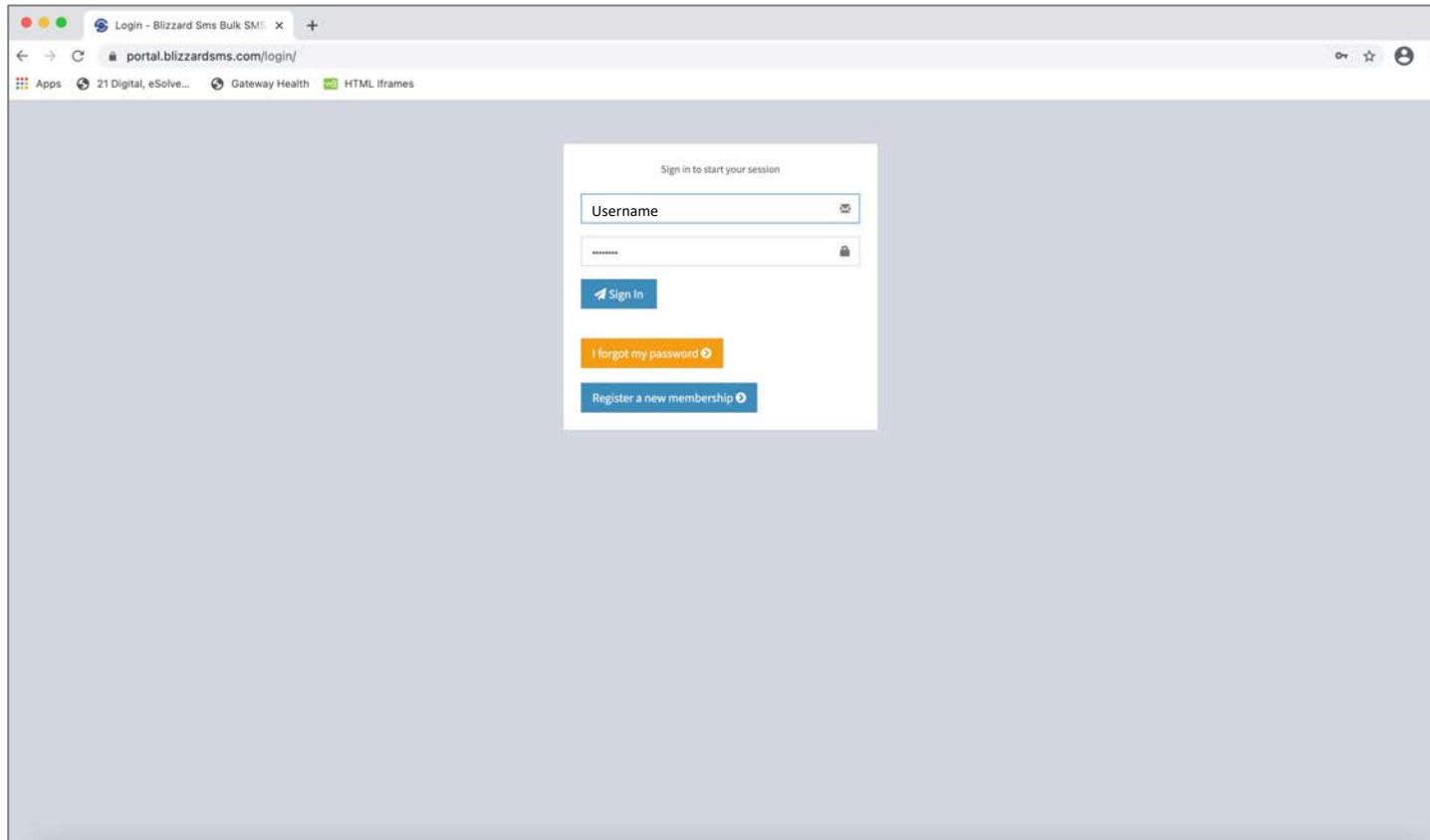# BLIZZARD SMS

YOUR TRUSTED BULK SMS SERVICE PROVIDER

USER MANUAL : HOW TO COMPOSE AN SMS
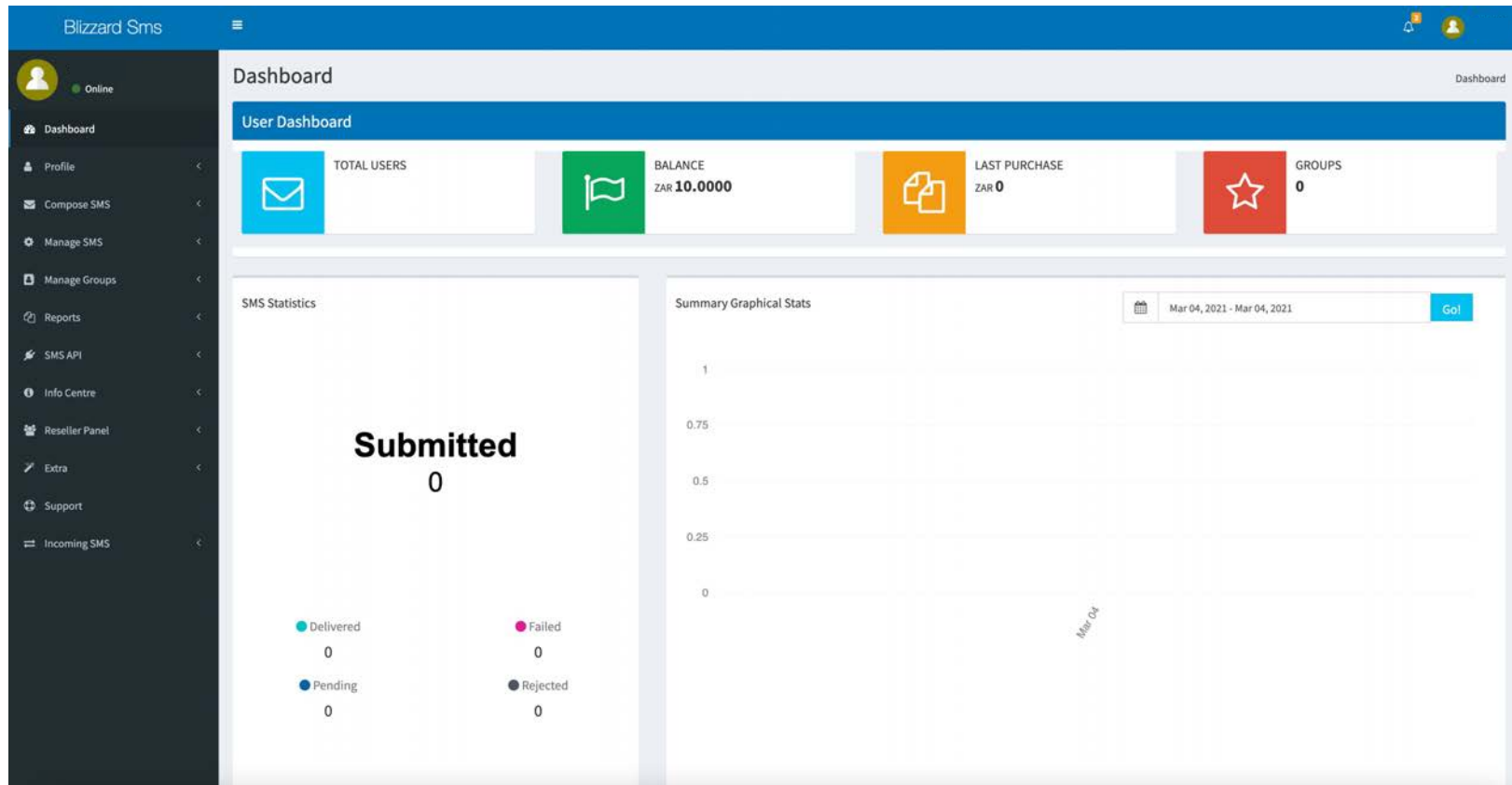
LOGIN

Please Login with your username and password. Blizzard SMS Portal link below:

Link: https://portal.blizzardsms.com

BLIZZARD SMS

YOUR DASHBOARD

You will then see your dashboard.

COMPOSE SMS

Please navigate Compose SMS on the side menu and then click one File upload with Message.

The File Upload SMS screen will then open.

ADD IDENTIFIER/CAMPAIGN NAME

Add an Identifier/Name for the campaign.
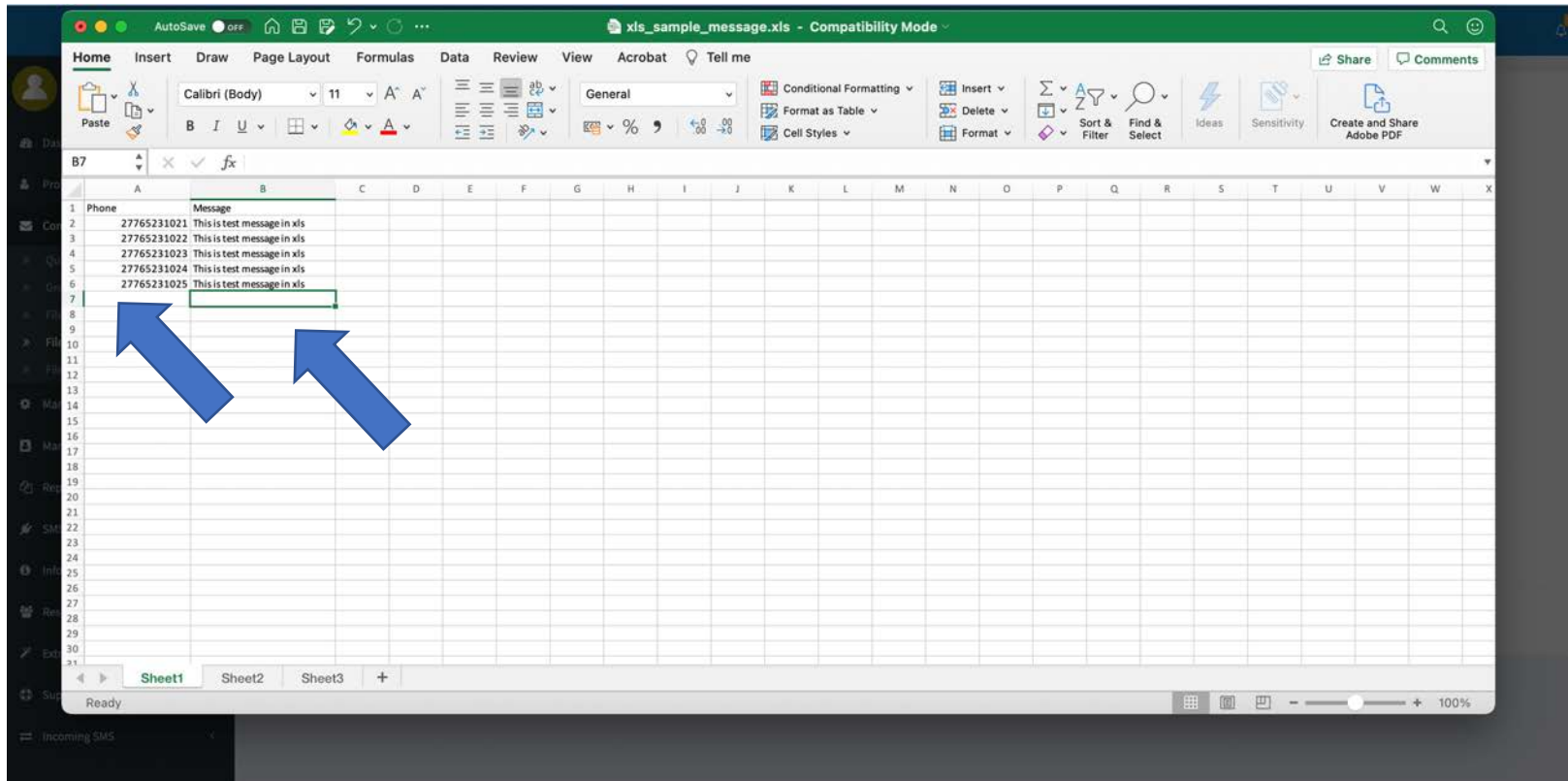
SELECT IMPORT FORMAT

Then Click on the Download samples option.

BLIZZARD SMS

SELECT IMPORT FORMAT
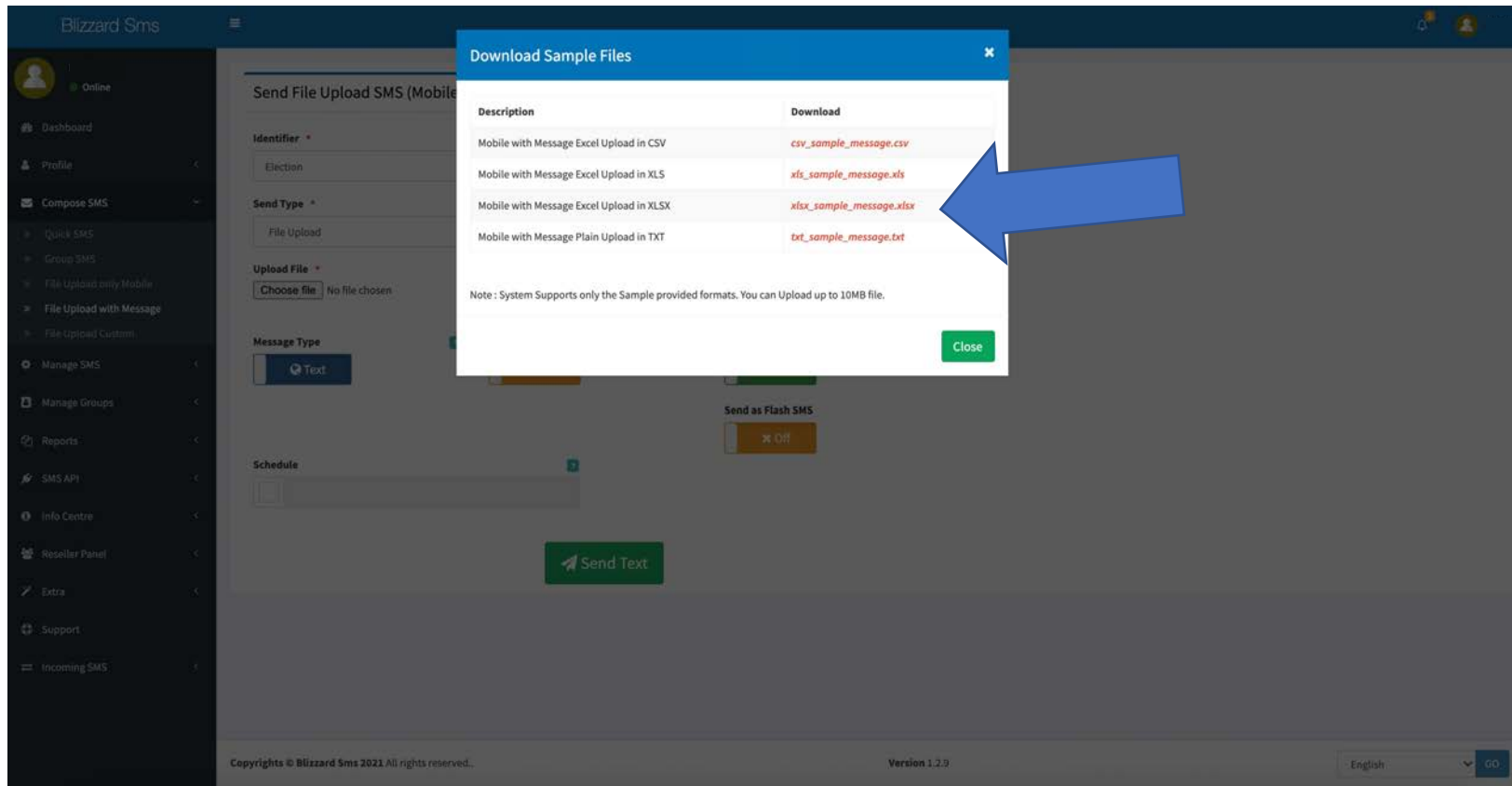
Click on one of the options to download the format.
In this case XLSX for Excel.

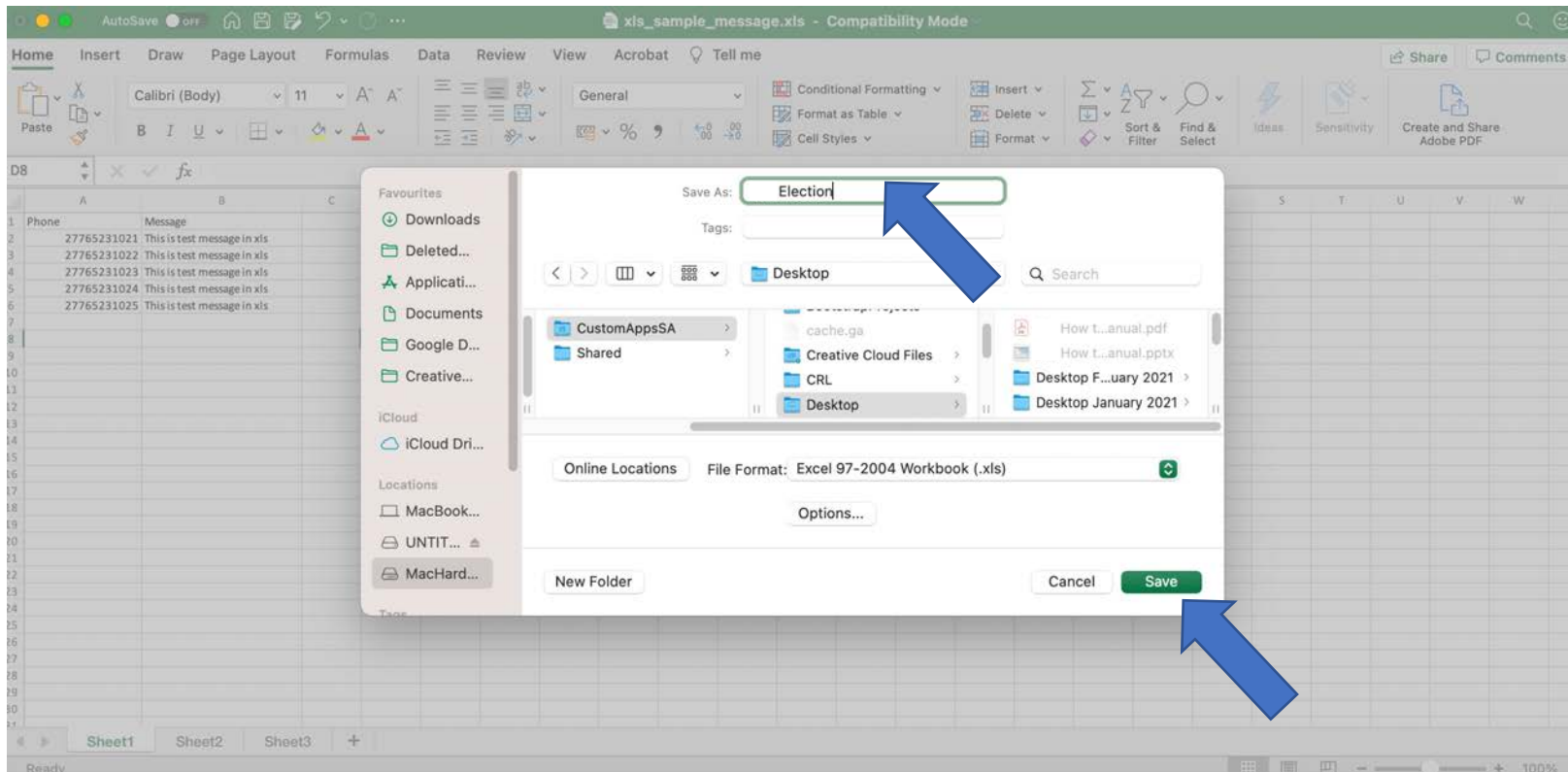BLIZZARD SMS

ADD CONTACT NUMBERS AND MESSAGE

Once downloaded, navigate to the file and open it.

You can then add the contact numbers. Please note that you will need to add the 27 code before the number as shown.
Then add the message next to the number on the next row.

BLIZZARD SMS

SAVE FILE

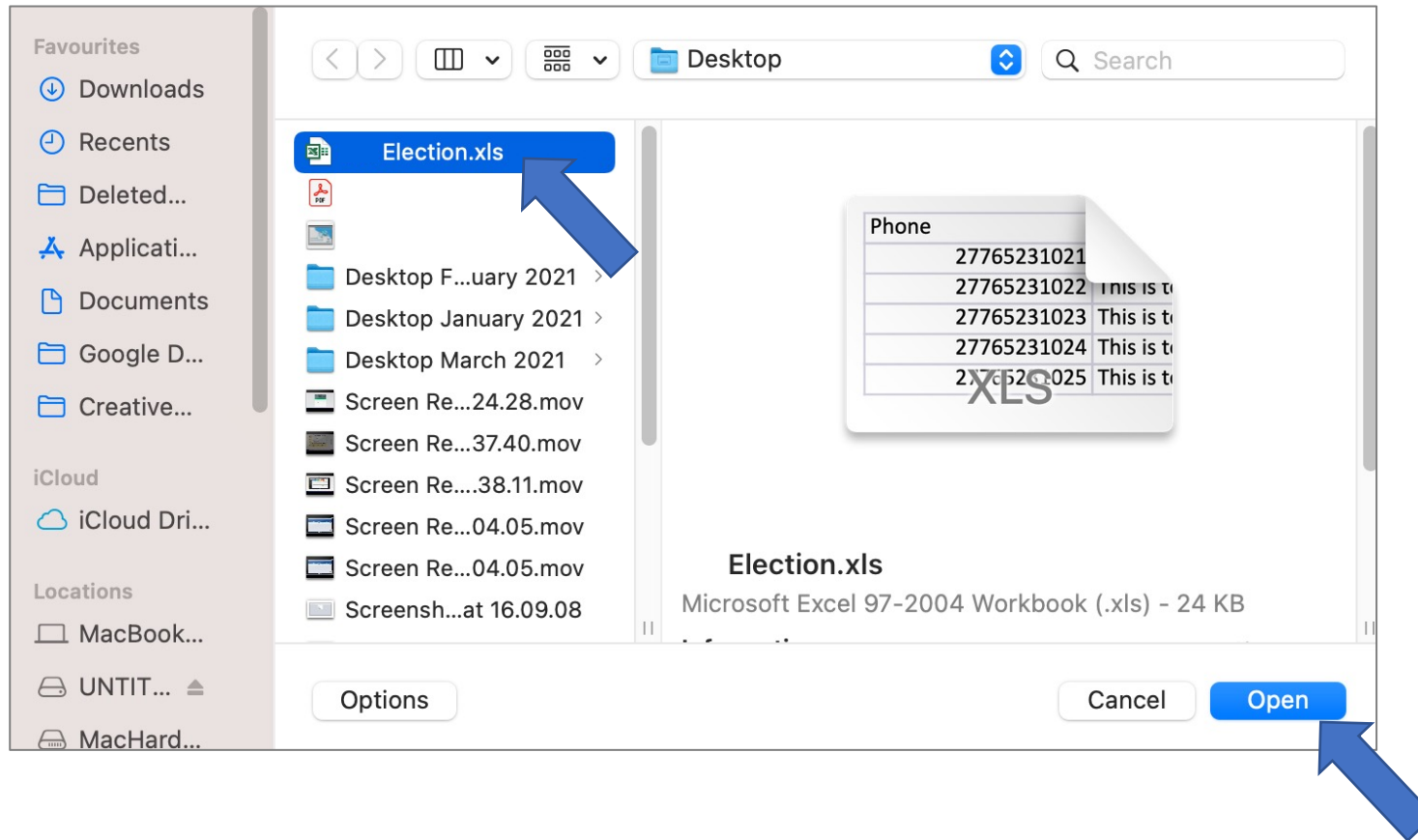
Once done, please save the file on your device.

CHOOSE FILE

Go back to the portal and click on choose file.

BLIZZARD SMS

UPLOAD FILE

Navigate to the saved file and click open.

BLIZZARD SMS

SCHEDULE SMS

The file will be uploaded.

Then click on the schedule option to set a date and time for delivery.

Then click on the apply button.

BLIZZARD SMS

SEND TEXT

Once this is done, you may click on the green send button and it will be scheduled for delivery.