

GOBOOSTIFY – BULK CONTACTS GUIDELINE

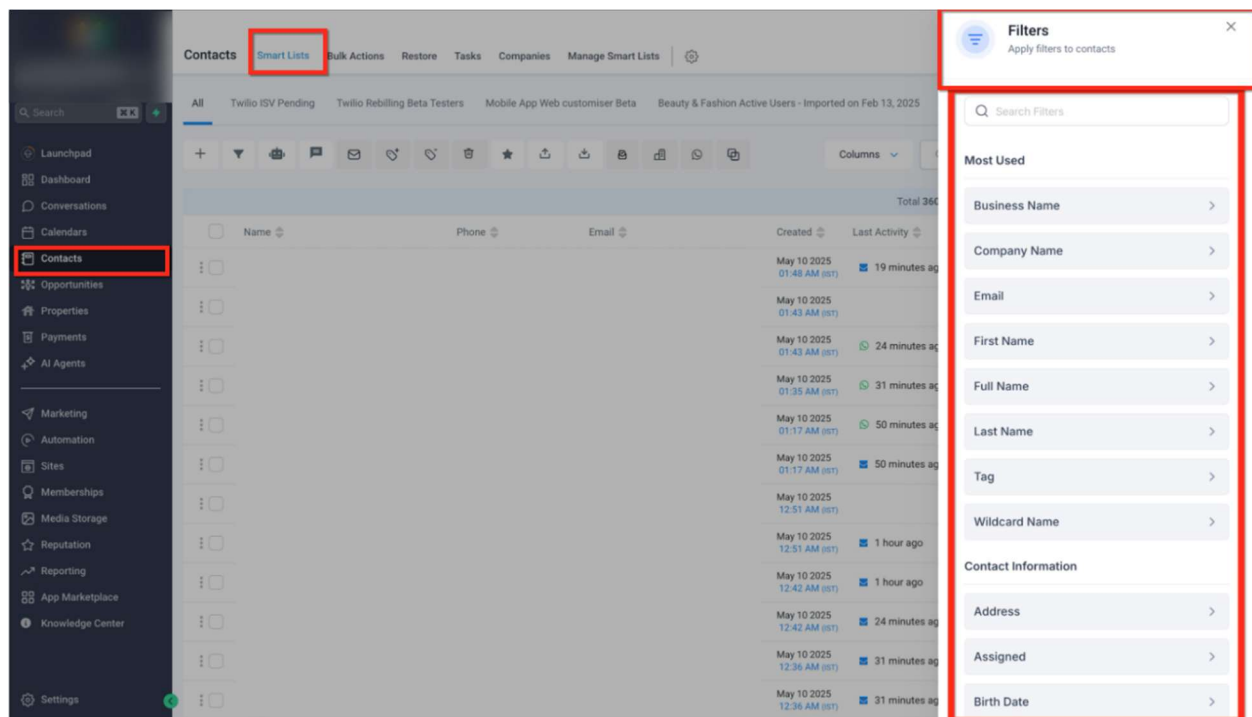
Contact Bulk Contacts

Send communications to multiple contacts simultaneously or apply bulk actions such as sending a message or performing list updates.

Steps

1. Go to **Contacts** → **Smart Lists**.
2. Apply filters to target your audience.

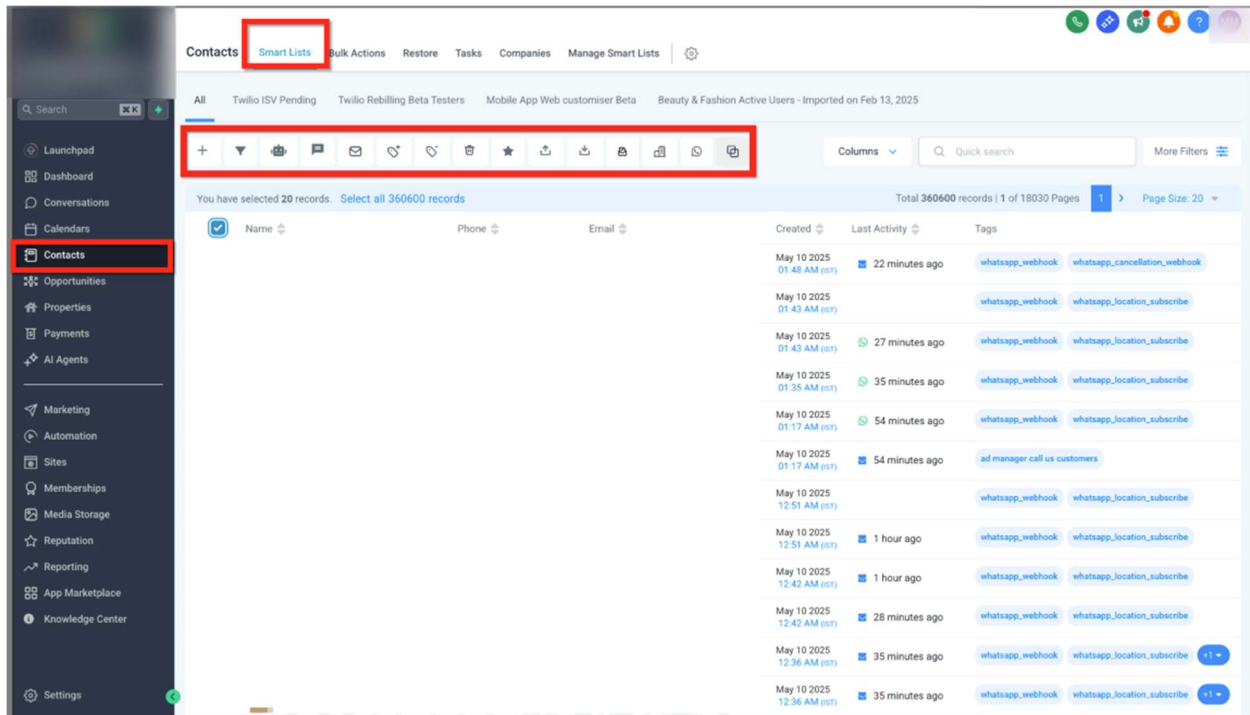
Screenshot: Filters panel showing filter options such as Business Name, Company Name, and Tag.



3. Select contacts using the checkboxes on the left.
4. Use the toolbar at the top to perform bulk actions like sending an **Email** or **SMS**.

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Screenshot: Bulk Actions toolbar displayed above the contacts list.



The **Bulk SMS** feature allows you to send personalized text messages to multiple contacts in just a few clicks. From promotions to reminders, you can compose, schedule, and track SMS campaigns at scale—all within the **Contacts** tab.

What is Bulk SMS

Bulk SMS lets you send one SMS message to multiple contacts simultaneously. It's ideal for marketing campaigns, service notifications, or time-sensitive updates. This feature ensures consistent communication with your audience without needing to message each contact individually.

Key Benefits of Sending Bulk SMS

Using Bulk SMS helps streamline communication while maintaining personalization and delivery control.

- **Save time:** Message hundreds or thousands of contacts with one action.
- **Consistent communication:** Ensure all recipients receive the same information.
- **Personalized content:** Use custom fields and templates for tailored messages.

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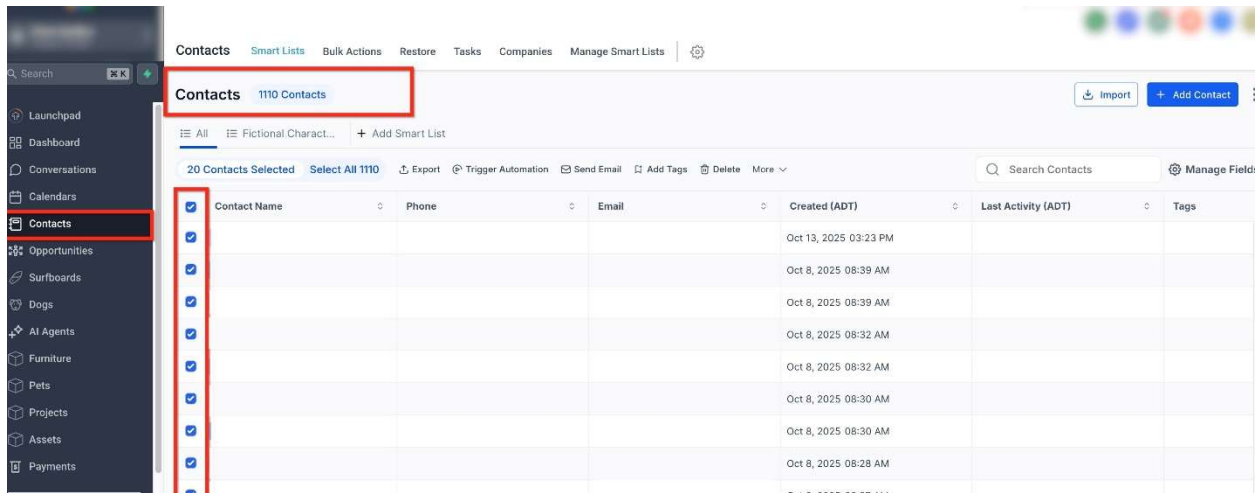
- **Flexible delivery options:** Choose to send instantly, schedule for later, or drip messages in batches.
- **Track results:** Monitor delivery and performance through the Bulk Actions dashboard.

How to Send Bulk SMS via Contacts

Follow these steps to create and send an SMS campaign directly from your Contacts tab.

Step 1: Select Contacts

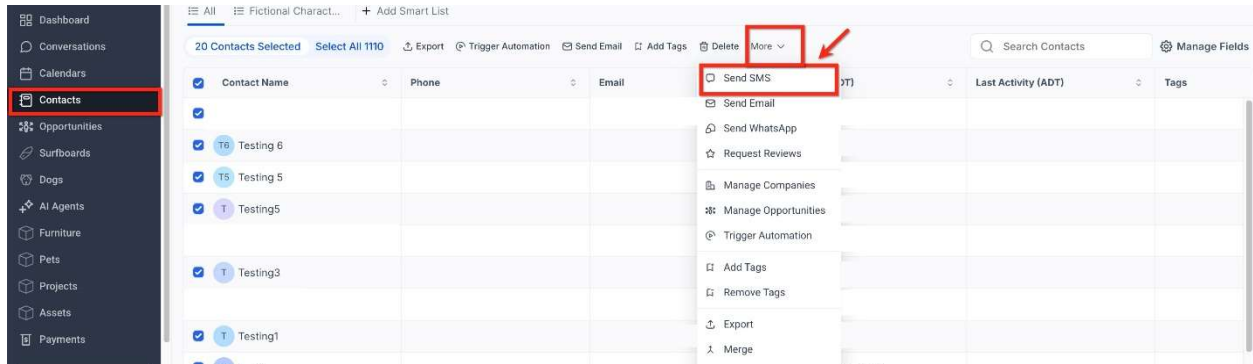
Go to **Contacts** and use the checkboxes on the left to select the recipients for your message.



Step 2: Open the Bulk SMS Window

Click the **SMS icon** in the top menu bar to open the Bulk SMS setup window.

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Step 3: Select the Sending Phone Number

From the **From Phone Number** dropdown, choose the number to send from.

If left blank, the system uses the last number used per contact or the account default.

Step 4: Compose or Select a Message Template

Type your custom message or select a saved template from **SMS Templates**.

You can personalize messages using custom fields and add emojis or attachments if needed.

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Bulk SMS ×

Send Messages to Multiple Contacts

Send SMS to Selected Contacts



Action Name * 4 / 256

From Phone Number ⓘ

Pick an SMS Template

Message *

 Attach Files (Max 5 MB each)

Mode

☒ Send All at Once ☐ Send at Scheduled Time ☐ Send in Drip Mode

 Please note the action will be performed over period of time. You can track the progress on the bulk actions page.

Cancel **Send SMS**

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Step 5: Choose a Delivery Method

Send All at Once

Immediately sends your message to all selected contacts.

Send at Scheduled Time

Set a specific date and time for delivery.

Send in Drip Mode

Sends messages in smaller batches for improved pacing and deliverability.

Drip Mode fields:

- **Pick a Start Date & Time:** When sending begins.
- **Number of Messages per Batch:** Number of contacts per send batch.
- **Repeat After:** Time delay between each batch (in minutes, hours, or days).
- **Send On:** Select specific weekdays for sending.
- **Time Window:** Define allowed sending hours based on account timezone.
- **End At:** The latest time messages can be sent each day; messages outside this window resume the next day.

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Mode

☐ Send All at Once ☐ Send at Scheduled Time ☒ Send in Drip Mode

Pick a Start Date & Time(Asia/Calcutta) *

Select Date and Time

Number of Messages per Batch *

0

Repeat after *

0

Days

Send on *

☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat ☒ Sun

Time Window (optional)
Start from

End At

Select time

Select time

Step 6. Send the SMS

Click **Send SMS** to submit your campaign. The action will be queued and processed automatically.

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Message *



Attach Files (Max 5 MB each)

Mode

☒ Send All at Once ☐ Send at Scheduled Time ☐ Send in Drip Mode

 Please note the action will be performed over period of time. You can track the progress on the bulk actions page.

Cancel

Send SMS

Step 7: Track Results in Bulk Actions

Go to **Contacts** → **Bulk Actions** to view campaign status and performance metrics such as sent, delivered, failed, or skipped messages.

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Click **Show Stats** for detailed delivery reports, including carrier responses and failure reasons.

Bulk SMS Stats

All

Pending

Sent

Delivered

Error

Skipped

Identifier	Phone	Status	Date Added
		Failed	
		Failed	
		Failed	
		Failed	
		Failed	
		Failed	

Download

Previous

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Next

All

Pending

Sent

Delivered

Error

Skipped

