

DeMobile: Moderator Guide



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Introduction

Currently many different jurisdictions have found the benefit of DeMobile, realizing its irreplaceable importance as a communication tool. DeMobile is able to perform a number of different tasks to make the normal chores of keeping a DeMolay Chapter informed and on time, in just minutes a week. By utilizing e-mail and mobile phone short message service (SMS or text messaging), a chapter can stay informed and on-time even during the most vigorous calendar months of the DeMolay year.

DeMobile's developers cannot stress enough the importance of an active list. Sending out e-mail and SMS messages gets the users excited about DeMobile and is the best way to grow your lists.

Getting Started

The very first step to set up DeMobile for your chapter is to sign yourself up for the lists you are moderating. This step is important so you understand what your users must do to get onto your list so that you can assist them when they are signing up later.

Once you have registered for DeMobile, point your web browser to the DeMobile Administration Page.

Once you load this screen you will find a few different links to actions you are able to perform. Let's go through each section.

Help and Support

In this section you will find links to the frequently asked questions section as well as the contact information for your jurisdiction.

In the frequently asked questions section you can find information pertaining to all of the DeMobile features. Be sure to read through it before contacting your jurisdiction for help, as you might find your answer in this section and be able to save their time for another day.

If, however, you are perplexed about any section of DeMobile not covered in the frequently asked questions section, then the contact section is your next stop. Your jurisdiction has decided that DeMobile is a useful service that can dramatically increase communication, so they will be willing to help you if you should ever get find yourself having difficulties.

User Tools

This section of DeMobile provides links to the end user pages of DeMobile. These pages should look familiar to you once you have completed the "Getting Started" Section on page 3 of this manual.



Moderator Tools

This is the section that enables you to send out communication via all modes that DeMobile offers. We will progress through each subsection.

► Send a Message Immediately

DeMobile allows you to send e-mails in both plain text and HTML formats, as well as mobile phone SMS messages. You should be in this subsection if you are attempting to send a message out to your list right away.

► ► Sending E-mail Messages

DeMobile allows for both plain text and HTML e-mail messages. The majority of list posts are sent in a text only format, and it is the best way to send an announcement since it is easily assessable to all e-mail accounts.

To send a text only e-mail simply click on "Send Text-Only E-Mail Immediately." Then just choose your list, enter your password, and

fill out the subject and message body. Then click “Mail It.” You can watch while the software sends a message to each of the members of your list. Remember, our software does not check for spelling and grammar errors, so it is recommended to compose your message using your regular word processing tool on your computer and then copy and paste the content into our form for mailing.

If you wish to send a HTML message, and have been trained to do so, please refer to the “DeMobile: HTML E-Mail Guide.”

► ► Sending SMS Phone Messages

Our List Management Tool makes it very easy to send a text message. Start by clicking “Send SMS Phone Message Immediately,” then simply choose your list, enter your password, and fill out the message body. Then click “Mail It.” You can watch while the software sends a message to each of the phone numbers on your list. It is important to note that SMS Phone messages are capped at 120 characters due to space limitations on cell phones. Also it is recommended not to send SMS Phone messages to your list during school hours due to the fact that most schools prohibit the use of cellular devices during school hours.

► Scheduling a Message for Future Delivery

Sometimes you may want to set up a message to send automatically 30 minutes before an event, or you might remember to send that SMS phone message, but it is late at night or during school hours. DeMobile has you covered. Built into our software is the ability to save messages in our system to be sent out at scheduled times in the future. It is really quite simple.

► ► Scheduling E-Mail Messages

Start by clicking on “Schedule a Text-Only E-Mail for Future Delivery.” Once this screen loads you will find it remarkably similar to the send e-mail immediately page, with one difference: the date and time section at the bottom. Simply input the information as you would for a immediate message only this time add the date (up to

one year in advance) at the bottom. Once everything is filled out click the “Schedule It” button at the bottom and you are set to go!

► ► Scheduling SMS Phone Messages

Start by clicking on “Schedule a SMS Phone Message for Future Delivery,” input the proper fields, select a date and time in the future up to one year in advance, and click on “Schedule It.” Everything is set to go and your message will sent as soon as the future date and time have been reached.

► ► View/Remove Scheduled Messages

If you are interested in seeing or removing any of the messages you have placed on our servers to be sent in the future before they are sent, simply click on the “View/Remove Messages Scheduled for Future Delivery.” After selecting your list and entering your password, DeMobile will display all scheduled messages for the specific list selected.

You will notice the messages are displayed by the date they are to be sent out starting with the closest day to today’s date. To view the message click on “view message in new window.” If you wish to remove any messages from our server so they will not be sent, simply check the box on the line of the message to be deleted, enter your password in the box, and click “Remove Items.” The message will be removed from our server and not delivered.

► ► Editing Scheduled Messages

Due to the complex nature of a message being scheduled for the future, DeMobile does not support editing of messages once they have been scheduled. You can however remove the message from the “View/Remove Messages Scheduled for Future Delivery,” section and then reschedule a new message with the updated information.

► Manage Your List

This section allows you to do three things: view who is currently on your list, remove anyone from your list, and change the list password.

► ► View/Remove Addresses From Your List

This section allows you to view all subscribers and remove anyone from your list that does not need to be receiving the information from your list. Simply click on “View/Remove Addresses,” select your list, enter your password, and click “Manage List.” DeMobile will display a list of all subscribed addresses on your list. If the user inputted their name during sign-up, it will be displayed in parentheses. To remove anyone from your list click the box beside their name, enter your password at the bottom, and click “Remove Addresses.”

Recommended Uses of DeMobile

E-MAIL

- Biweekly Newsletter to members, advisors, and Parent’s Club members
- Information on DeMolay events

SMS PHONE MESSAGE

- Meeting reminders 30 minutes before business meetings
- Event reminders 24 hours in advance
- Last minute event time reminders

SAMPLE E-MAIL MESSAGE

Hey guys,

Two quick things: tomorrow night is the last shot to get in new petitions before Conclave. Georgia DeMolay needs our help to achieve positive growth. Please talk to your friends and bring petitions tomorrow night. Also, tomorrow at the meeting we will be making Conclave room assignments, so give it some thought. See you tomorrow!

Thanks,
Richard Eells, PMC

SAMPLE SMS PHONE MESSAGES

- Reminder: Chapter Meeting TONIGHT! Be there at 7 in a coat and tie. See ya there!
 - Don’t forget Conclave Registrations are due tomorrow! Sign up online at GDO
 - Meeting Tonight at 7. Make sure to look over your part, and have your visitation committee reports ready. See ya tonight!
 - Come hang out, play sports, and enjoy the laser show with your brothers! Meet at the lodge at 7:20!
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Recommended Practices

DeMobile is a great tool that will allow the members of your list to be more informed, better prepared, and on time, but it takes some time from you to make effective use of this tool. Make it a practice to sign into your lists at least once a month and schedule the messages you see your chapter needing that month. It is a good idea to schedule a SMS phone message 30 minutes to an hour before any scheduled meeting to remind your members about it. As time progresses you will find uses for DeMobile that work well for your list. The main thing to remember is that you can never communicate too much with your group. Communication leads to a productive, coherent group that is well informed.