

SMS CHECKLIST

Use this checklist to make sure you've ticked off all the important details!

CUSTOMISE

1.

Roles - Set your Custom Roles and their Permissions to manage SMS, via your **Settings > User Roles**.

Email - customise the SMS Communication Enabled to Guardian to suit your services tone and voice.

2. ENABLE

Complete the SMS Configuration in Xap. You can set this at an Organisation or, Centre level depending on your organisational structure.

CONFIRM

Notify your families that SMS has been enabled for the service and ensure that there is ample time for individuals to opt out.

3.

4.

SEND!

Start utilising Xap's SMS features to send important reminders and updates to your families!



Visit: [Getting Started with SMS](#)

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