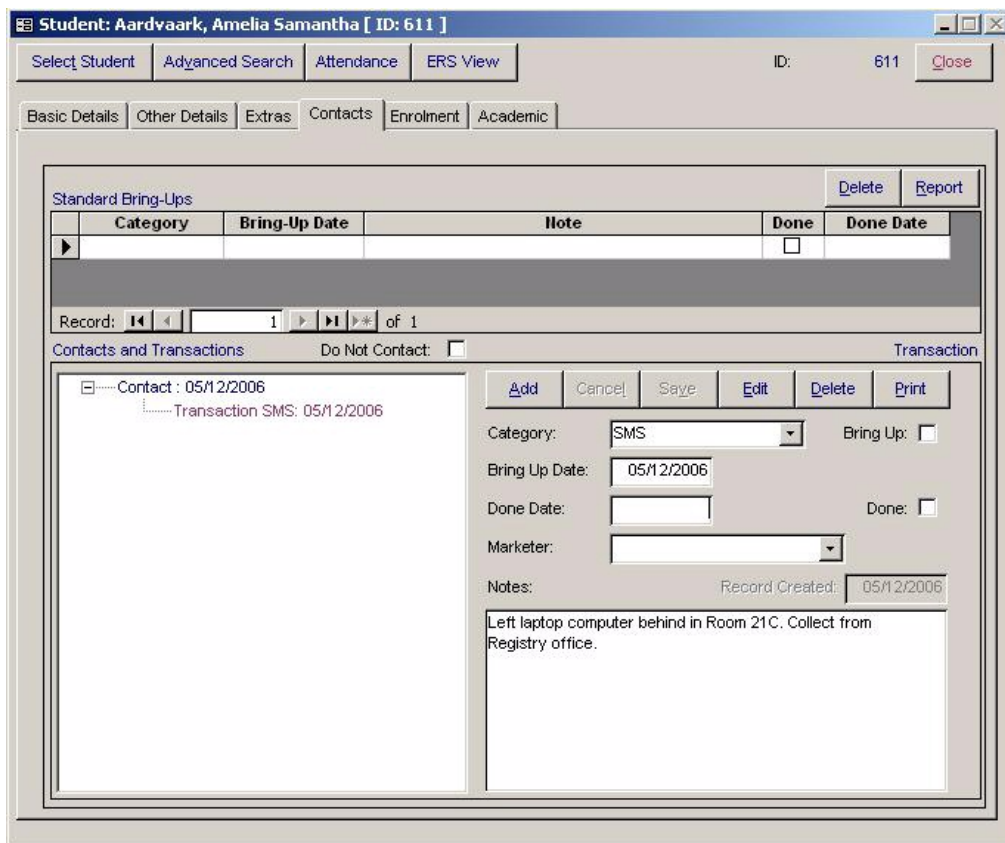
4. In the student’s Basic Details ensure they have a correct mobile number entered.
5. Click on the **Send SMS** button.

6. Type in the message.



A dialog box titled "Send SMS" with a close button in the top right corner. It contains a text input field for "Number" with the value "0211191118". Below it is a larger text area for "Message" containing the text "Left laptop computer behind in Room 21C. Collect from Registry office." At the bottom, there are two buttons: "Show Config" on the left and "Send SMS" on the right.

7. Click on the **Send SMS** button.
8. The message will be sent and details of the SMS will be recorded as a transaction.



The screenshot shows a software interface for a student record. The title bar reads "Student: Aardvaark, Amelia Samantha [ID: 611]". There are several tabs at the top: "Select Student", "Advanced Search", "Attendance", "ERS View", "Basic Details", "Other Details", "Extras", "Contacts", "Enrolment", and "Academic". The "Contacts" tab is active. Below the tabs, there is a "Standard Bring-Ups" section with a table and a "Transaction" section with a form.

Category	Bring-Up Date	Note	Done	Done Date
			<input type="checkbox"/>	

Record: 1 of 1

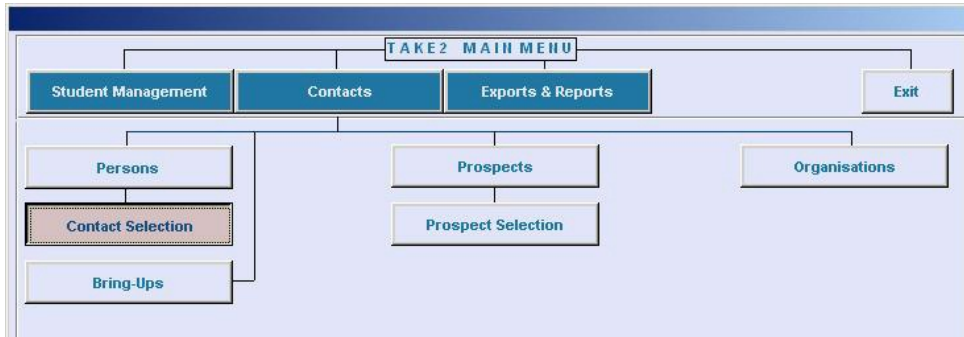
Contacts and Transactions Do Not Contact: Transaction

Transaction Form:

- Category: SMS
- Bring Up Date: 05/12/2006
- Bring Up:
- Done Date:
- Done:
- Marketer:
- Notes: Left laptop computer behind in Room 21C. Collect from Registry office.
- Record Created: 05/12/2006

Sending an SMS message to a group of students or prospects

1. Click on the **Contacts** button.
2. Click on the **Contact Selection** or **Prospect Selection** button.



3. Apply any applicable filters.
4. A list of selected persons will be displayed. Click on the **SMS** button.

ID	Family Name	First Name	Date of Birth	Organisation	Select
492	Aardvaark	Cassie-Leigh	09/12/1988		<input checked="" type="checkbox"/>
448	Aardvaark	Elizabeth Bridget	07/04/1987		<input checked="" type="checkbox"/>
449	Aardvaark	Ema-Joy	28/06/1982		<input checked="" type="checkbox"/>
614	Aardvaark	Hannah Joy	26/05/1987		<input checked="" type="checkbox"/>
561	Aardvaark	Heather Nicole	27/01/1988		<input checked="" type="checkbox"/>
550	Aardvaark	Jamie Michelle	25/02/1986		<input checked="" type="checkbox"/>
443	Aardvaark	Janelle Kaye	13/05/1986		<input checked="" type="checkbox"/>
595	Aardvaark	Janine Helen	30/01/1983		<input checked="" type="checkbox"/>
447	Aardvaark	Jayde Elizabeth	07/08/1987		<input checked="" type="checkbox"/>
490	Aardvaark	Jenna Maree	27/02/1988		<input checked="" type="checkbox"/>
499	Aardvaark	Jennifer Lyn	18/10/1986		<input checked="" type="checkbox"/>
615	Aardvaark	Jessica Leigh	28/04/1988		<input checked="" type="checkbox"/>
613	Aardvaark	Jodi Ann	18/01/1983		<input checked="" type="checkbox"/>
497	Aardvaark	Katie	04/07/1987		<input checked="" type="checkbox"/>
441	Aardvaark	Kerri Letha	27/01/1985		<input checked="" type="checkbox"/>

Addresssee: Individual (Active Address) Organisation

Selected: 158

Buttons: SMS, List, Excel, E-Mail, Transaction

5. Type in the message.

568	Aardvaark, Anton	027 123-4567
491	Aardvaark, Camella Heidi	027 698 5150
444	Aardvaark, Carla	027 123-4567
442	Aardvaark, Carma	027 123-4567

Record: 1 of 147

Message: All classes at the Happy Days Institute have been cancelled due to flooding. Further details on the website - www.happydays.edu

Buttons: Show Config, Send SMS

6. Click on the **SMS** button.
7. The message will be sent and details of the SMS will be recorded as a transaction.

Student: Aardvaark, Amelia Samantha [ID: 611]

Select Student | Advanced Search | Attendance | ERS View | ID: 611 | Close

Basic Details | Other Details | Extras | Contacts | Enrolment | Academic

Standard Bring-Ups Delete | Report

Category	Bring-Up Date	Note	Done	Done Date
			<input type="checkbox"/>	

Record: 1 of 1

Contacts and Transactions Transaction

Do Not Contact:

Transaction

[-] Contact : 05/12/2006

- [-] Transaction SMS: 05/12/2006

Category: SMS Bring Up:
 Bring Up Date: 05/12/2006
 Done Date: Done:
 Marketer:

Notes: Record Created: 05/12/2006

All classes at the Happy Days Institute have been cancelled due to flooding. Further details on the website - www.happydays.edu