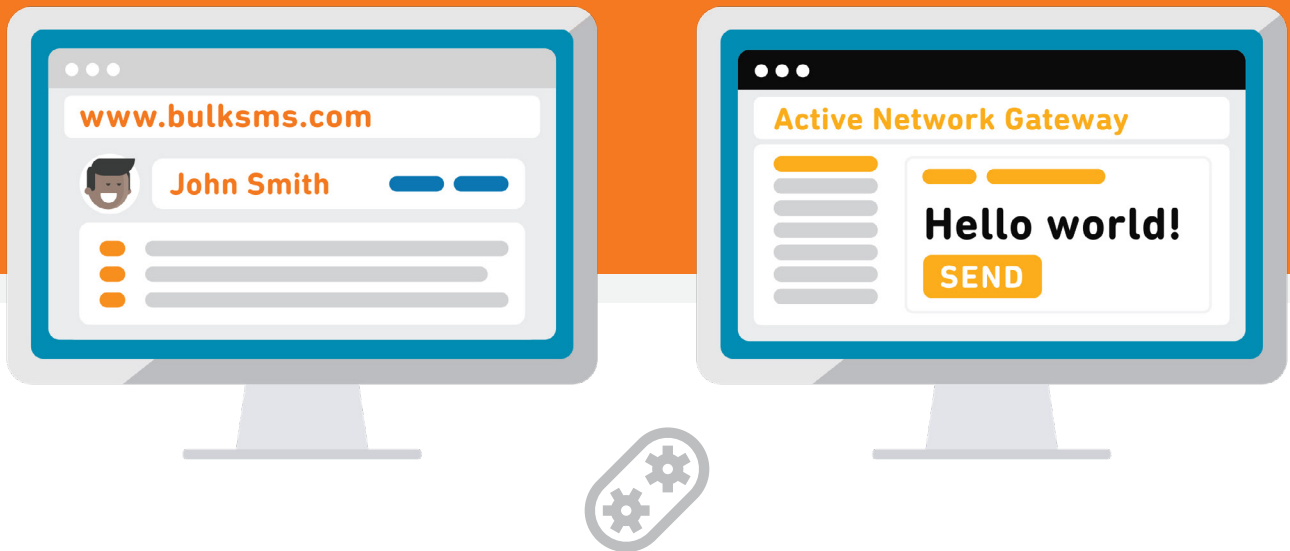




A Quick Start Guide
For ActiveNetwork Integration
With BulkSMS.com



Welcome to BulkSMS.com

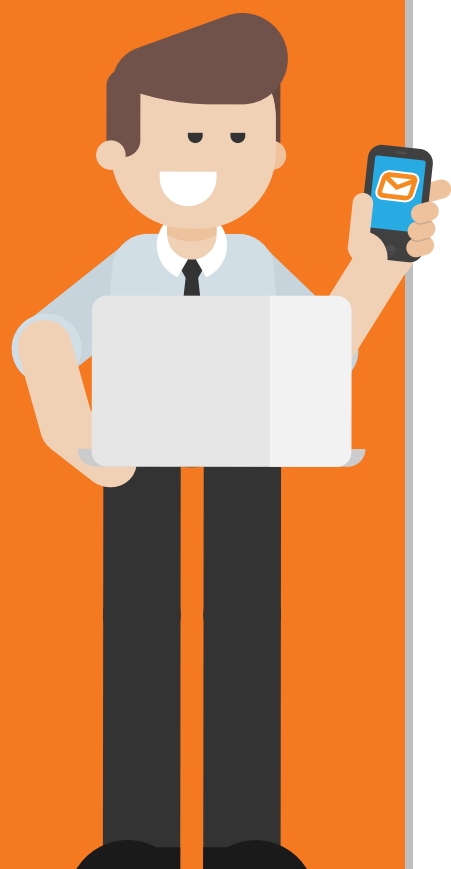
You've made the right choice.



BulkSMS.com is a registered ActiveNetwork Partner

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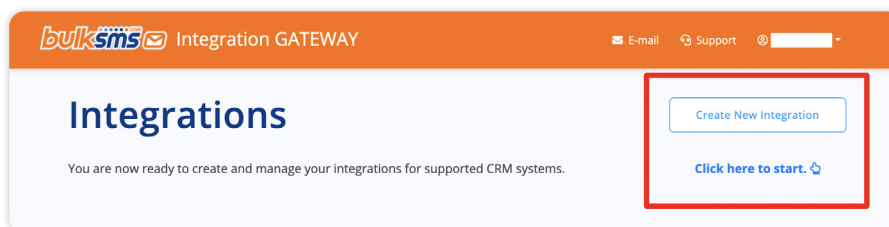


Getting Started

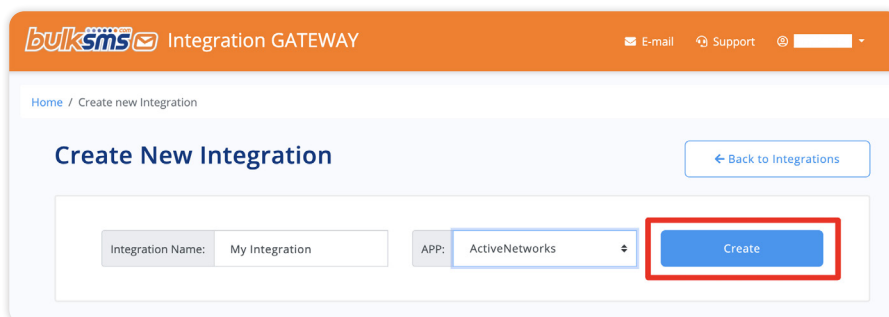
1. Sign up at www.bulkSMS.com.
2. Contact your Active Network Account Manager and ask them to send you your ActiveNetwork App Token.

Integration Setup

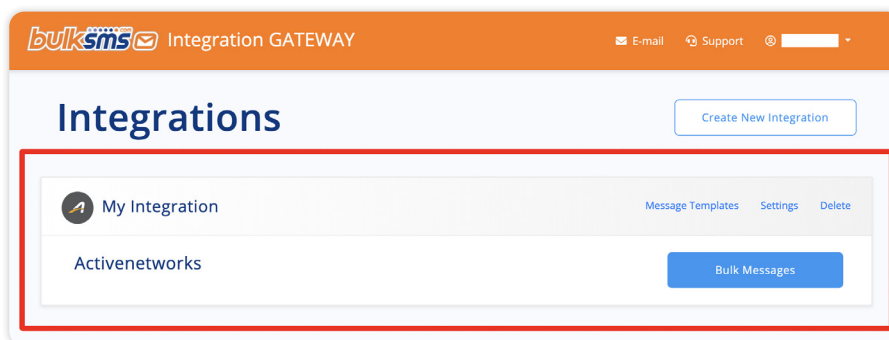
1. Log in to the BulkSMS Integration [here](#).
2. Click "Create New Integration".



3. Enter your Integration Name and select Active Network from the App dropdown list. Click "Create".



4. Your new integration will now be visible on the home page. Click "Settings" to continue your setup.



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- Paste the App Token you received from your Account Manager here. Click "Test Connection".

Connection Details

Integration Name: My Integration

App Token:

Test Connection

- You should be able to see the Active Network account holders email address below the App Token field.

Connection Details

Integration Name: My Integration

App Token: ✓

Account Holder ID: [REDACTED].com

Test Connection

- Click "Save". Your Active Network Integration is complete.

Message Templates

Message Templates offer you an easy way to save and reuse similar or pre-formatted messages. This is where you can create, view, edit and delete message templates.

- On the home page, click "Message Templates" for your Integration.

bulksms.com Integration GATEWAY

E-mail Support

Integrations

Create New Integration

My Integration

Message Templates Settings Delete

Activenetworks

Bulk Messages

- Click "Create New Template" to make a new template.

Integrations / My Integration (Activenetworks) / Message Templates

Templates for My Integration

Message templates make it quick, easy and safe to compose new messages.

+ Create New Template

Message templates



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3. Enter a unique name for your Template in the Descriptor field. Bear in mind no spaces or special characters are allowed, so try and keep it simple.

Descriptor

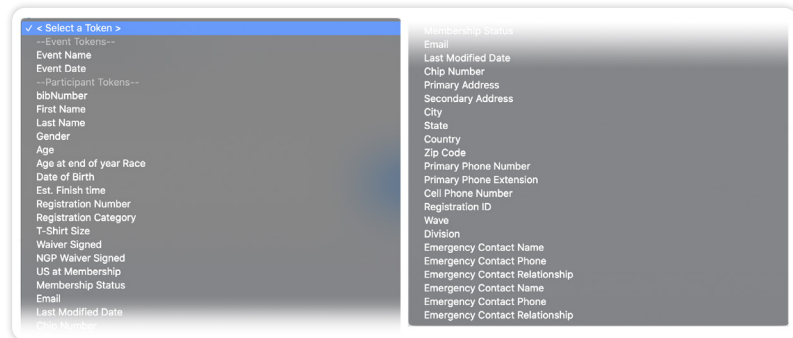
4. Country Code will be the default country code for the template, this can be changed when preparing the message.

Sender Address **Country Code**

5. Tokens are fields pulled from your data in Active Networks, allowing you to personalise your message templates.

Tokens

Below is an example of the tokens available for ActiveNetwork



6. The Template Body is the content of the message. Using the tokens it should look something like this:

Create New Template

Templates can contain merge tokens, smart tokens and unicode characters. Long messages can be concatenated up to 10 message parts.

Descriptor

Sender Address **Country Code**

Tokens

Template Body

[Create Template](#)

7. When ready, click "Create Template". You'll now be able to see your new template in the Message Templates table.

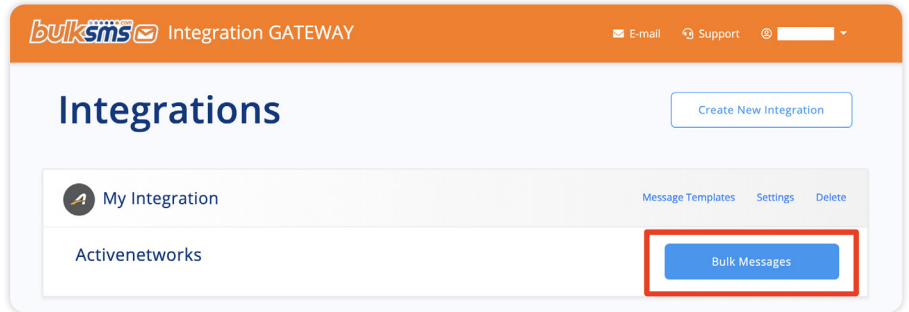
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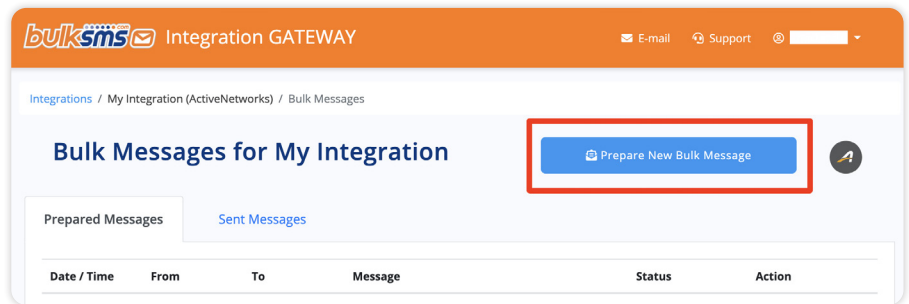


Send a Bulk Message

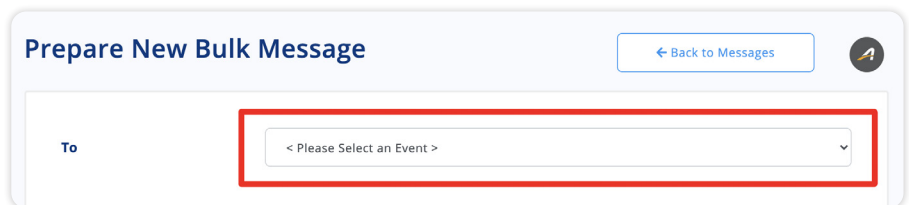
1. On the home page, select "Bulk Messages" for your integration.



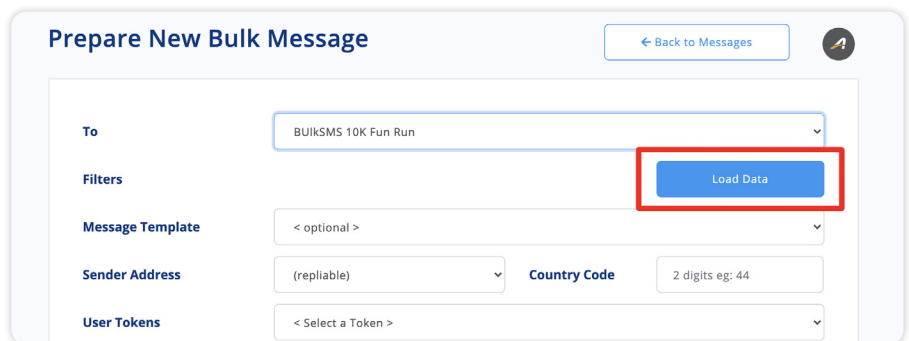
2. This is the Bulk Message Index for your integration. Here you will be able to view all prepared and sent messages. Select "Prepare New Bulk Message" to prepare your first message.



3. Select an event from the dropdown list.



4. Click "Load Data" to retrieve the filters for the selected event from ActiveNetworks.



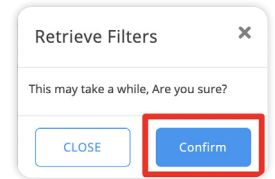
5. Depending on the size of the event the time taken to retrieve the filters may vary. Select "Confirm" to continue.

Contents

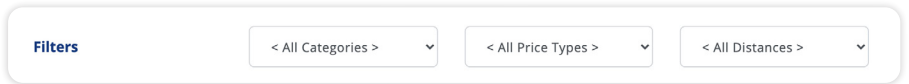
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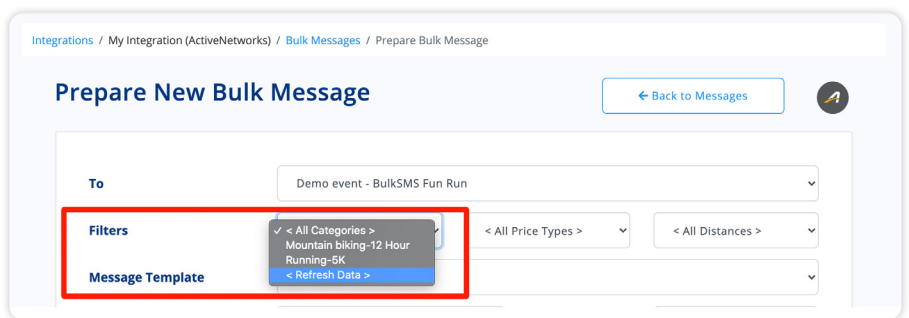
6. Once complete you will see three additional dropdown lists available. These filters are optional and simply narrow down the list of recipients. Selecting no filter will send the message to ALL the event participants.



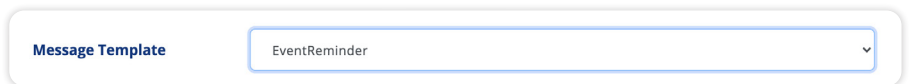
**Note: These filters are cached. For subsequent uses of this event you will not be required to retrieve the filters again.*



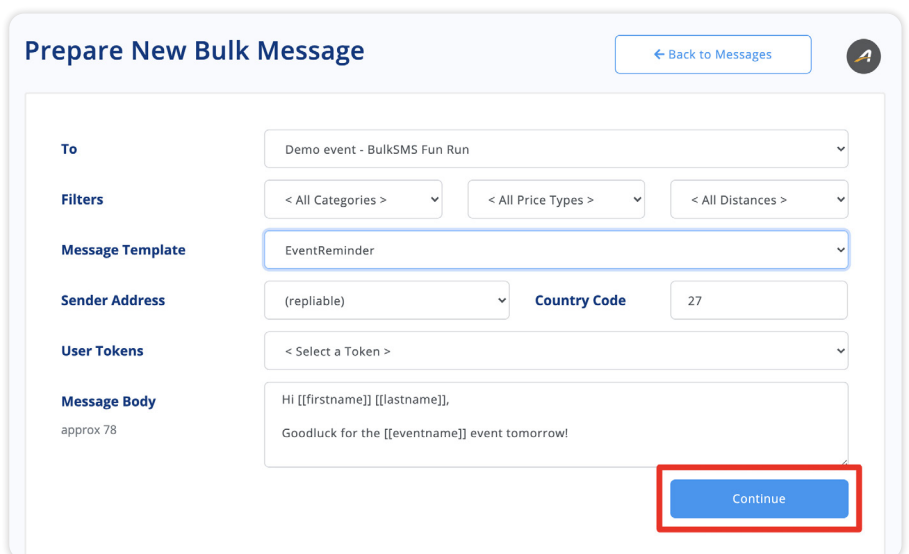
7. If the cached data is out of sync, simply click on the "< All Categories >" filter and scroll down to the bottom, the last option will be "< Refresh Data > ". This will retrieve the latest filters from ActiveNetworks



8. Next you can fill in a custom message or choose one of your templates. This will quickly and easily fill in all the appropriate fields. You are also able to make changes to your templated message if you'd like.



9. When everything is filled in simply click "Continue."



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10. You will now be able to see your newly prepared message in the Bulk Message table. From here you can: Preview a sample of the message you're sending, send your message or delete your message.

Bulk Messages for My Integration Prepare New Bulk Message 1

Prepared Messages Sent Messages

Date / Time	From	To	Message	Status	Action
9/9/2020 3:45 PM	(repliable)	E-0265388C Demo event - BulkSMS F... preview sample	Hi [[firstname]] [[lastname]], Goodluck for the [[eventname]]...	READY TO SEND to 11 recipients	Send Message 🗑️

Preview Message

This will display an example of your message for up to 100 participants. This just helps you make sure your message is formatted correctly before sending it off to all your participants.

Message will be sent to 11 recipients and will consume 11 message parts

Sample selection follows:

To: **11111150001**

Standard message of 72 characters.

Hi Bob, Goodluck for the Demo event - BulkSMS Fun Run event tomorrow!

Send Message

You will be prompted to confirm before sending your message. Once you are ready simply click "Send Message."

Send Message ✕

You are about to send this message to 11 recipients.

Close
Send Message

Once sent your message will be removed from the Prepared messages tab and can be found in the "Sent Messages" tab. Here you can view the Delivery details and the submission summary of the Bulk Messages you have sent.

Bulk Messages for My Integration Prepare New Bulk Message 1

Prepared Messages Sent Messages

Date / Time	From	To	Message	Status	Action
9/9/2020 4:03 PM	(repliable)	E-0265388C Demo event - BulkSMS Fun Run	Hi [[firstname]] [[lastname]], Goodluck for the [[eventname]]...	SUBMITTED 11	Delivery Details Submission Summary 🗑️

Questions

We're here to help you every step of the way. Please email support@bulksms.com or visit www.bulksms.com for other contact options.

Please be sure to mention your username and that you are using the Integration Gateway for an ActiveNetwork Integration.