**To send Alert txt to group**

**optn™**
You Decide...

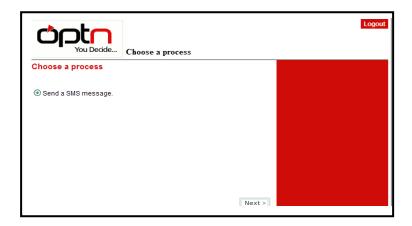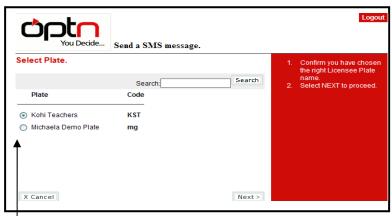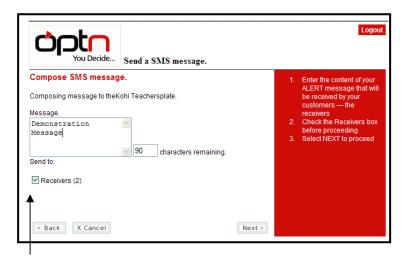**From Website**

- Login at www.optn.co.nz
- Enter username and password (Members login)
- Follow instructions
- Tick receiver box
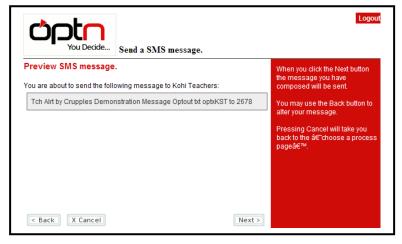- Check message content
- If ok 'Tick Next'



**optn** You Decide... Choose a process | Logout

**Choose a process**

○ Send a SMS message.

[ Next > ]



**optn** You Decide... Send a SMS message. | Logout

**Select Plate.**

Search: [         ] [ Search ]

| Plate | Code |
|-------|------|
| ⊙ Kohi Teachers | KST |
| ○ Michaela Demo Plate | mg |

1. Confirm you have chosen the right Licensee Plate name.
2. Select NEXT to proceed.

[ X Cancel ]      [ Next > ]

If you have more than one registered plate name – ensure you select the required Plate



**optn** You Decide... Send a SMS message. | Logout

**Compose SMS message.**

Composing message to theKohi Teachersplate.

Message.
[ Demonstration
Message| ]   [90] characters remaining.

Send to:

☑ Receivers (2)

1. Enter the content of your ALERT message that will be received by your customers — the receivers
2. Check the Receivers box before proceeding
3. Select NEXT to proceed

[ < Back ] [ X Cancel ]      [ Next > ]

Make sure you tick the receivers box before proceeding to next page



**optn** You Decide... Send a SMS message. | Logout

**Preview SMS message.**

You are about to send the following message to Kohi Teachers:

[ Tch Alrt by Crupples Demonstration Message Optout txt optxKST to 2678 ]

When you click the Next button the message you have composed will be sent.

You may use the Back button to alter your message.

Pressing Cancel will take you back to the 'choose a process page'.

[ < Back ] [ X Cancel ]      [ Next > ]

If you are satisfied with your message, click 'Next'. A confirmation of message sent will be displayed

**From Mobile Phone**

- Use an authorised mobile phone only
- Create message eg: ALRT (space) Your plate Code (space) your message
- Send to phone number 2678