



TextCaster Quick Start Guide

Customer Administrators and Message Administrators

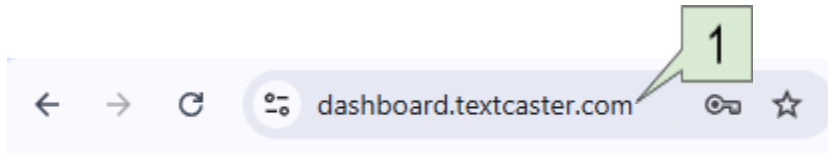
v1.0.1

Version	Date	Changes
v1.0.1	September 3, 2025	- Updated initial login experience for legacy Users
v1.0.0	August 25 2025	- Initial public release.

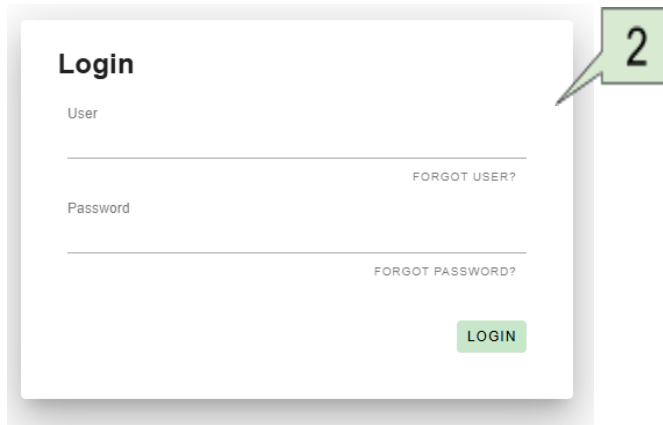
Login to TextCaster Dashboard

First login experience to TextCaster's Dashboard

Logging into TextCaster



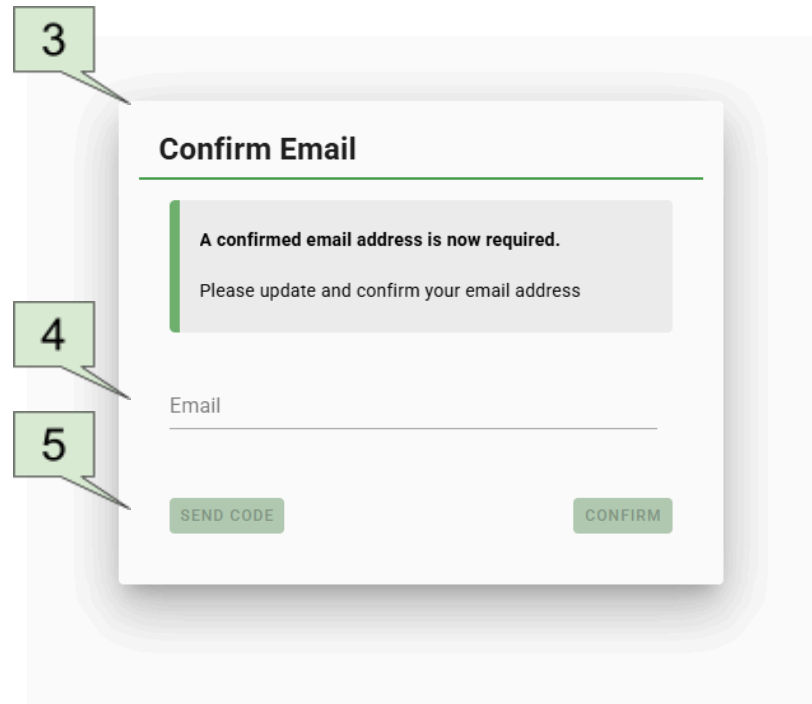
1. Visit Dashboard.TextCaster.com

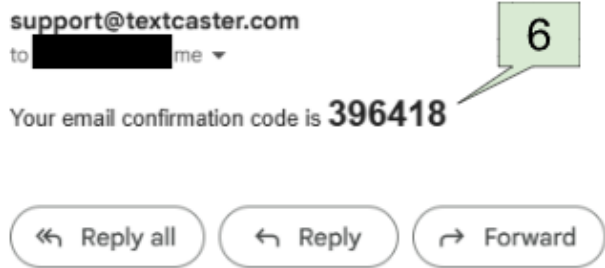


2. Log in with your username and password, using the same credentials as my.textcaster.com.

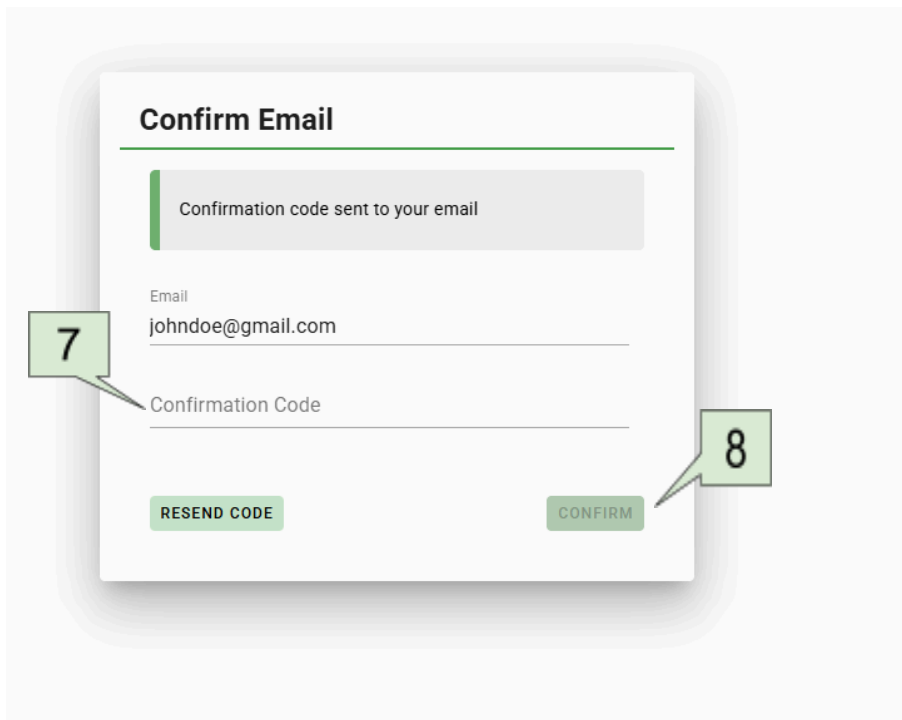
Confirm your Email Address

3. If your email address is not present or unconfirmed, a prompt will appear asking you to add or confirm one
4. Enter your email address in the provided field
5. Click "Send" to receive a verification Email





6. Check your email for a Confirmation code from "support@textcaster.com"



7. Enter your code in the "Confirmation Code" field

8. Click on "Confirm"

Registration

9. Upon successful confirmation, you will be asked to review your registration and enter a new password

Register

You've been invited to **Demo - Enterprise**.

Please complete the registration form below to get started.

Contact Information

Your **user name** and contact **email** is **textuser@textcaster.com**

This can be changed after registration by editing your profile.

First Name
Test_User

Last Name
User

Mobile Phone

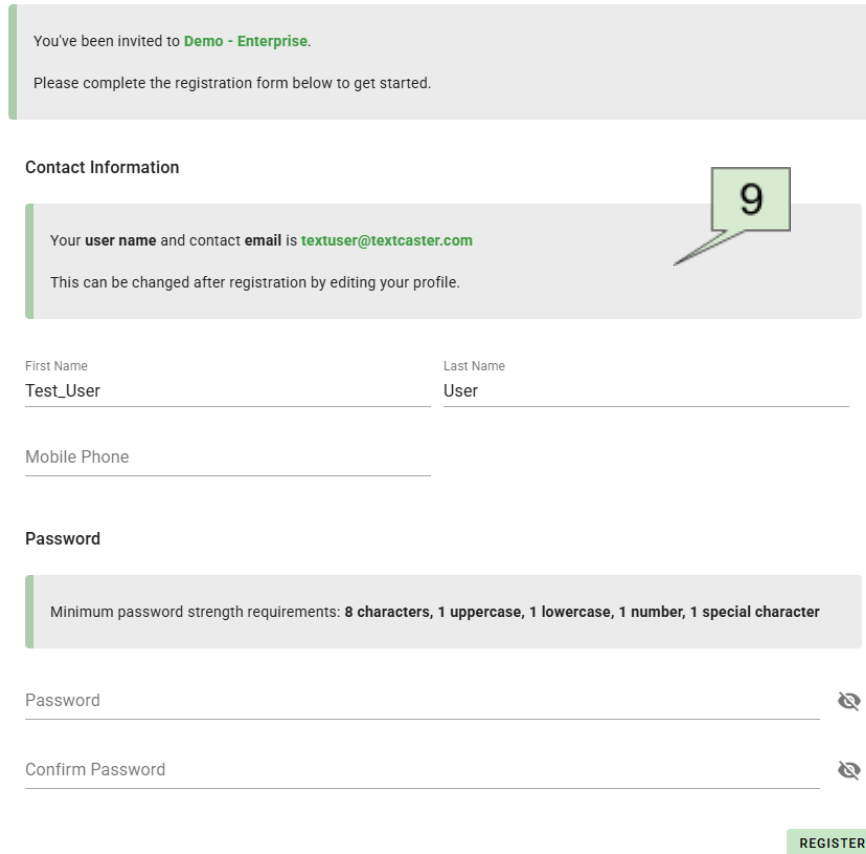
Password

Minimum password strength requirements: **8 characters, 1 uppercase, 1 lowercase, 1 number, 1 special character**

Password

Confirm Password

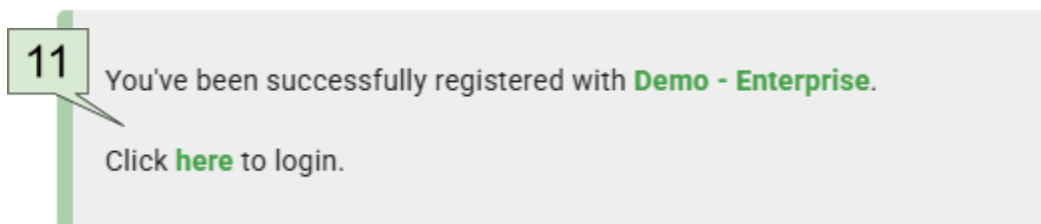
REGISTER

A screenshot of a registration form. At the top, a grey box contains the text: "You've been invited to Demo - Enterprise. Please complete the registration form below to get started." Below this is the "Contact Information" section, which shows the user's name as "Test_User" and last name as "User", and their email as "textuser@textcaster.com". A callout box with the number "9" points to the email address. Below the contact information are fields for "Mobile Phone", "Password", and "Confirm Password". The password requirements are listed as "8 characters, 1 uppercase, 1 lowercase, 1 number, 1 special character". There are eye icons to toggle password visibility. A green "REGISTER" button is at the bottom right, with a callout box containing the number "10" pointing to it.

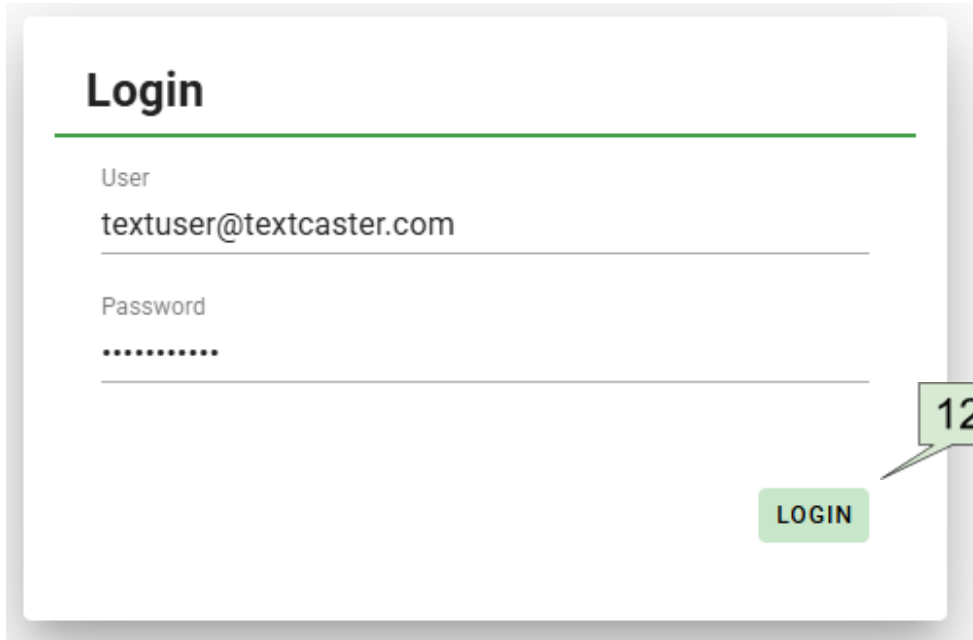
10. After reviewing your registration data, click "Register"

11 You've been successfully registered with **Demo - Enterprise**.

Click **here** to login.

A screenshot of a confirmation message. It features a grey background with a green vertical bar on the left. A callout box with the number "11" points to the text: "You've been successfully registered with Demo - Enterprise. Click here to login." The word "here" is highlighted in green.

11. You will be logged out, click "here" to log in



12. You will then be prompted to login with your new credentials

Dashboard Home

Welcome to the new Textcaster home screen!

TextCaster
Demo - Enterprise

Home

Message Summary * Month to date
 COMPOSITIONS: 0 TOTAL MESSAGES SENT: 0
 ALL SENT MESSAGES COMPOSE MESSAGE

Subscription
 STATUS: ACTIVE SUBSCRIBERS: 2
 TextCaster Subscription (Monthly) \$100.00
 * Message fees not shown
 * May change based upon subscriber count

Recent Message Activity * Past 7 days
 COMPOSITIONS: 3 TOTAL MESSAGES SENT: 3
 Messages and Recipients chart for Wed (8/27):
 - Messages: 3
 - Recipients: 3

Unpaid Invoices Next Invoice: Jan 1, 2030
 No unpaid invoices.
 PAY ALL INVOICES PAY METHODS

Sign-up Page
 URL:
<https://asa.textcaster.com/asa/c04e6c8f-e58c-4bd9-a9cd-ee955e854810>
 COPY TRY LINK

Add link to your business' website:
 To add your subscription link to your existing website, please copy the HTML below and paste it into the HTML for the page.

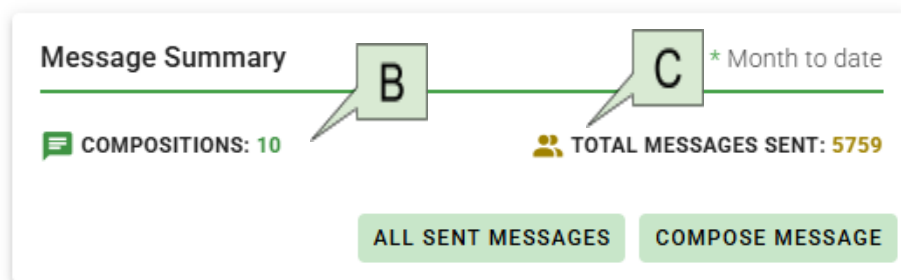
Date	Message
Aug 27, 4:45 PM	Text message 1924

Lets take a brief tour!

You'll first notice your **customer name** prominently displayed at the top (A).



Message Summary is displayed below the customer's name. So far, month to date, there have been 10 message compositions (B) sent to 5759 recipients (C).

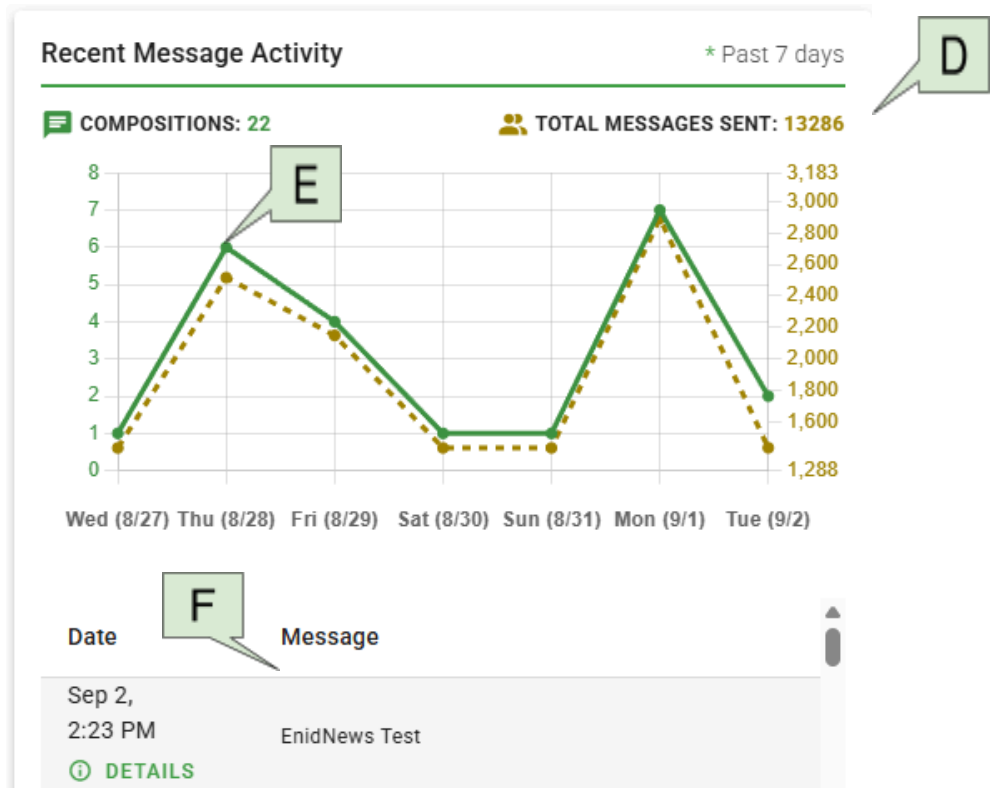


Recent Message

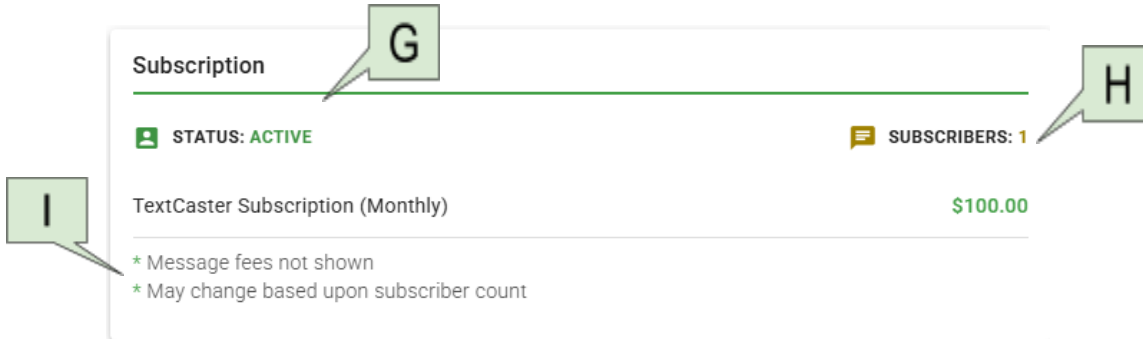
Activity - In the last seven days, 22 messages have been sent to 13286 Recipients (D).

The chart shows that 6 of the messages have been sent on Thu 8/28 (E).

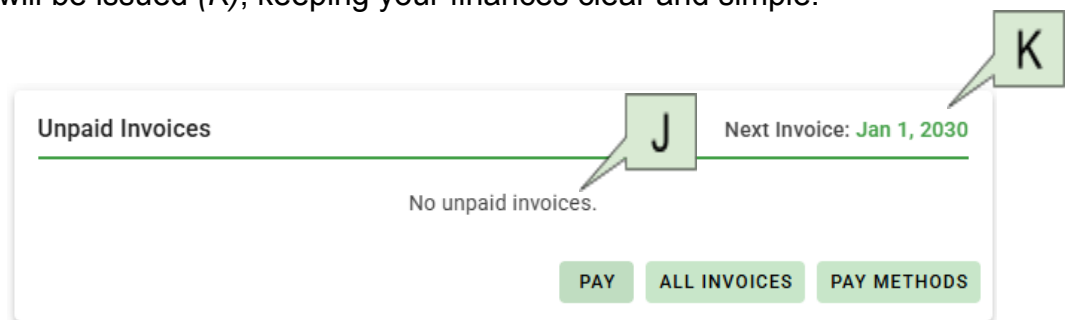
A **message log summary** is displayed. For more information on each message, click the "Details" button (F).



Moving on to your **Subscription** section, you'll see your current status – active (G), of course! This is where you can quickly confirm your subscriber count (H) and monthly subscription details. Just a heads up, message fees are not displayed here, and your subscription amount might be dynamic, adjusting with your subscriber count (I).

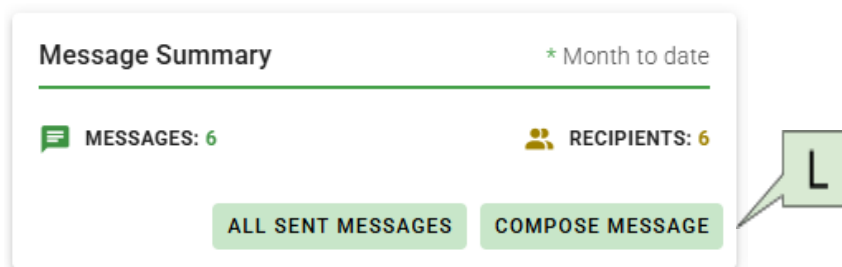


Fantastic news – no **unpaid invoices** here! (J) And you'll always know exactly when your next invoice will be issued (K), keeping your finances clear and simple.



Alright, the moment you've been waiting for: let's **send a message!**

You have two easy ways to get started: either click the prominent '**Compose Message**' button right in the Message Summary (L), or head over to the navigation on the left, under '**Messaging,**' and then '**Compose**'.



Compose Message

Let's send a message!

When it comes to who receives your message, you're in control! You can blast it out to **all subscribers** (*M*), or, for more targeted communication, easily select specific message groups: **Public Groups** (*N*), **Internal Groups**, or even **Individual** recipients. This flexibility lets you reach exactly who you need to.

Need to plan ahead? Textcaster has you covered! You can send your message immediately, or effortlessly **Schedule** messages for a future date and time (*O*). Simply click the date and time fields to set it up – perfect for announcements, reminders, or special events!

Schedule Message

Schedule For:

To compose the text, we'll start with the **Header** (*P*), which is like a subject line. We have some **Saved Headers** (*Q*); let's select the one for ACME News.

Compose Text

Text Message Header CLEAR HEADER SAVED HEADERS

Create/Choose a saved header (optional)

Filter

ACME News	EDIT
ACME News	EDIT
ACME Sports	EDIT
ACME Sports	EDIT

Header 0 Content 0 Total 0 of 160

Now our message header is all set! You can also create a new header by clicking “**NEW**”, giving it a title, adding content, and clicking save.

Let's stick with the ACME News header. Below the headers is the main **Message Composition** area.

TextCaster Demo - Enterprise

Compose Message

Recipients Send to all subscribers (1)

Public Groups 0 / 3

Internal Groups 0 / 1

Individuals 0 / 1

Schedule Message

Compose Text

Text Message Header CLEAR HEADER SAVED HEADERS

Create/Choose a saved header (optional)

SAVED MESSAGES

Text Message Content

Header 0 Content 0 Total 0 of 160

Compose Email

As you type, the **Character Counter** will automatically update to show the total characters, including the header. This message is 22 characters out of the 160 available (R).

Compose Text

Text Message Header CLEAR HEADER SAVED HEADERS

ACME News

SAVED MESSAGES

Text Message Content

Test Message

Header 9 Content 12 Total 22 of 160

R

Compose Email

S

Finally, let's **Preview and Send** (S).

Preview and Send.

You'll see when the message is scheduled to be sent. This message will be sent immediately (*T*).

The message is set to be sent to the **Public** and **Internal Groups** that we've selected (*U*). In this case, the total **recipient count** is one subscriber who is in both of these groups (*V*). Even **when the same subscriber is in multiple groups, they would still only receive one message.**

The system also gives you an estimated **message fee** (*W*).

The **total cost** includes email, if available (*X*).

Once you're ready, just click **Send** (*Y*)!

The screenshot shows a 'Preview and Send' interface for a text message. At the top, the title 'Preview and Send' is displayed. Below it, the scheduling is set to 'Immediate' (labeled *T*). The recipients are listed as 'Emergency Alerts' and 'STAFF' (labeled *U*). The text content is 'ACME News Test Message' (labeled *V*), which is 22 characters long. The recipient count is 1 (labeled *W*), the cost is \$0.01 (labeled *X*), and the total cost is \$0.01 (labeled *X*). At the bottom, there are 'SEND' and 'CANCEL' buttons (labeled *Y*).

Please consult the **TextCaster User Guide** for instructions outside of the scope of this Quick Start Guide.

Customer Support is available at "Support@textcater.com" and toll-free 833-399-8100.