

## Ptext

Ptext (Personalized Text Message) is similar to Pmail (Personalized Email)

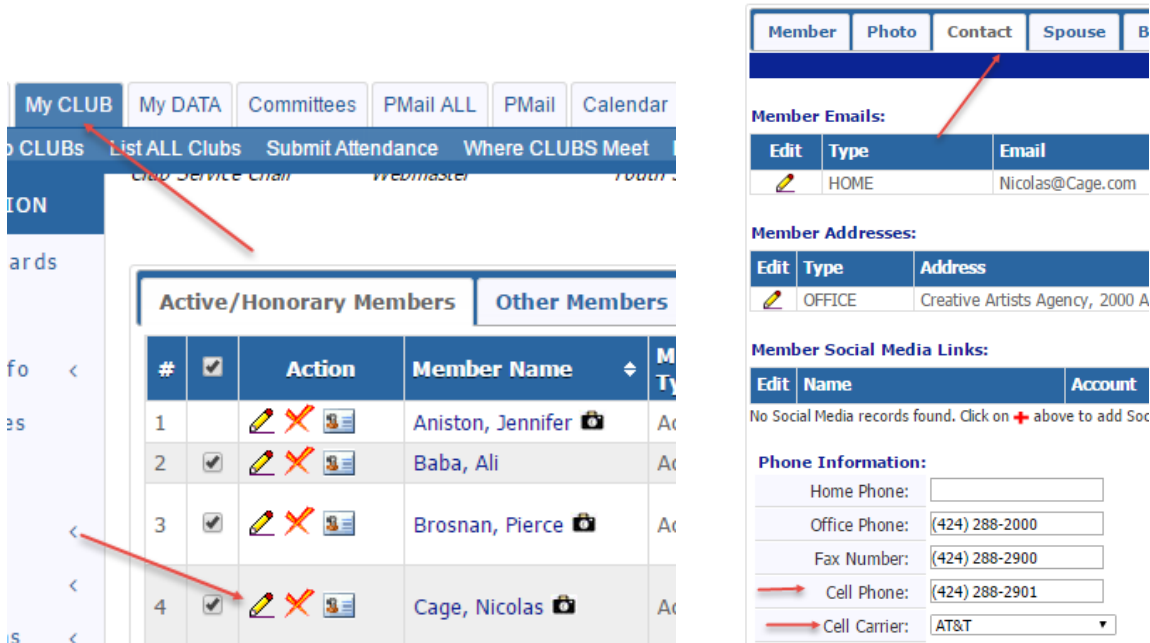
This is a great way to notify members if there is a cancellation at the last minute or a very important announcement.

## Who can Ptext?

1. Level 2 can Ptext anyone on a committee they belong to.
2. By default, Level 3 and above can Ptext all members of their club.

## Information needed in member’s record to Ptext

1. Click on “My Club”, scroll down to the member’s record and click on the “pencil” to edit their record. Click on the contact tab and scroll down to the phone section.
2. Enter the member’s cell phone number with area code and the cell phone carrier, then click on update.
3. If you do not know the carrier you can visit 411.com to find that information.



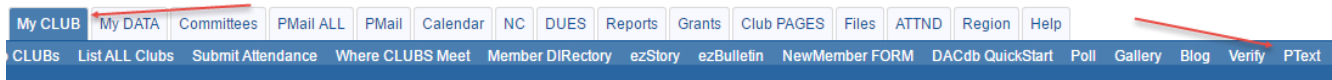
The screenshot shows the DAC db interface. On the left, a navigation menu includes 'My CLUB', 'My DATA', 'Committees', 'PMail ALL', 'PMail', and 'Calendar'. Below this is a table of 'Active/Honorary Members' with columns for '#', 'Action', and 'Member Name'. The member 'Cage, Nicolas' is highlighted, and a red arrow points to the pencil icon in the 'Action' column. On the right, the 'Contact' tab is selected, showing a form for 'Member Information'. The form includes sections for 'Member Emails', 'Member Addresses', 'Member Social Media Links', and 'Phone Information'. A red arrow points to the 'Cell Phone' field, which contains the number '(424) 288-2901', and another red arrow points to the 'Cell Carrier' dropdown menu, which is set to 'AT&T'.

#	Action	Member Name
1	[Pencil] [X] [Info]	Aniston, Jennifer
2	[Pencil] [X] [Info]	Baba, Ali
3	[Pencil] [X] [Info]	Brosnan, Pierce
4	[Pencil] [X] [Info]	Cage, Nicolas

Member	Photo	Contact	Spouse	B
<b>Member Emails:</b>				
Edit	Type	Email		
[Pencil]	HOME	Nicolas@Cage.com		
<b>Member Addresses:</b>				
Edit	Type	Address		
[Pencil]	OFFICE	Creative Artists Agency, 2000 A		
<b>Member Social Media Links:</b>				
Edit	Name	Account		
No Social Media records found. Click on + above to add Soc				
<b>Phone Information:</b>				
Home Phone:	<input type="text"/>			
Office Phone:	<input type="text" value="(424) 288-2000"/>			
Fax Number:	<input type="text" value="(424) 288-2900"/>			
Cell Phone:	<input type="text" value="(424) 288-2901"/>			
Cell Carrier:	<input type="text" value="AT&amp;T"/>			

## Sending the Ptext

1. To send a Ptext to all members of your club, click on the My Club tab and on second menu bar click on Ptext.



2. On the next screen, select the members you want to send the Ptext to, indicate the Subject and your short Text Message. The message is limited to 160 characters. Click the Send Text button to send your message.

Messages will send a text message to the selected members' cell phones. Text messages are typically limited to 140-160 characters, and will depend on the individual carrier. The message window above is constrained to meet the text size limits of all carriers being texted below. By default, members without a carrier defined will be sent an Email. This option can be unchecked below. As an alternative option, the message can be sent as a normal email.



Note: If you change the **MemberType** selections above, you MUST click [Refresh] first before Sending-Selected

**PText Parameters:**

Total Members: **23 Club Members**

Member Type: [All ON](#) | [OFF](#)

<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> Active-LOA	<input checked="" type="checkbox"/> Active-Associate	<input checked="" type="checkbox"/> Active-Corporate
<input checked="" type="checkbox"/> Active-R85	<input type="checkbox"/> Honorary	<input type="checkbox"/> Alumni	<input type="checkbox"/> Alumni-Verified
<input type="checkbox"/> Alumni-INTERACT	<input type="checkbox"/> Alumni-ROTARACT	<input type="checkbox"/> Alumni-RYE	<input type="checkbox"/> Alumni-RYLA
<input type="checkbox"/> Friends of Rotary	<input type="checkbox"/> Guest	<input type="checkbox"/> Guest-Rotarian	<input type="checkbox"/> Proposed
<input type="checkbox"/> Staff Position			

Messaging:  Send via Email  
 Send via SMS Gateway (No Cost)

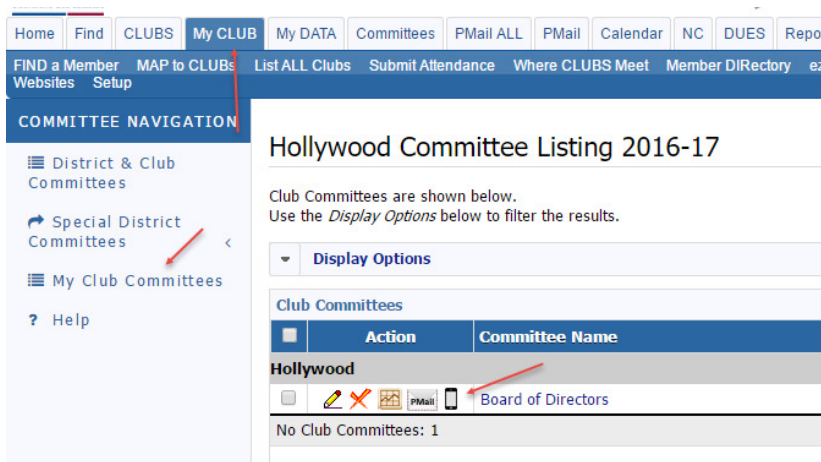
Plan B:  Send Email if member cannot be texted?

Text Subject:

Text Message:

128 characters left (max allowed to be sent by member carriers)

3. To send a Ptext to a committee (you must be a member of the committee), click on My Club, and My Club Committees on the left navigation bar. Then click on the cell phone icon next to the committee name.



- When the new screen pops up, fill in the information and send.

#### PText (Personalize Text Messaging): **Board of Directors**



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Note: If you change the **MemberType** selections above, you MUST click [Refresh] first before Sending-Selected

**PText Parameters:**

Total Members: 4 Committee Members

Messaging:  Send via Email  
 Send via SMS Gateway (No Cost)

Plan B:  Send Email if member cannot be texted?

Text Subject: Meeting tonight

Text Message: Reminder we are meeting at 6:00 tonight and Jennifer's house.

99 characters left (max allowed to be sent by member carriers)

## Levels 6+

- Depending on your level, you will be able to Ptext different clubs. To Ptext a club, click on the Clubs tab, click on the cell phone icon next to the club name and follow the same procedures as above.

CLUBS My CLUB My DATA Committees PMail ALL PMail Calendar NC DUES Re

Club Sparks

NAVIGATION

Clubs Meet

Clubs

Positions

onor Trophy

### Club Listing

All of the clubs in this District are shown below. Use the display options to filter

Display Options

#		Action	Club Name
1	<input type="checkbox"/>		Bank Masters - Test
2	<input type="checkbox"/>		Butter Ball - Test
3	<input type="checkbox"/>		Cambio - Test
4	<input type="checkbox"/>		Cant Delete these people
5	<input type="checkbox"/>		DaCdb Development Test



# District And Club Database

**Ptext**

**Release Note – September 2016**

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## **Suggestions**

As always, we welcome your ideas and comments. If you have some ideas that you think would enhance the application, please let us know. If you see some areas where things can be improved or don't work as expected – we really want to know those as soon as possible.