Setting up your SMS (Text) gateway

Before you can set up text messaging in EventsAir, you need to set up an external gateway with a messaging service provider.

Enable the connection

To set up your SMS Broadcast account in EventsAir you'll need to go to **Application Setup > External Connections**
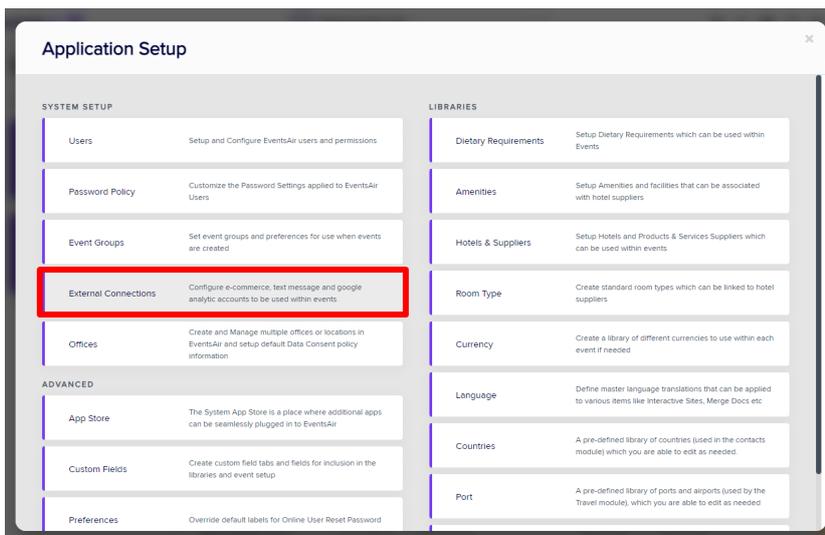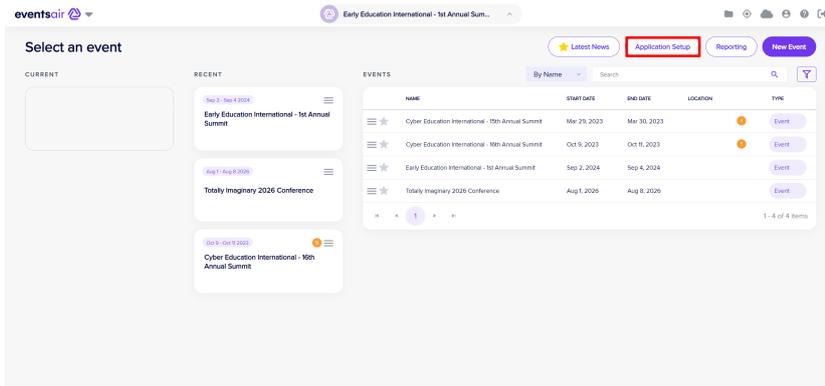
Add Gateway Provider details

Next, click the + in **Text Messaged Gateway** and choose your provider from the drop-down. Then, enter the following details (from your Text Message Gateway account):
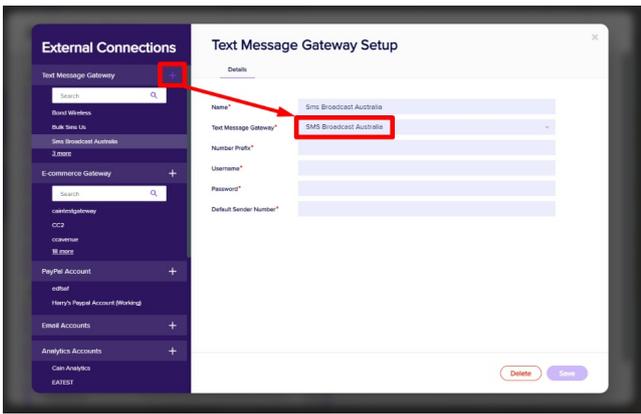
Number Prefix

 Username

Password

 Default Sender Number

Normally you would need to configure an API key within your account to set a Username and Password. If you unsure how to do this, please contact your Gateway provider.

Set up the gateway in your event

You'll then need to setup the gateway in your events by going to **Setup > Event > Preferences >** and choosing the Text Message Gateway you want to use within this event.
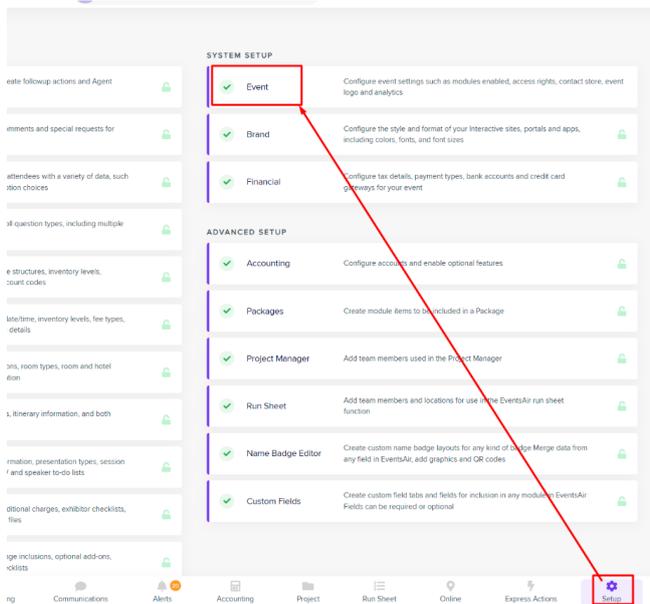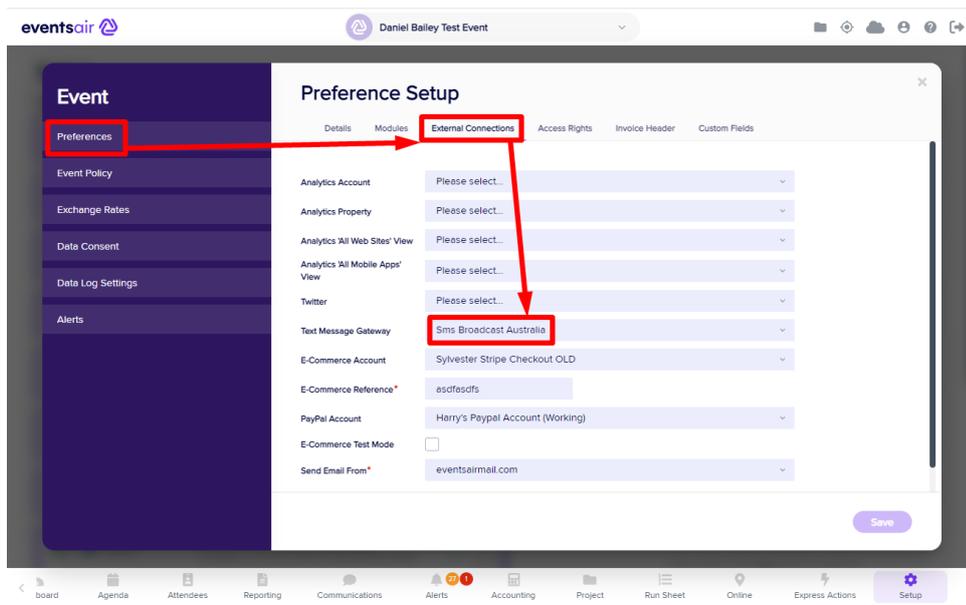
Using your SMS Gateway

All done! You can now send SMS (Text) Messages in the same way you'd send emails:

- **For bulk messaging:**

   Communications Panel (various options, including filters to message specific audiences)

- **For individual messaging:**

   Attendees Panel > Send Communication