## Setting up your SMS (Text) gateway

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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

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#### 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.



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# 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