SchoolMessenger®

Double SMS Opt-In

If your school has chosen Double SMS Opt-In, potential recipients need to confirm that they are opted in by replying **Y** to their Invitation message or text your district's short code **Y** directly at any time. Once recipients opt in, they will automatically receive their Welcome text and they can begin receiving text messages.

Opt-In Flow

For further details, refer to the *Opt-In Campaign* document found on Resource Central.

Notify your community that text messaging is coming. At this point, contacts may proactively opt in by texting **Y** to your district's short code.

Confirm with SchoolMessenger Solutions Support that they are scheduled to map and import the SMS phone number data into your account.

Contact data is imported into Communicate. Any SMS device number in Communicate that hasn't proactively opted-in by texting **Y** (or **Yes**) will then automatically receive the Opt-In Invitation text message during normal business hours or the following morning.

The SchoolMessenger Opt-In Invitation text may look like this:

> *You're registered 4 SchoolMessenger messages. Txt STOP to quit, HELP 4 help. Std msg/data rates may apply. Freq varies. schoolmessenger.com/fcs*

Opting Out

Included in their Welcome message are instructions on how to opt-out, if recipients wish to. Additionally, recipients wishing to opt out to text messages can simply do one of the following:

Text **STOP** to your district's short code at any time.

Opt-out online at http://schoolmessenger.com/txtmsg. Scroll to the bottom of the page to fill out the unsubscribe form.

Request that your school's Communicate system administrator add the number to the account's phone number block list.