

GOOGLE AGENDA SMS MODULE



GOOGLE CALENDAR SMS MODULE, WHAT IS THIS?

With the Google Calendar SMS service developed by smsmode®, you can automatically send SMS messages based on the events scheduled in your Google Calendar. This will allow you to:

- make **appointment reminders**,
- make **reservation reminders**,
- automate **event notifications**,
- etc.



REQUIREMENTS

- Contact our team to access the Google Calendar module
- Format your Google Calendar events according to our template (see next page)
- Link your smsmode® accounts to Google Calendar and configure the sent message (see next page)



TUTORIAL

FORMAT GOOGLE AGENDA EVENTS

1

ON THE GOOGLE CALENDAR PAGE

When creating an event, you MUST complete the following fields:

APPOINTMENT START DATE AND TIME

These fields are used to set the time that the text messages are sent.

CALENDAR

Select the calendar containing the events you want to notify.

DESCRIPTION

In this field, you MUST enter the notification recipient's mobile number.

- the numbers must not include spaces, dashes or full stops. They can be written both as "+10000000000" and "0000000000".
- the service only works for mobile phone (SMS notifications cannot be sent to a landline!).
- only the first number will be recognised.
- adding additional text does not disrupt the process.

LINK YOUR SMSMODE® AND GOOGLE CALENDAR ACCOUNTS

2

ON YOUR SMSMODE® CUSTOMER SPACE

- Log in to your smsmode® account
- Go to the "Calendar" tab on the left
- On the "Calendar" page, click on "Add Google Account"

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ON THE GOOGLE CALENDAR PAGE

- Follow the instructions on the Google page that opened automatically.

YOUR TWO ACCOUNTS ARE NOW LINKED!



You can sync as many Google Calendar accounts as you like to your smsmode® personal account, renewing this process as many times as necessary.



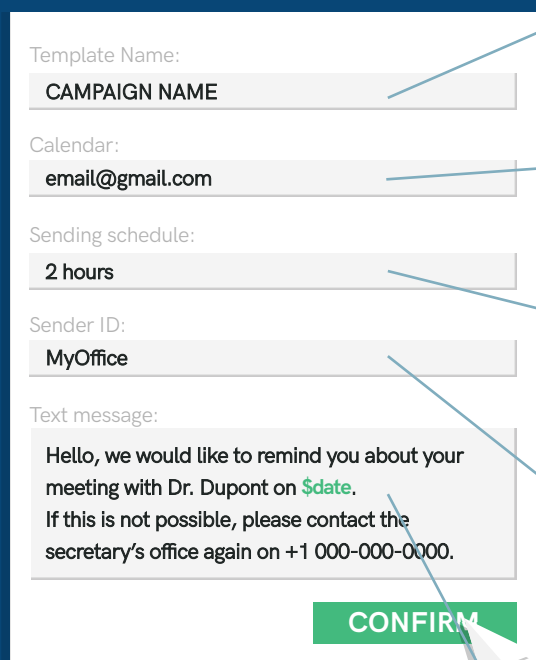
You can delete the link between your smsmode® accounts and Google Calendar at any time by clicking on the "Delete" button after selecting your Google Calendar email address (the "Google Authorization Management" section on the "Calendar" page of your smsmode® customer space). This means that authorizations to access the information on your calendars are permanently revoked, and all related templates are also deleted.

SET SMS REMINDERS

4

ON YOUR SMSMODE® CUSTOMER SPACE

Click on the "Action" button in the "Calendar" section of your smsmode® customer space, then fill out the following form:



The form contains the following fields and content:

- Template Name: CAMPAIGN NAME
- Calendar: email@gmail.com
- Sending schedule: 2 hours
- Sender ID: MyOffice
- Text message: Hello, we would like to remind you about your meeting with Dr. Dupont on \$date. If this is not possible, please contact the secretary's office again on +1 000-000-0000.
- A green CONFIRM button at the bottom right.

NAME OF TEMPLATE

This allows you to identify your template in the list of messages (it does not affect the SMS sent).

CHOICE OF CALENDAR

Select the calendar that contains the events you want to notify.

SENDING SCHEDULE

This setting is for the amount of time before the appointment that the message is sent (e.g. 48 hours: the message will be sent two days before the appointment).

SENDER ID

This field is used to display a name as the sender ID (instead of the default 5-digit short number).

Caution: sender ID customization is only available on certain networks and countries. Contact us for more information. If this customization is possible, the sender ID must be 11 characters max, with no spaces or special characters (no accented letters!).

MESSAGE CONTENT

Complete the content of the SMS that will be sent to your users. The appointment start date can be added to the message by adding the variable: **\$date** (which will display the custom text according to "day/month at hour:minute", i.e. 13 characters).

Caution: SMS messages over 160 characters will count twice!

AND WE'RE OFF!

YOUR EVENTS NOTIFICATIONS SMS ARE NOW SENT AUTOMATICALLY!

! You can change the message content or its scheduled sending at any time by clicking on the "Pen" button and completing step 4 described above.

! You can delete a Google Agenda SMS campaign at any time by clicking on the "Delete" button after selecting the template.



CONDITIONS OF USE

SERVICE FEES	Subscription from \$9/month
USER FEES	Cost of SMS messages sent

Why choose this solution.?

IDEAL FOR SMALL BUSINESSES

You are a healthcare professional, a doctor, a nurse, a beauty or care centre, a car mechanic, an independent shop, a secretary, etc.
 Make appointment reminders easy with our Google Calendar module!

AN ALL-IN-ONE SOLUTION

Our Google SMS Calendar module is the ideal solution for appointment reminders, event notifications, etc. It is very easy to configure, and offers a full range of features to customize your SMS reminders.

WITHOUT APPOINTMENT SOFTWARE

Using Google Calendar (a free app) and an smsmode® personal account, you can issue appointment reminders with professional, automated SMS messages without investing time and money in software.

FOR SMALL BUDGETS

Using smsmode® and Google Agenda means choosing a simple, flexible solution with no volume limitations. It's a very low-cost way to reduce your missed appointment rate!



smsmode

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 DEVELOPED BY CALADE TECHNOLOGIES

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