

Callingpost instructions

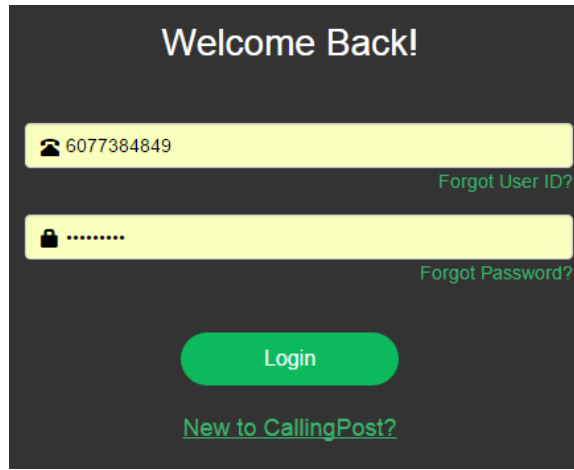
Go to Callingpost.com

Click on signin

Enter the user id: 6077384849

Password: (if needed text pastorbill)

Click login



Check that there are sufficient credits. You need one credit for each text and one for each phone message. You can see how many we have on the chart on the right and how many we need by the side of each group. [see the red arrows]

To do the Text Blast

Click on the prayer TEXT box. [purple arrow]

On the next page click on Send Message to Group

On the next page under Create message select ONLY Text Message
Click on Next

Text blast [continued]

On next page - From = "church"

Type in the message box. Try to keep to a maximum of **160 characters**.

Click on next

Create Your Text Message

Enter Your Message

Enable text polling for this message?

From:

This is a sample text message. You may need to shorten. Need to keep under 160 characters to only use 1 credit.

Translate this message now?

Total Characters:

Next

You will have a chance to confirm message before sending after this step.

previous

Phone Preview

Check that it is less than 160 or it will charge more.

Click on send communication

Usually then send the phone message as well. The short-cut would be to click on [Home].

Send Communication

Message Details

Message Name: August 21, 2015 6:26am [edit name](#)

To Be Delivered: Now (between 9am to 9pm) [edit](#)

Target Group(s): Prayer TEXT

Send Communication

Cancel

Credit Details

Phone	Text	Email
seconds	122 characters	0 attachments
0 recipients	63 recipients	0 recipients
0 credits	63 credits	0 credits

Total credits required: 63

To do the Phone CALL Chain

Click on the prayer CALL box. [purple arrow]

On the next page click on Send Message to Group

CallingPost Welcome, Bill Credits 308 My Account Help Center

Dial 1-877-304-7678 to reach the CallingPost phone system from any phone or location! [View Guide](#)

My Groups

- 2015 Congregation 114
- Prayer TEXT 76
- Prayer CALL 91

[Add New Group](#) [View All](#)

Send Message to Group

91 Active Phone #'s

Group: Prayer CALL [Edit Name](#)

Group Members

[Add Members](#) [Actions](#)

[Print](#) [Export](#)

To do the Phone CALL Chain (continued)

On the next page under Create message select ONLY Phone Call
Click on Next

Select From Existing Messages

-OR-

Create Message

I want to send A:

Phone Call: Text Message:
 Email Message:

Enable Alternate Formats?

I want to deliver this message:

(9am-9pm)
(5am - Midnight)
Schedule This Message (5am - Midnight)

Next

You will build your message and have a chance to confirm later this step.

[previous](#)

Create Phone Message

I Want to Record My Voice Message using:

My Phone Text Entry(TTS) Upload WAV File

Recording With a Phone

Our Automated recording service will call your phone.
Please enter your number and select 'Call Me'

Phone Number: ext?

Extension:

*please follow instructional prompts completely and return to this page to finish sending your message

Enter your phone number.
Click on Call Me.
Answer the phone and wait for the instructions.
Slowly and clearly state that this is a prayer chain request and give the request.
Best to end with a quick summary.
Press # to end the message.
Listen to the instructions.
Best to press 1 and review the message.
If you want to re-record press 9
If satisfied press 2 to confirm and come back to the computer
Click on next

Create Phone Message

I Want to Record My Voice Message using:

My Phone Text Entry(TTS) Upload WAV File

Recording With a Phone

Your Phone Message has been recorded

*please follow instructional prompts completely and return to this page to finish sending your message

Caller ID Selection

6077384849

*Using your own Caller ID may prevent you from receiving the Phone Call.

Next

[previous](#)

Send Communication

Message Details		
Message Name:	August 21, 2015 10:49am	edit name
To Be Delivered:	Now (between 9am to 9pm)	edit
Target Group(s):	Prayer CALL	

Credit Details		
Phone	<input type="checkbox"/> Text	<input checked="" type="checkbox"/> Email
46.15 seconds	0 characters	0 attachments
91 recipients	0 recipients	0 recipients
91 credits	0 credits	0 credits

Total credits required: 91

** Your plan is Starter Plus. Phone messages up to 60 seconds. Text messages up to 160 characters require 1 credit. Additional length text messages require additional credits.

Check that it is less than 60 seconds or it will charge more.
Click on send communication

Usually then email to the prayer chain list .