

# AGTXT HOW TO

## HOW TO SEND A TEXT



### Step 1: CHOOSING YOUR RECIPIENTS

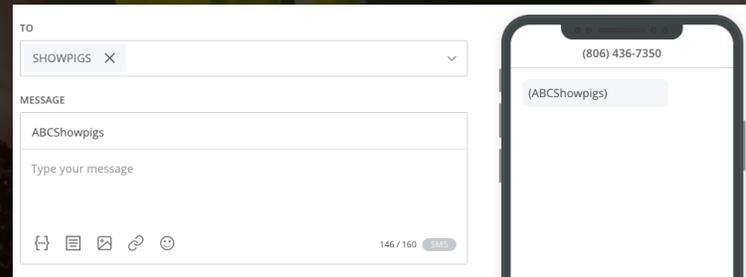
- Start by clicking New Message on the left panel and select either a "group message" or "1 on 1".
- Next, click the "To" field and choose the contact(s) or group(s) you want to send a text message to.
- You can also add individual contacts by typing in the name(s) or number(s)(i.e. 6789313113) followed by a comma to separate them.

**NOTE:** If you have several numbers to enter, we highly recommend that you use the copy/paste feature.

### Step 2: ADDING COMPANY NAME

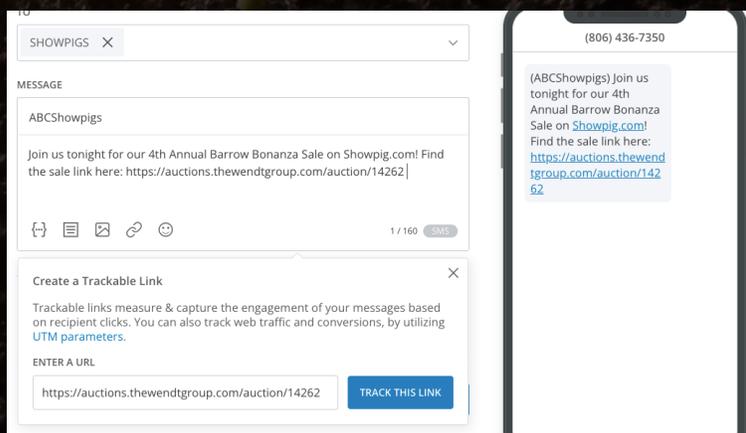
- To make your text more personalized and clearly from you, add the "Company/Farm Name" in the Subject box- this name appears in parentheses before the incoming text message.

**NOTE:** Adding a Company Name will come from your total character count so keep it brief!



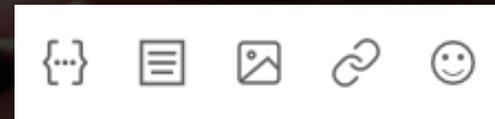
### Step 3: WRITING YOUR MESSAGE (SMS VS MMS)

- SMS vs MMS
- 1 SMS message (160 characters or less) = 1 credit.
- 1 MMS message (up to 1600 characters and or includes an image or video) = up to 3 credits.
- If you add a link, be sure to click "trackable link" to shorten the link and get more characters.



### Step 4: ADDITIONAL FEATURES

- PERSONALIZATION: Allows to create inserts that will auto fill personal info for the contact such as name, home state, etc.
- TEMPLATES: You can create custom templates to save time when creating a text.
- MEDIA: Click the image button to add pictures or video.
- EMOJI: Click the emoji icon to add emojis. These count as a MMS.



### Step 5: SCHEDULING THE DELIVERY

- Set a delivery time using the "Schedule for later" option, or you can choose to send immediately!

**NOTE:** Messages are sent based on the time zone set on your account.