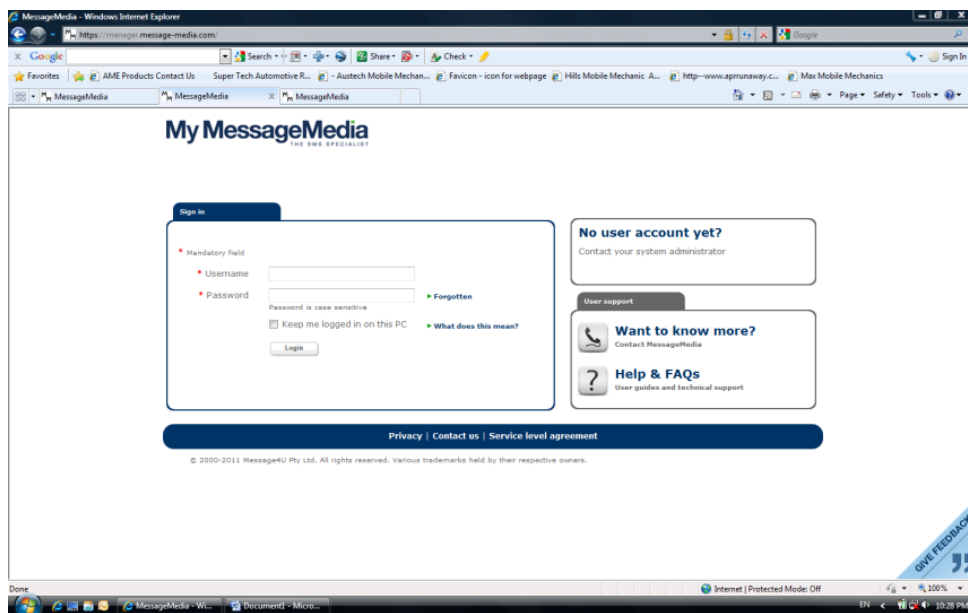


Message Media

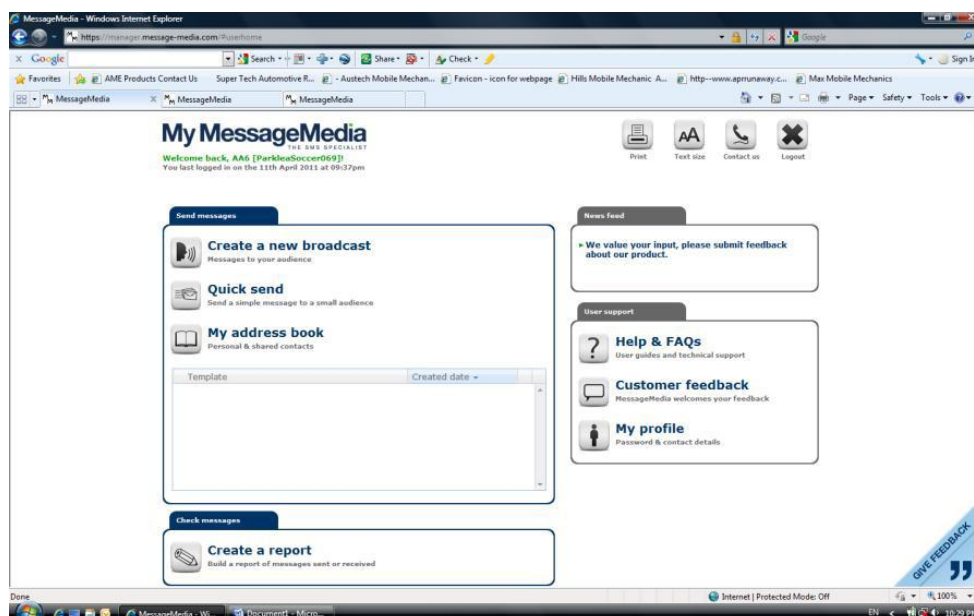
Instruction Manual For Parklea Soccer Football Club

Welcome all to our new sms system. It is very easy to use and is set-up and ready to go! All of your contacts in your teams are pre loaded making it easier for you to alert your team of any game changes, ground closures, etc. There will be general messages sent to all members occasionally which will let all members know about coming events. Let's get started!

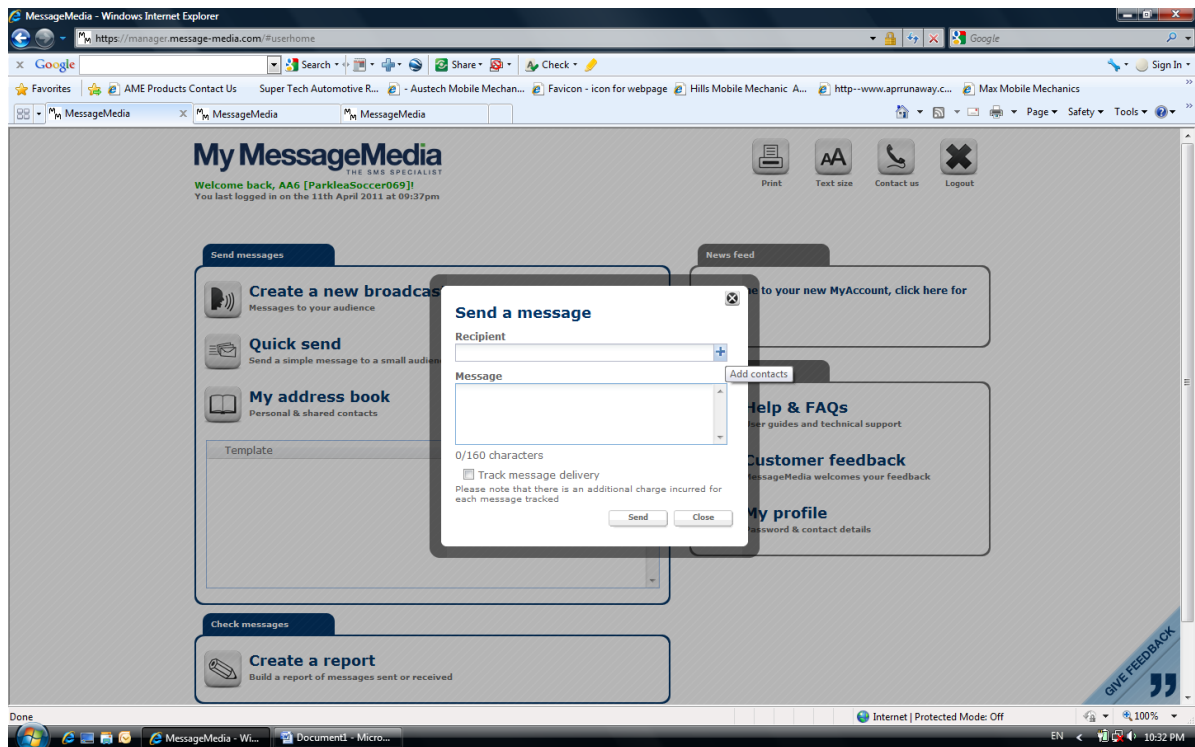
First log on to <https://manager.message-media.com> or simply follow the link on our www.parkleasfc.com.au website. The login screen will appear.



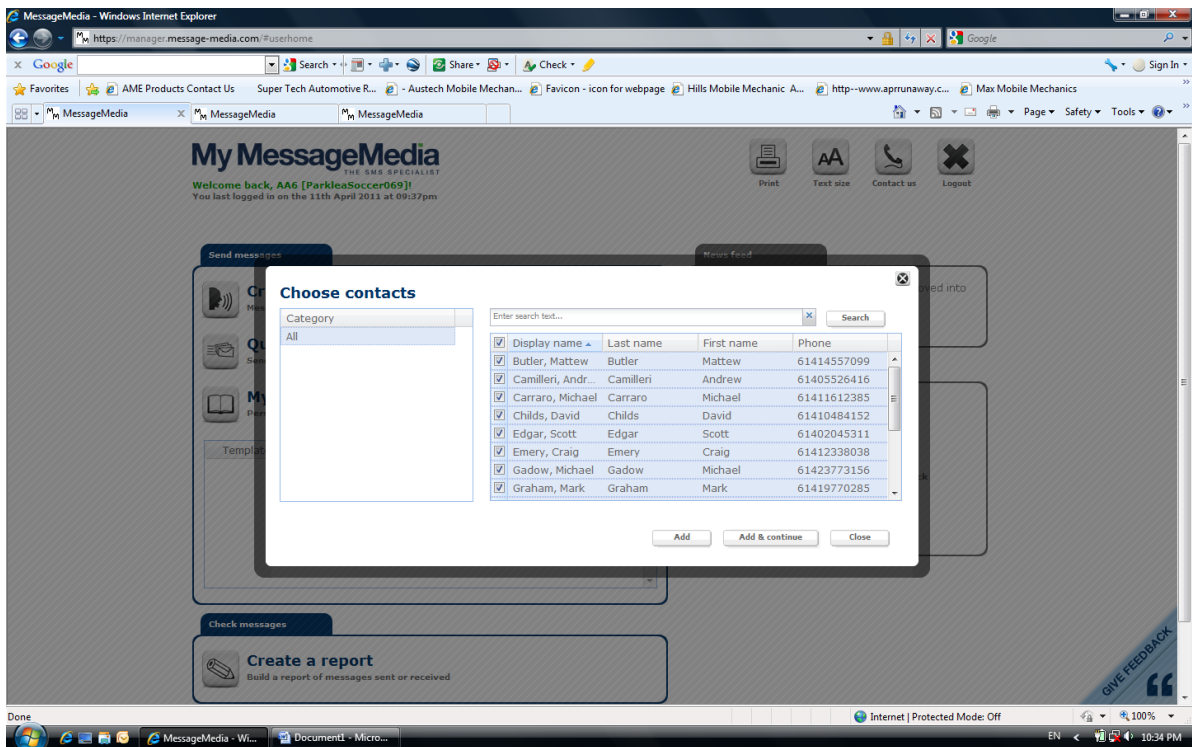
Enter your username and password and hit login! Your home page will appear as follows.



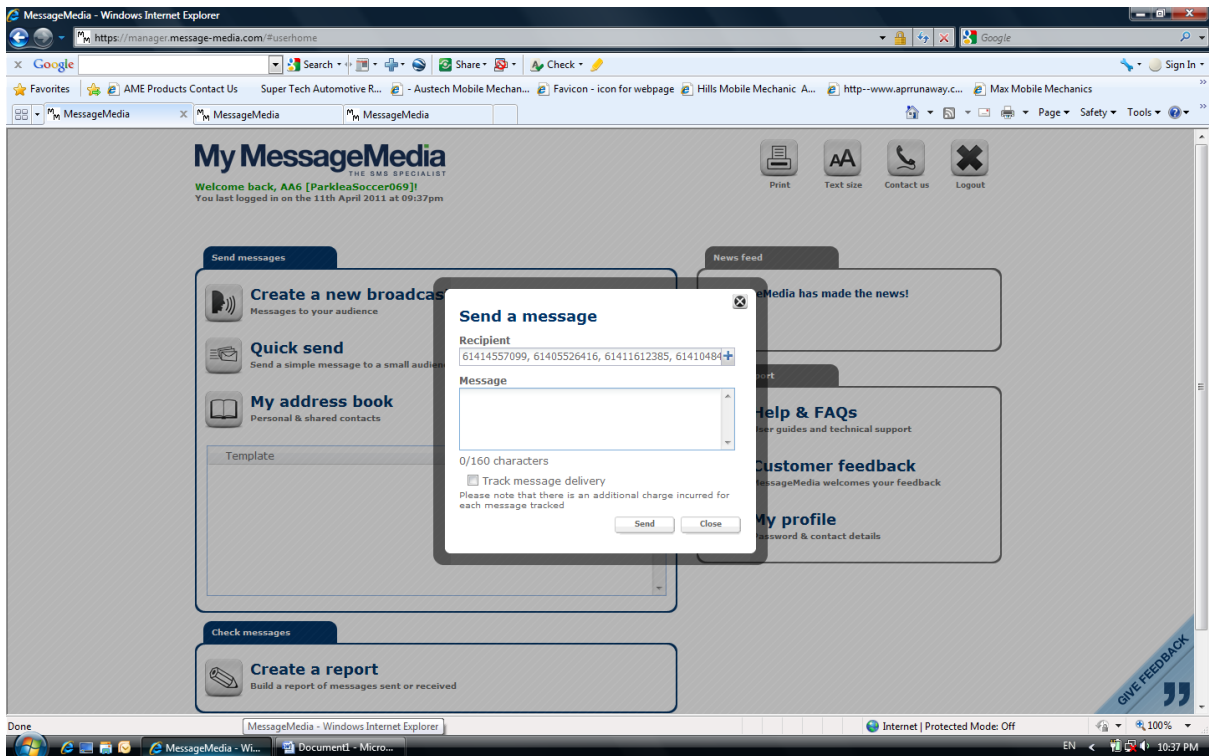
To send a sms to your team it is really quite easy. First of all hit Quick Send.



This screen will appear. By clicking the plus sign where it says recipient another pop up will appear like this.



Select the members whom you wish to send a message to. By clicking the top square it will select all members. After you have selected who you want to send a message to click add & continue. This will bring you back to the original message screen.



Type your message in the Message box and hit send! That is it!

NOTE: KEEP YOUR CHARACTERS TO BELOW 160. ANYTHING OVER 160 WILL CAUSE EXCESSIVE USAGE AND YOU MAY BE DISABLED FROM USING THIS SERVICE IF ABUSED. PLEASE DO NOT CLICK TRACK DELIVERY. THIS COSTS THE CLUB MONEY WHICH WE WOULD RATHER SPEND ON YOURSELVES OR YOUR CHILDREN.

FAQ'S

Do I have to pay anything to use this service?

No! Message media is for you guys to use to keep your phone bill down.

What is create a new broadcast?

It is basically the same as sending a quick message but with further options such as adding new recipients.

What is my address book?

It is a list of your contacts in your team.

There are missing members from my team. Why is that so?

It is because they haven't provided the club with a phone number.

Can I add new contacts?

You may add new contacts of members in your team. Remember that admin will know about people whom you add and any abuse of this system will not be tolerated. Please email Parklea Soccer Club of any new contacts you wish to add or remove.

I want to change my password, can I do that?

Yes. By clicking on the My Profile link you can change your password. Remember to tell any other users though as there is only one page per team.

What about if I forget my username or password?

Please contact your committee member asap for your username and a new password.

I have further questions, who do I ask?

If you have any further questions please email your committee member or hit the help section on the website.