

# Ward Notification pager

Using twilio api to communicate with your ward

# Hooking up Twilio with your ward

Once a ward is created you can plugin your twilio information.

Information needed is

**Twilio Phone Number:** This is a number that twilio will assign to you. You can choose a local number from their website.

**Twilio ID:** This is your application ID from twilio

**Twilio Secret:** This is the secret ID in your twilio account to make api calls. This is used to send the text messages and also get the account balance.

At the bottom for mock testing you check it off and play around with creating messages and sending. None will actually go out.

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## Ward Name: Test ward

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**Ward Name:**

Name of Ward.

**Ward City:**

City where Ward is located

**Twilio Phone Number:**

Phone number that is used to send SMS messages,(Must be a twilio phone number)

**Twilio ID:**

Twilio Application id to use for sending sms

**Twilio Secret:**

Twilio Application Password to use for sending sms

Twilio Test(Will simulate but not send messages)

# Default Organizations

When creating a ward the following organizations are added automatically.

There are 4 primary organizations

- Elders Quorum
- Relief Society
- Young Men
- Young Women

A contact has to belong to one of these

Organization Code	Organization Name
CM	Church Missionaries
ED	Sunday School
EDY	Sunday School (Youth)
EQ	Elders Quorum
OM	Ward Missionary
PRIMARY	Primary
RS	Relief Society
SA	Single Adults +31
WARD	Entire Ward
YM	Young Men
YSA	Young Single Adults <31
YW	Young Women

# Create a custom organization/class

If you need to create a custom organization/class you may do so.

Organization Code: Unique code for your new class/org

Organization Name: Friendly name to be shown in menus.

Organization Signature: What members will see as the footer of the text message.

Language: On text messages the greeting language to use. For example Sister Smith or brother Smith, for spanish Hermana Smith or Hermano Smith. There is logic to handle missionaries that will use the word Elders or Sisters depending if they are relief society or elders quorum

Primary Organization: This will mark the organization as primary

### Create a new Organization.

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Organization Code:

Organization Code.

Organization Name:

Organization Name.

Organization Signature:

Organization Signature.

Language

Select Language

Organizations Included:

Primary Organization,

# Add a contact

Creating a contact you only need

- First Name
- Last Name
- Phone Number
- Primary Organization: A member can only belong to 1 primary organization
- Aux Organizations: A member can belong to many Aux organizations

For example a sister can belong to Relief Society, but also belong to sunday school, and be a teacher in primary

[Back to Test ward](#) / Create Contact

Create a new contact.

First Name:

Contact first name.

Last Name:

Contact last name.

Phone Number:

Contact Phone Number.

Primary Organization:

Primary Ward Organization

Select Auxiliary Organizations:

Contact Disabled

# Sending a message

To send a message you simply choose who the message is from, this in turn will select any contacts that match that organization.

Then type the message to send.

Override the default greeting if desired.

Finally Confirm check box to send the message Or check off save message as draft to send at a later time

Back to Test ward / Send/Save Notification

Ward is currently in test mode, no messages will go out.

Send/Save Notification Twilio Balance: \$0.00 USD

From Organization:

Entire Ward

Ward Organization

Notification Message:

a test message to the whole ward

Message to send to contacts.

Custom Greeting(Optional):

Enter custom greeting

Custom Message Greeting to Contacts.

Confirm Sending Message.

Save Message to Send Later

Preview SMS Notification

# Preview a message before sending

You may want to preview the message before sending to see what costs are associated with the message. This will give you a close estimate at what you are looking to spend. Also a preview of how your message will look to the recipients.

## Preview Summary ✕

Ward Twilio Balance: **\$0.00**  
Organization: Entire Ward  
Total Good Sent: 2  
Total Bad Sent: 0  
Total Bytes: 263  
Total Segments: 2  
Total Cost: \$0.02  
Message Encoding: GSM

**Preview Message:**  
Brother Doe  
We invite you to  
a test message to the whole ward

Your Ward Bishopric

Cancel OK

# Saved for later: Outbound messages

At times you may have a message scheduled to be sent at later time. There is a concept of drafts that you can send at a later time.

You can go to outbound messages and filter by the state, you will see any pending messages first. You can then filter by other message states.

Back to Test ward / Ward Outbound Messages

Ward is currently in test mode, no messages will go out.

Twilio Balance: \$0.00 USD

Ward Outbound Messages:

Create/Send Message

Organization: All Organizations

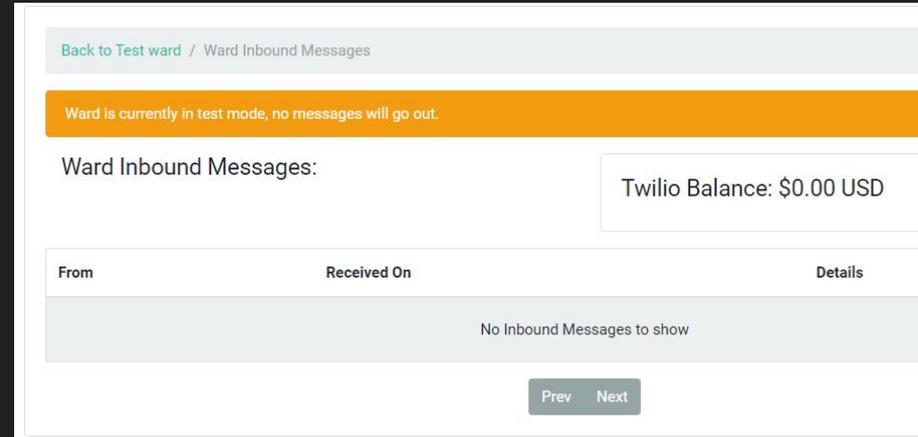
Message State: Sending

Organization	Message State	Message Cost	Contacts Sent	Added By	Created On	Details
No Outbound Messages to show						

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# Inbound Messages

Receiving messages to your virtual number is also helpful to have in 1 place. In the menu inbound messages you can see any messages sent to your virtual number. You will need to update your twilio setup to receive messages. On image 2 you can see the webhook link to use in the twilio project.



Back to Test ward / Ward Inbound Messages

Ward is currently in test mode, no messages will go out.

Ward Inbound Messages:

Twilio Balance: \$0.00 USD

From	Received On	Details
No Inbound Messages to show		

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Twilio Phone Number callback URL(Copy and paste into Twilio Project):

<https://xxxxxxxx.execute-api.us-west-2.amazonaws.com/live/api/hook/5db462d0-3d48-465c-ac5c-ce0e819d5537>