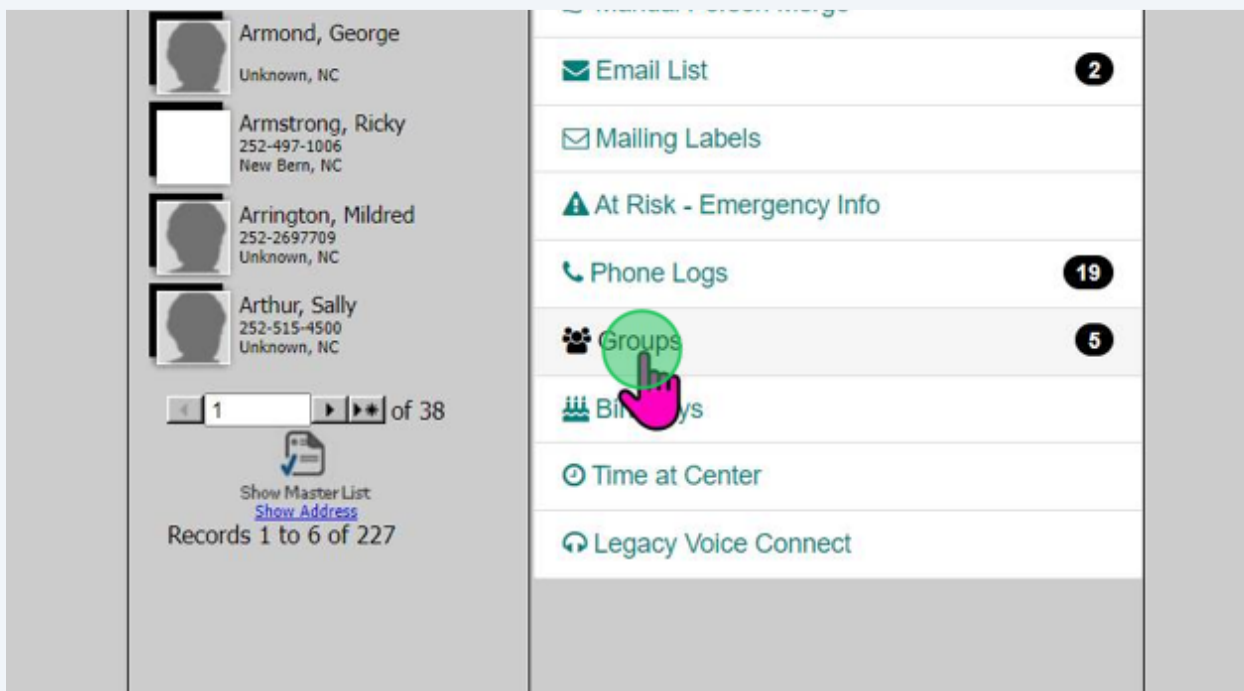


# MySeniorCenter Broadcasts

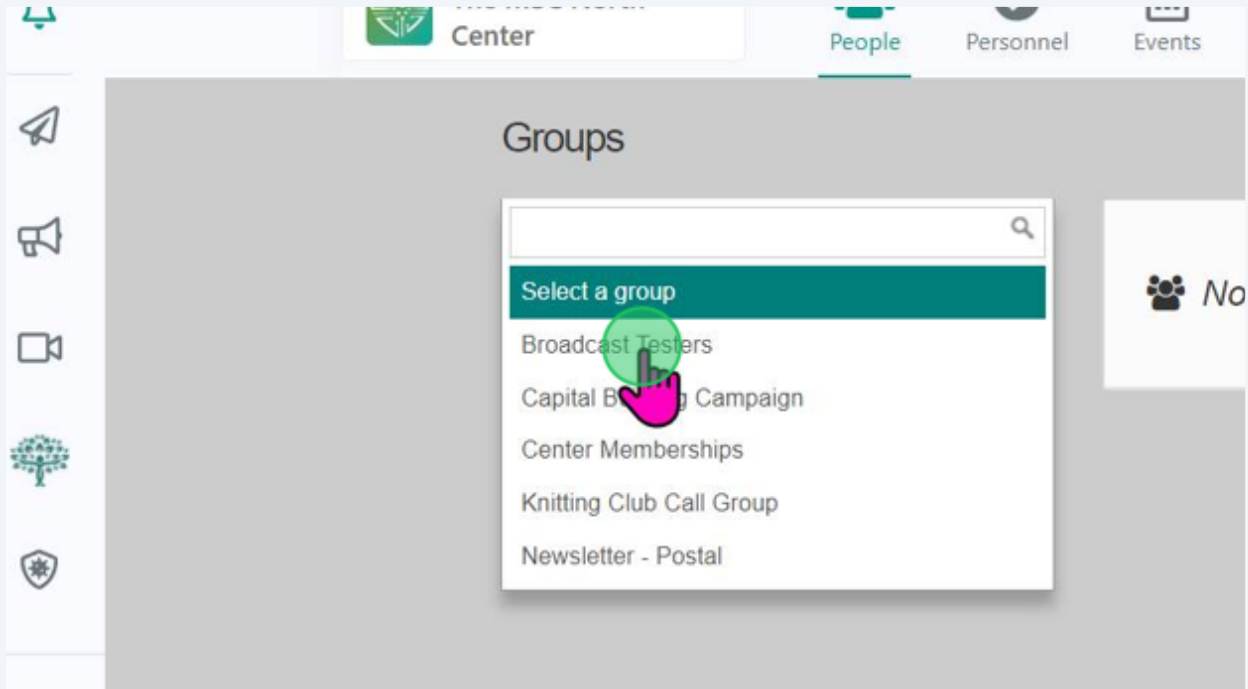
Send out broadcast calls, texts and emails about reminders, cancelations and special events or anything else you can think of. The broadcast button shows up throughout MSC when ever you are looking at a list of people. You may be looking at a group, an event roster or maybe you ran a statistic and got your list that way. Either way, you'll see that broadcast button. Once clicked all the steps are the same from there on regardless of where you started. Here, we'll start from groups.

## Get Started

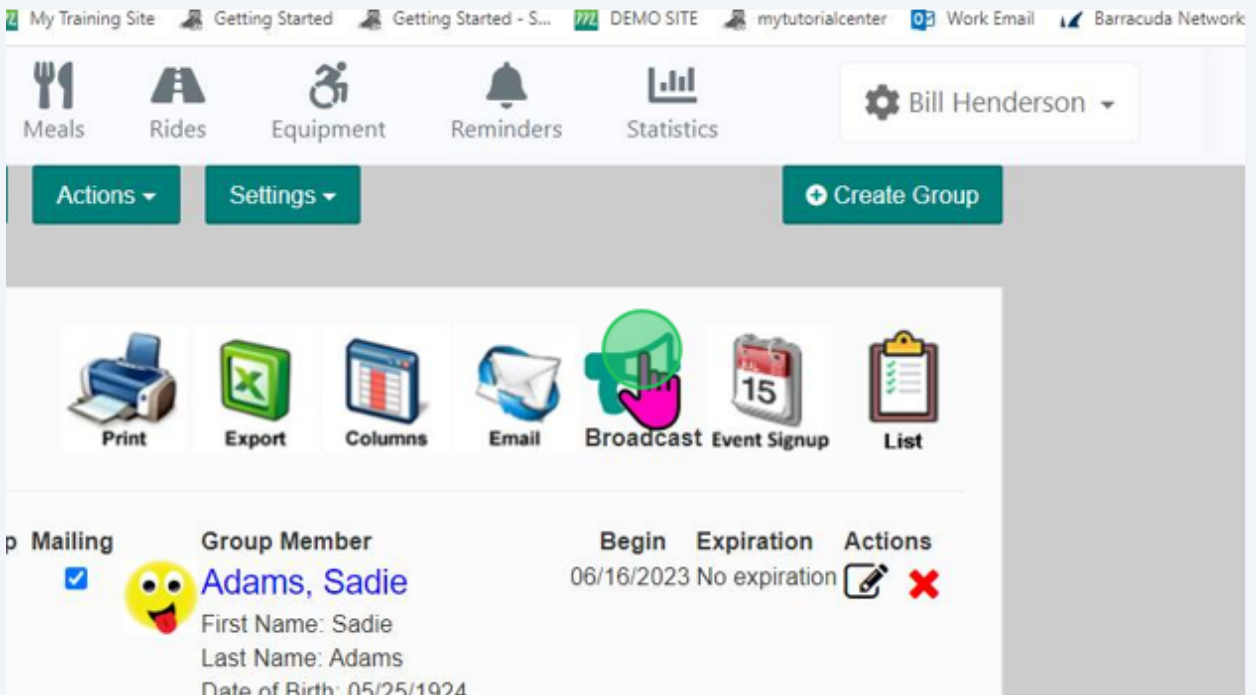
- 1 Go to the People tab and click Groups.



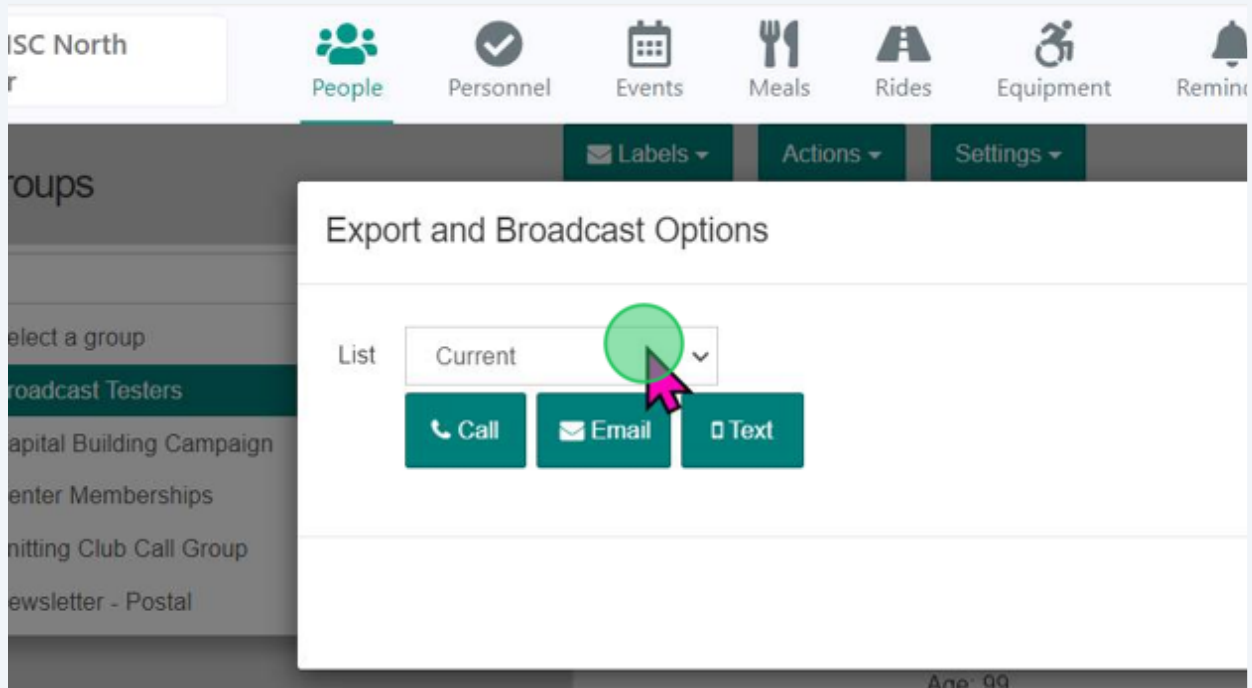
## 2 Select a Group



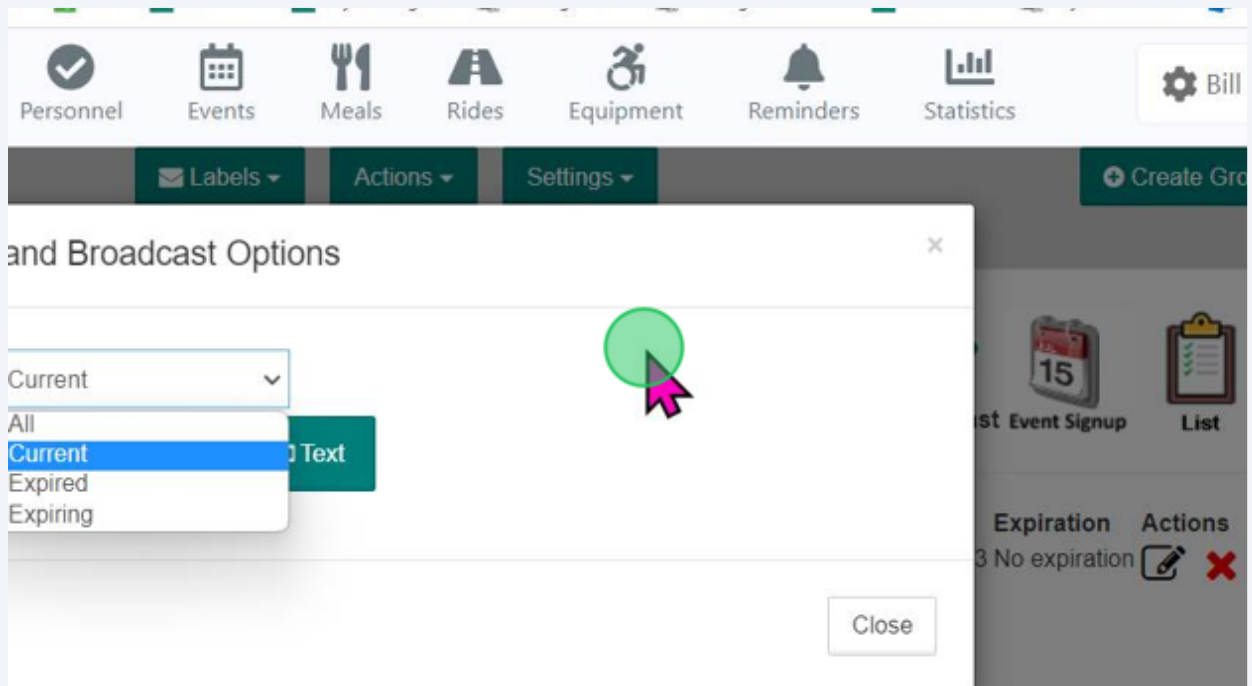
## 3 Click the Broadcast Icon.



4 From here you can send a call, email or text.

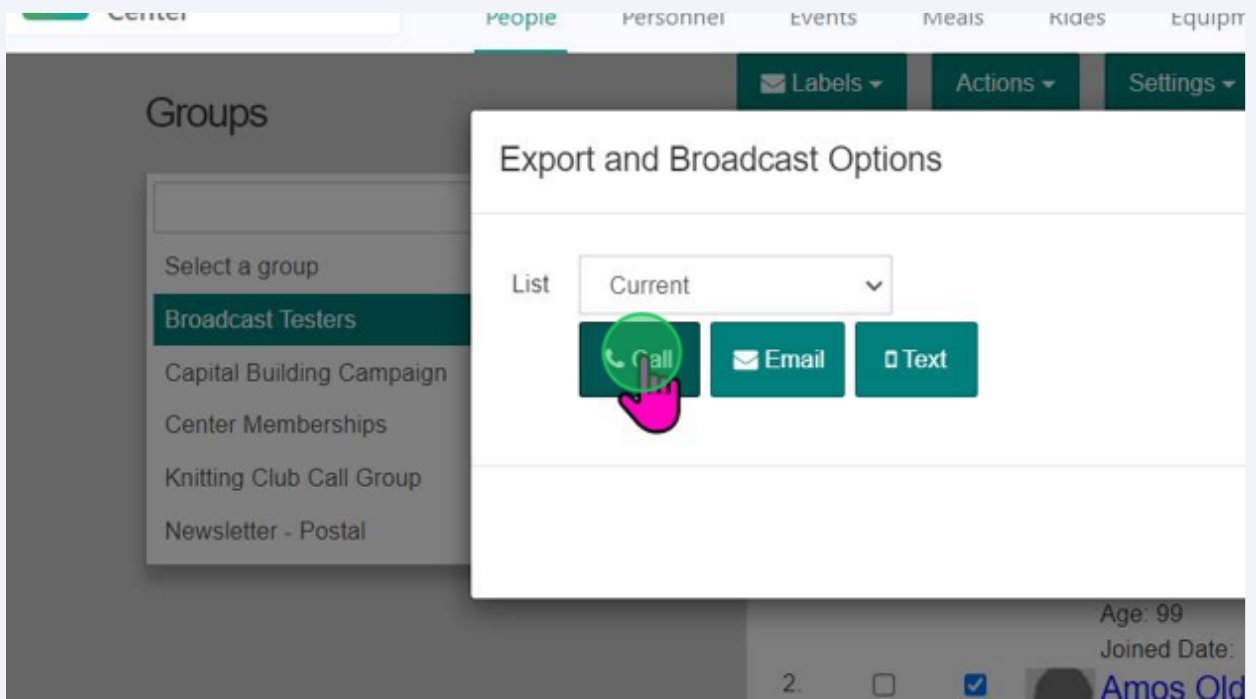


5 If you have a membership group you can click the drop down and choose to send the call to everyone, just people that are current on their dues, people that have expired or people that are expiring in the future.



# Broadcast Call

## 6 Lets Click Call



7

Once you create recordings you'll be able to re-use those recordings over and over. To re-use a recording click "Previous Messages". For a new message, lets give the new message a name then click the green "Get Recording Passcode" button.

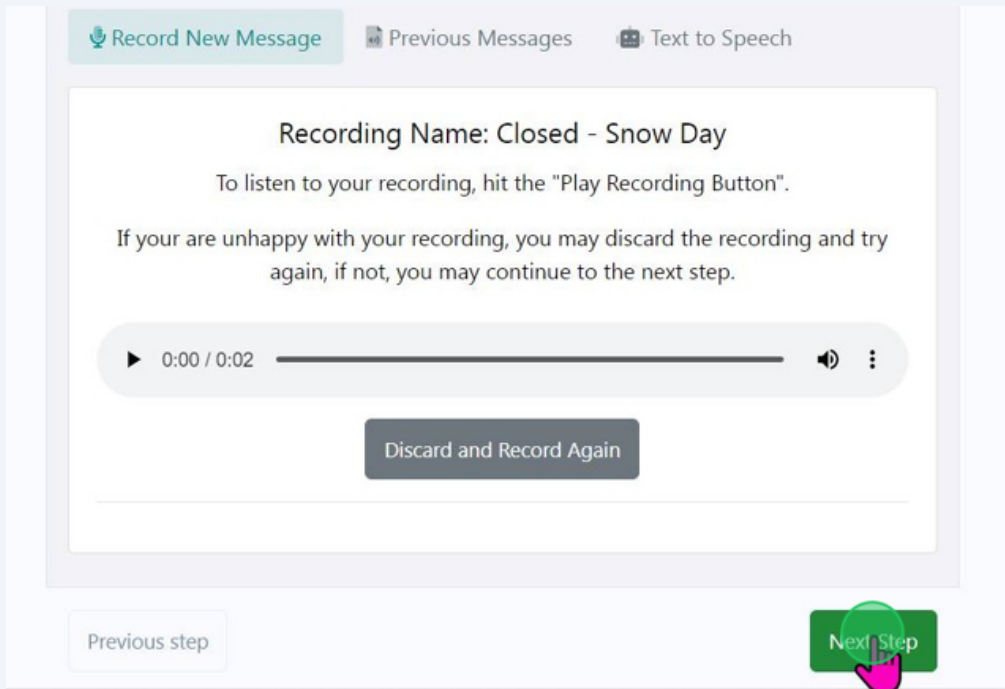
The screenshot shows a three-step process: 1. Recipients (4), 2. Message (Voice), and 3. Send Options. Under the 'Message' step, there is a 'Broadcast Title' field containing 'Voice Broadcast 06/27/2023'. Below this are three buttons: 'Record New Message', 'Previous Messages', and 'Text to Speech'. A text input field contains 'Closed - Snow Day'. To the right of this field is a green button labeled 'Get Recording Passcode' with a hand cursor icon pointing to it. At the bottom of the interface are 'Previous step' and 'Next Step' buttons.

8

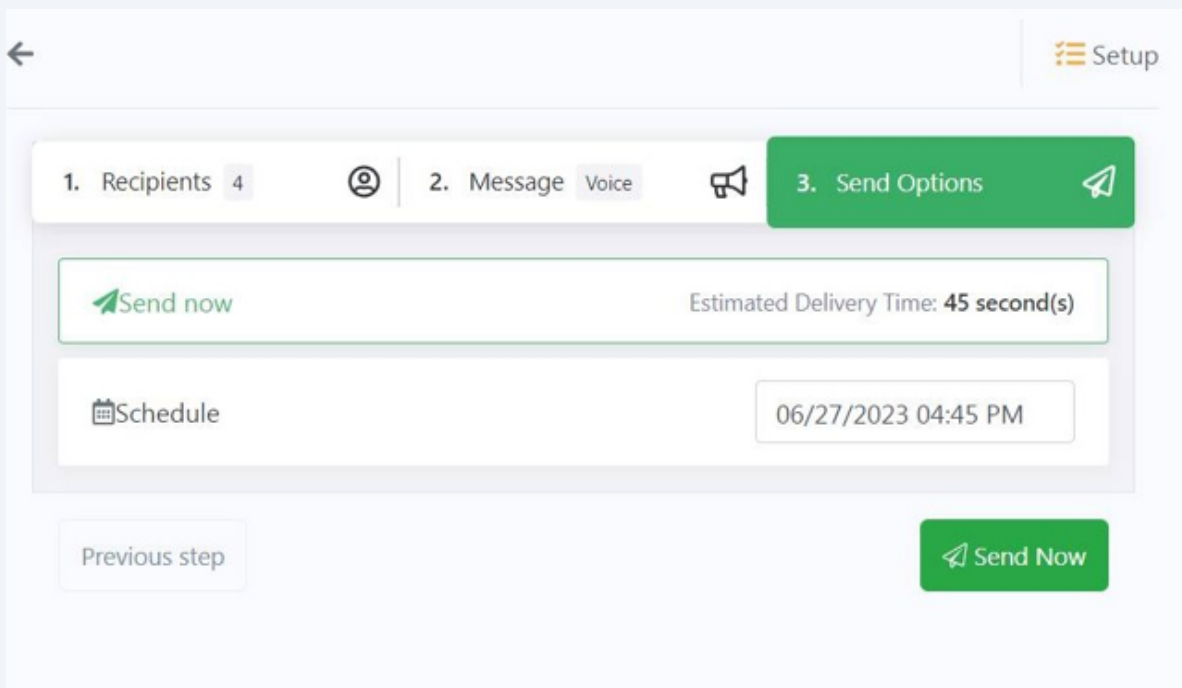
Next you'll have to call the number listed. When prompted, dial in your passcode. At this point it will be very much like creating an outgoing voicemail greeting. You'll get a chance to listen and re-record if needed. Hang up when you're finished then click the green "Done Recording" button.

The screenshot displays the following text: 'To record your broadcast message please call the number below and enter the Passcode when prompted. Please note that this Passcode will expire in 1 hour(s). When you have completed your recording, click "Done Recording"'. Below the text, the phone number '617-336-8904' and the passcode '176571' are listed. A green button labeled 'Done Recording' is centered at the bottom, with a hand cursor icon pointing to it. At the bottom of the interface are 'Previous step' and 'Next Step' buttons.

9 Click the green "Next Step" button.

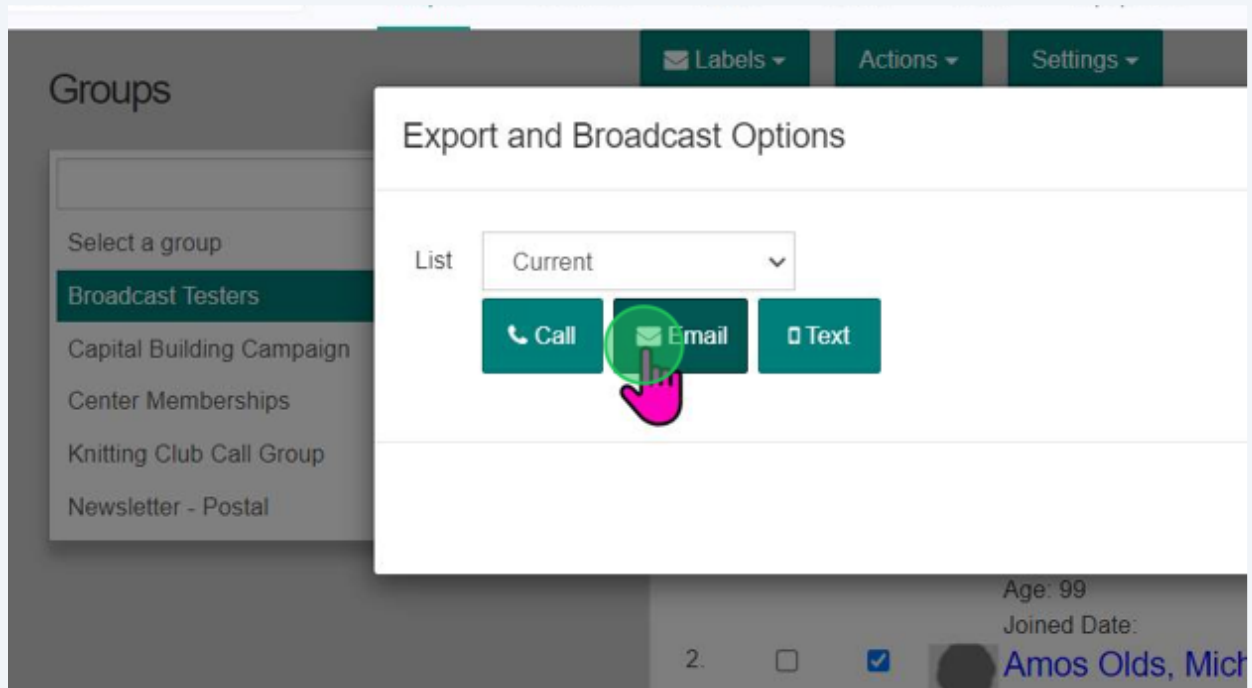


10 Now you can choose to send the call now or schedule it for later.



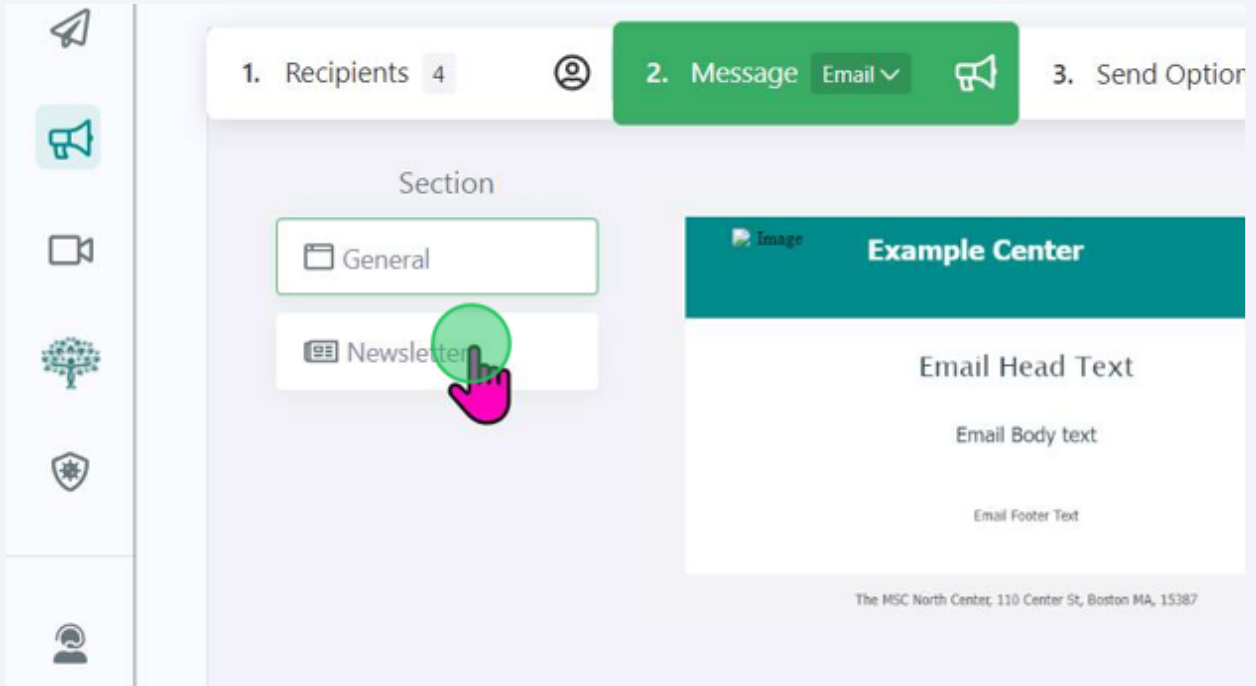
# Broadcast Email

11 Now Lets Try Email.



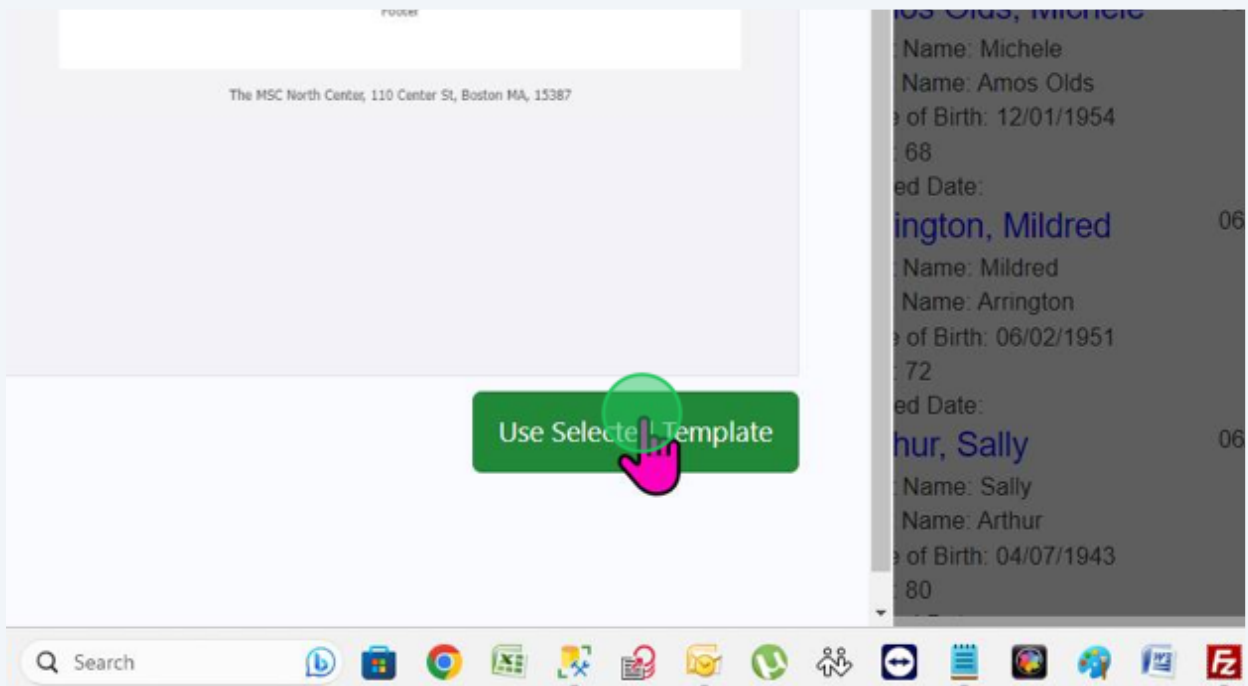
12

Choose a template. If you plan to include any attachments, be sure to choose the Newsletter template.



13

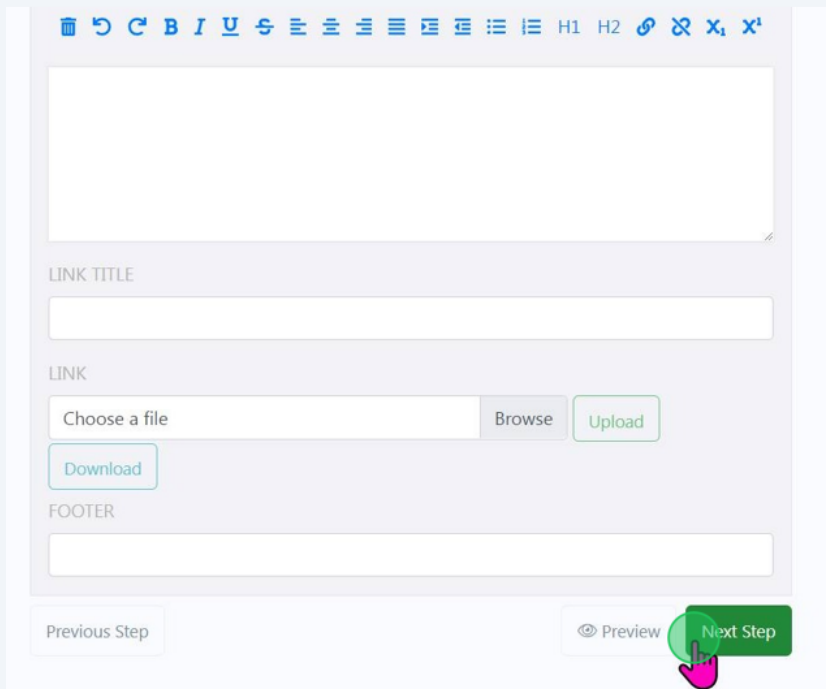
Click the green "Use Selected Template" button.





14

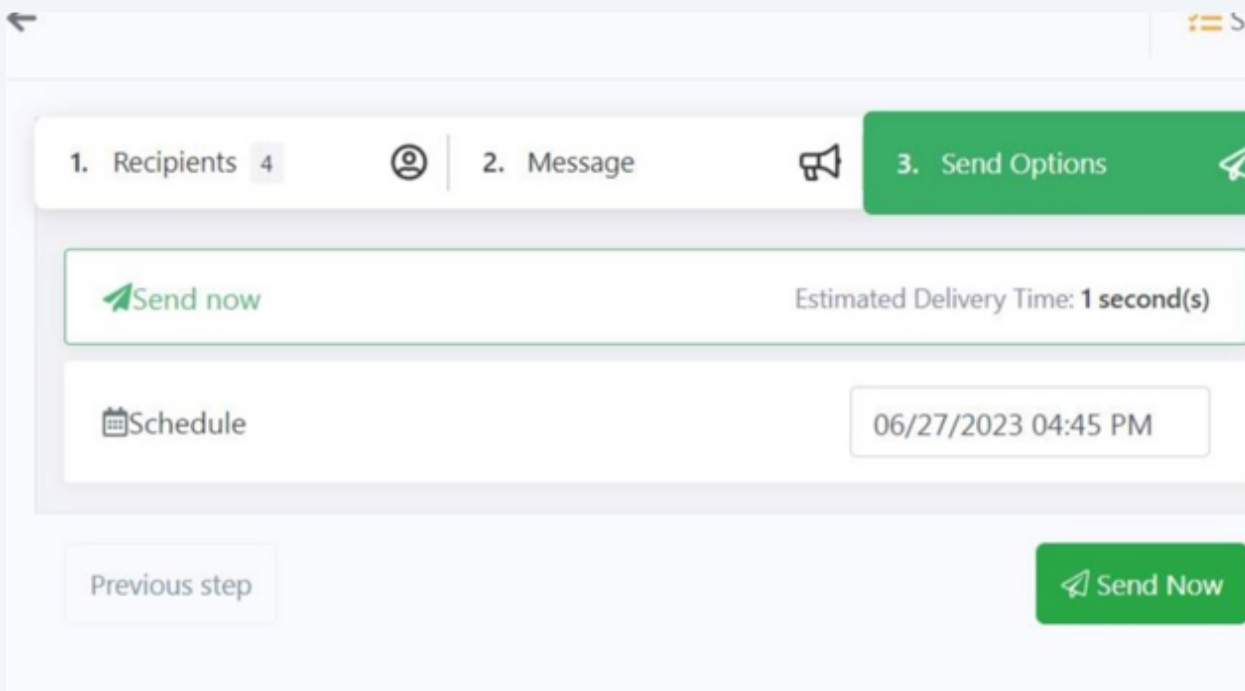
Here you can design your email. Link title field will be what the recipients click on to get to the attachment. Click the green "Next Step" button.



The screenshot shows an email design editor interface. At the top, there is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, and text color. Below the toolbar is a large text area for the email content. Underneath the content area are three input fields: "LINK TITLE", "LINK", and "FOOTER". The "LINK" field includes a "Choose a file" input, a "Browse" button, an "Upload" button, and a "Download" button. At the bottom of the editor, there are three buttons: "Previous Step", "Preview" (with an eye icon), and "Next Step" (highlighted in green with a pink hand cursor pointing to it).

15

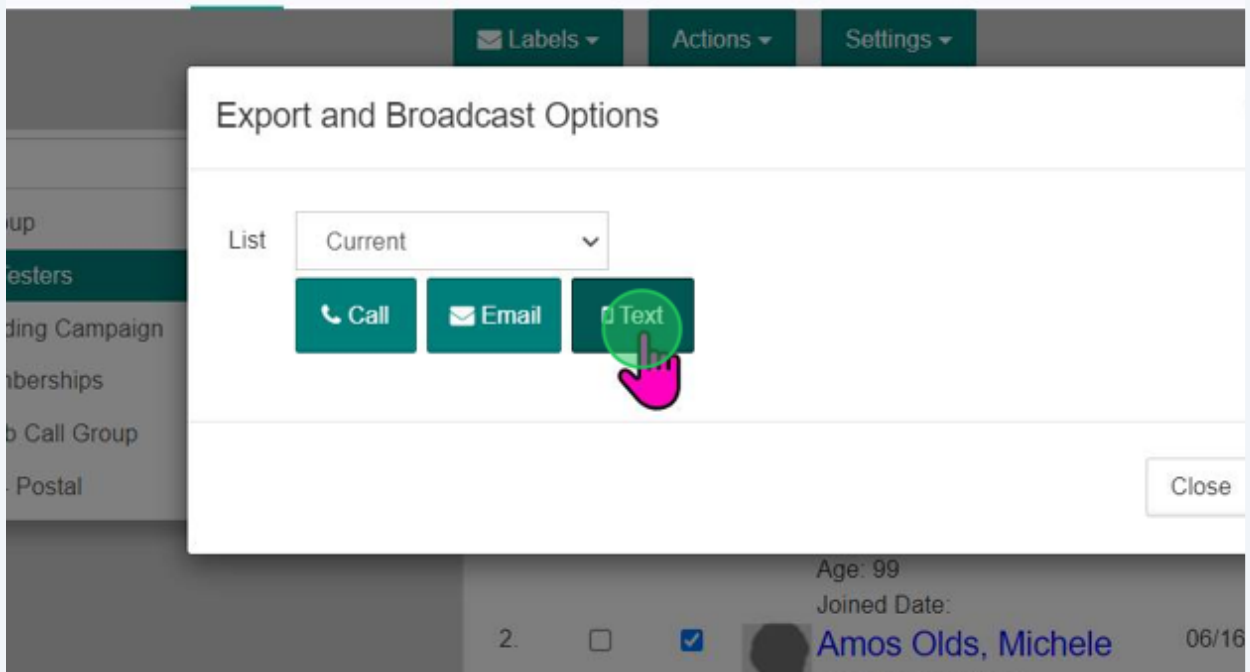
Now you can choose to send the email now or schedule it for later.



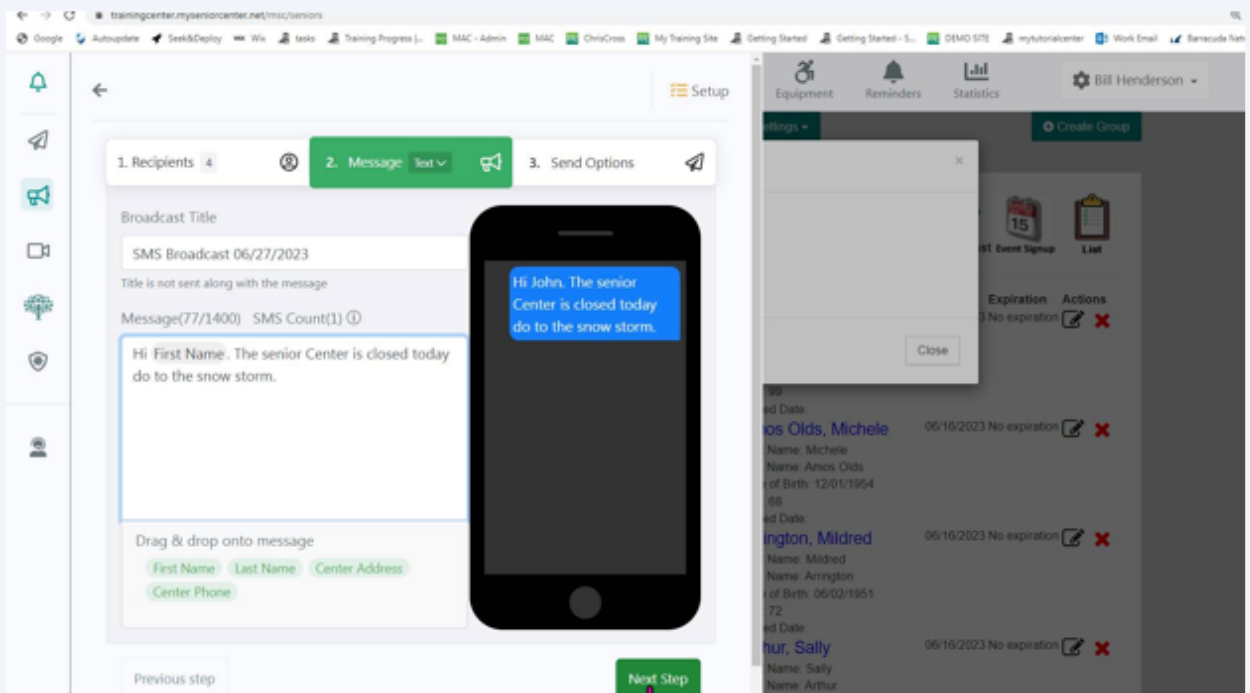
The screenshot shows an email sending options screen. At the top, there are three steps: "1. Recipients 4" (with a person icon), "2. Message" (with a megaphone icon), and "3. Send Options" (highlighted in green with a paper plane icon). Below the steps are two main options: "Send now" (with a paper plane icon) and "Schedule" (with a calendar icon). The "Send now" option shows an "Estimated Delivery Time: 1 second(s)". The "Schedule" option shows a date and time: "06/27/2023 04:45 PM". At the bottom, there are two buttons: "Previous step" and "Send Now" (highlighted in green with a paper plane icon).

## Broadcast Text

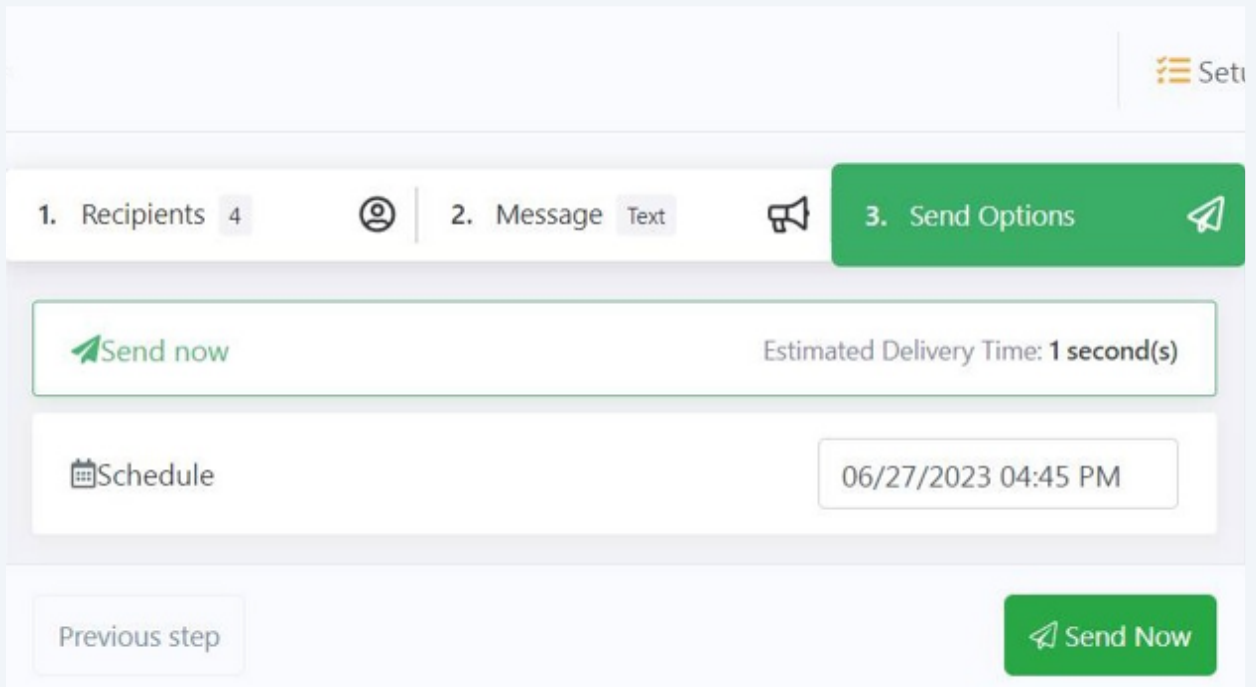
16 Now lets try Text



17 Start typing and you'll see the sample phone display on the right. You can drag elements from the bottom like name, center address and phone to include in the text without having to type them out. Click the green "Next Step" button.



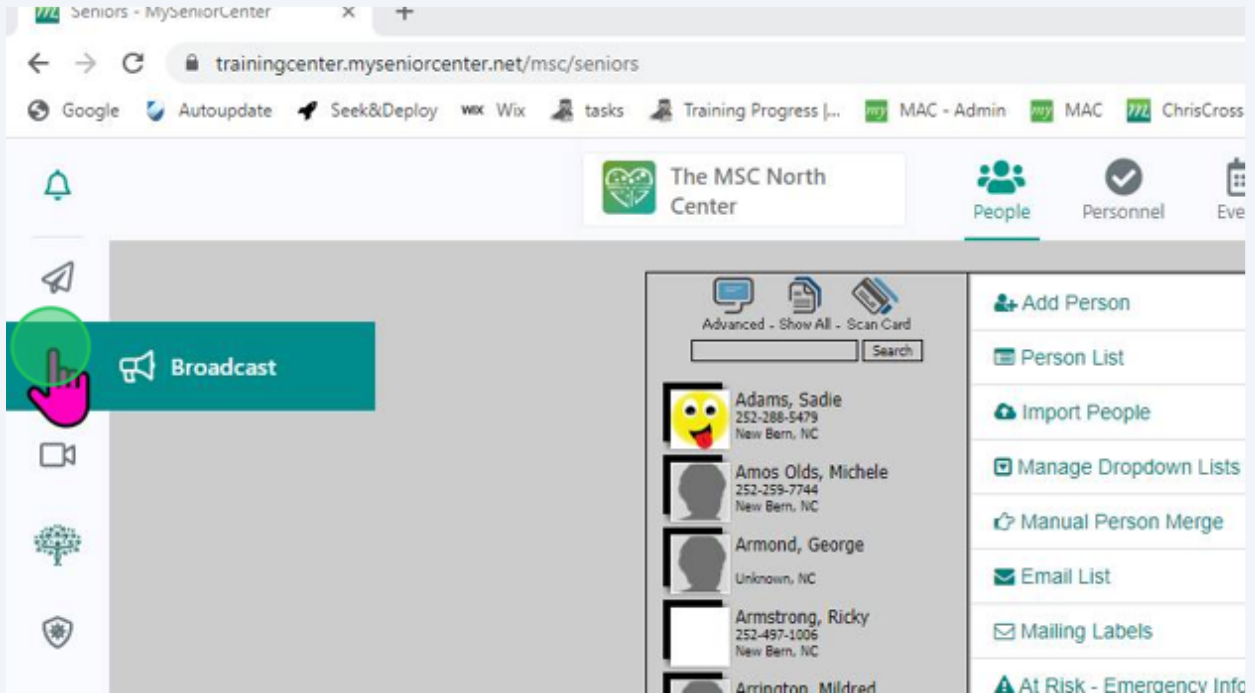
**18** Now you can choose to send the text now or schedule it for later.



## The Broadcast Side Bar

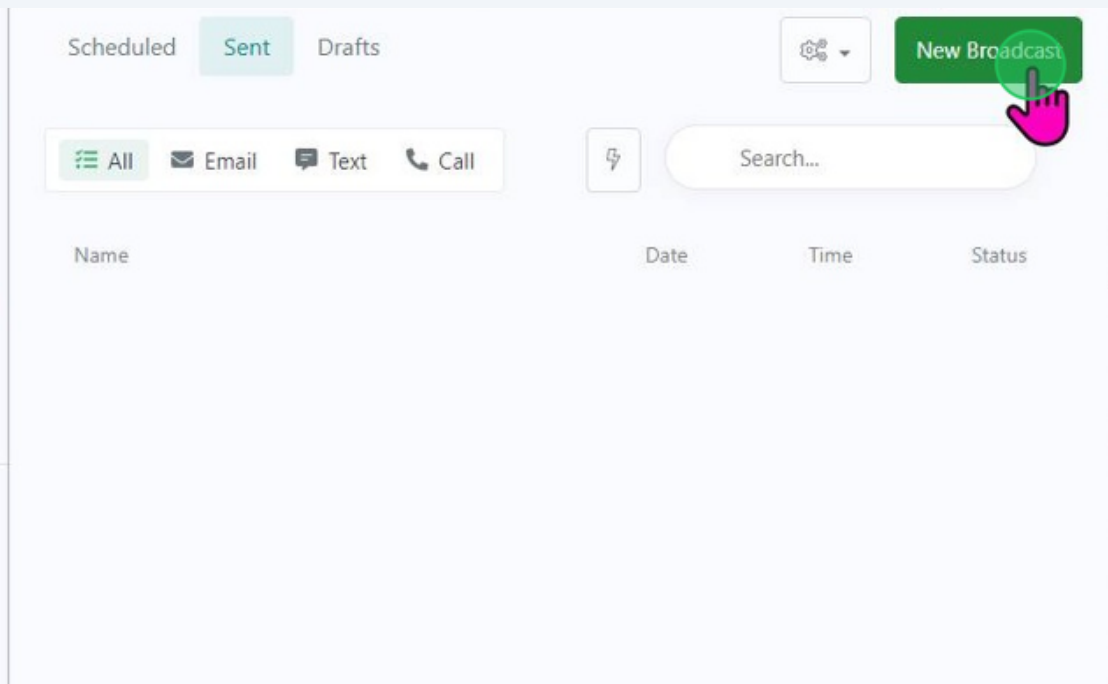
19

Click the bull horn icon on the left side bar. If you cannot see the side bar click the bell in the top left corner.



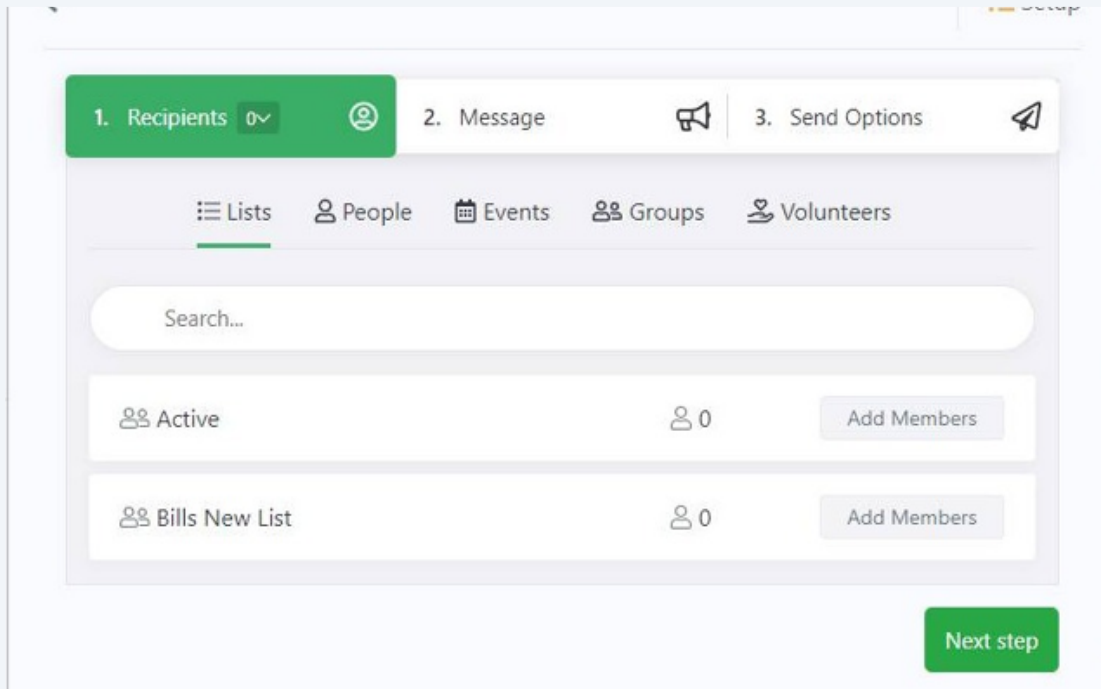
20

Here you can see a history of your broadcasts, get stats like how many failed broadcasts vs successful ones, complete drafts and even create custom broadcasts.



21

You'll be able to choose people from different areas in MSC and add them to the recipient list.



We recommend creating a group and naming it something like "Broadcast Testing" then add yourself to MSC and to that group. Now you can test out the broadcasts on yourself to get comfortable with it. Maybe ask some volunteers if you can put them into the group as well.