# <u>Creation And Approval Of Whatsapp Templates In Twilio</u>

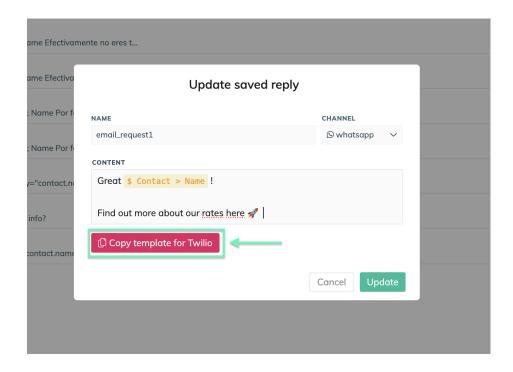
1. Create a **Saved Reply** in FROGED:

#### Go to menu Settings > Saved Replies > +Add saved reply



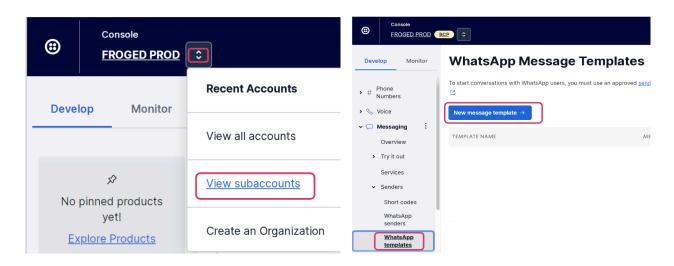
#### **Considerations**:

- Select WhatsApp in Channel
- -Leave no-space before linea break (Twilio won't validate it)
- -In order to customize templates with contact attributes you can type the dollar symbol
- (\$) and the search for the desired attribute (eg. Customer Name  $\rightarrow$  \$Contact Name; name of the person in your company that sends the message  $\rightarrow$  \$Agent Name)
- -Once you are happy with the template, copy it by clicking on the "Copy template for Twilio" button to paste it into Twilio for approval.
- -Save your template clicking on **Update**

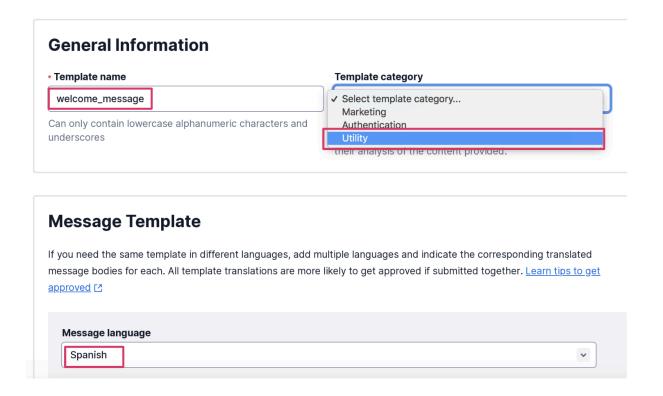


**2.** Create template in Twilio using the copied FROGED template (as mentioned in previous step):

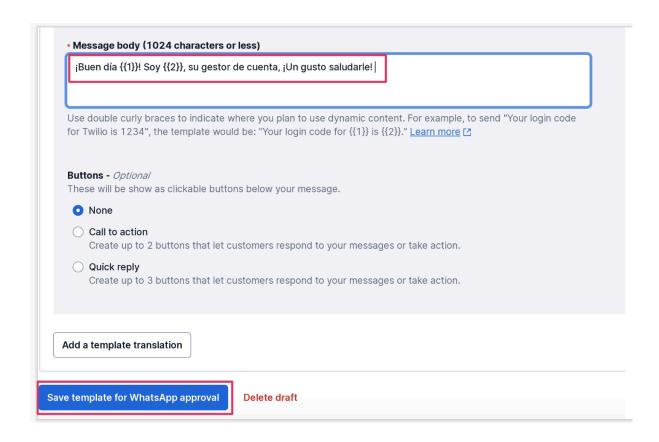
\*Go to your account in Twilio (if you have more than one subaccount, go to View subaccounts → name of subaccount). Then go to <u>Messaging</u> → <u>Senders</u> → <u>WhatsApp</u> *templates* → New message template:



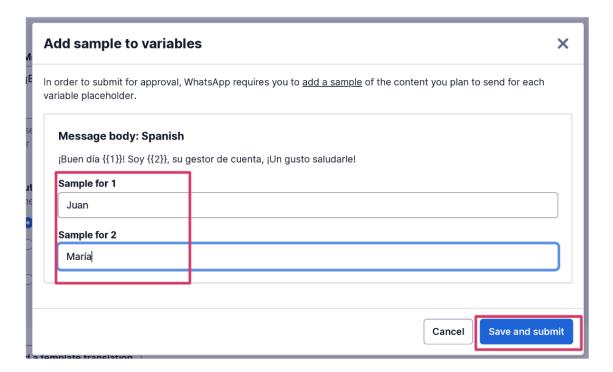
\*Create a New Template: include a title, type ("Utility" most times) and language:



\*Copy the message you copied to your clipboard in FROGED (it must be the template in Twilio format, not the standard message you wrote initially). Once finished add buttons if applicable and click ton "Submit message template" to get it approved:



Moreover, if the message contains FROGED attributes (ej. client name, agent name, etc) Twilio will require sample data for these fields that in Twilio show as numbers ( $\{1\}$  $\{2\}$ ) instead of the attribute name like in FROGED ( $\{\text{name}\}$  $\{\text{name}\}$ ):



# 3. Wait for template's validation (up to 15 min):

Right after saving the template it will appear in the main panel awaiting approval:  $\bigcirc$ , and once approved it'll show as  $\rightarrow$  Message template status  $\rightarrow$  (and if it's been rejected it'll show as  $\times$ ).

# <u>IMPORTANT</u>: Please note that this approval depends on Whatsapp standards and conditions

MESSAGE TEMPLATE STATUS	Message template status
(i) 1/1 translation waiting for WhatsApp approval	1/1 translation approved by WhatsApp

# Tips to avoid template rejection:

- -Avoid the use of bad words
- -Don't share or ask for contact details or sensitive information like card number, etc.
- -Don't over use emojis or special characters (#, \$, %, etc)
- -Avoid including all (or a lot of) text in capital letters
- -Don't create a template with one word just to open conversations. Eg. ¡Hola! (Something like this will work best: "Hello! How are you?")

For further info, check Whatsapp Information under the section "Common Rejection Reasons" here: Message Templates

#### 4. Create a survey message with options:

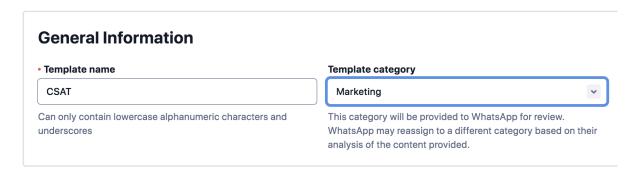
You can create a different type of message template which contains a short survey with options. You just need to follow the same process as explained above, but creating the template in Twilio as follows:

\*Create the template in FROGED first, and copy it.

\*Then, from your Twilio account open a "New message template" and create it as follows: Input a template name and select "Marketing" as template category:

# Submit a New Message Template 10

Outbound messages to start conversations with WhatsApp users must be sent using a message template. WhatsApp will approve or reject your template in 48 hours or less. Learn more about templates. [2]



\*Select the template language and copy the text of your FROGED template into the message body:

# **Message Template**

If you need the same template in different languages, add multiple languages and indicate the corresponding translated message bodies for each. All template translations are more likely to get approved if submitted together. Learn tips to get approved [2]



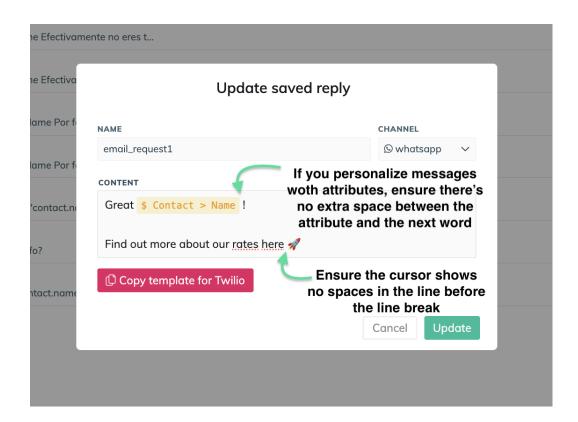
\*To finish, create your options as buttons for your survey by selecting "quick reply" and adding the different options:

Buttons - Optional These will be show as clic	ckable buttons	below your message.		
None				
Call to action Create up to 2 butto	ns that let cust	tomers respond to your messages or take action.		
<ul> <li>Quick reply</li> <li>Create up to 3 buttons that let customers respond to your messages or take action.</li> </ul>				
• Button text				
Нарру	5/20	Remove		
Button text				
Neutral	7/20	Remove		
• Button text				
Unhappy	7/20	Remove		
Add a template translatio	n			
ve template for WhatsApp	approval	Delete draft		

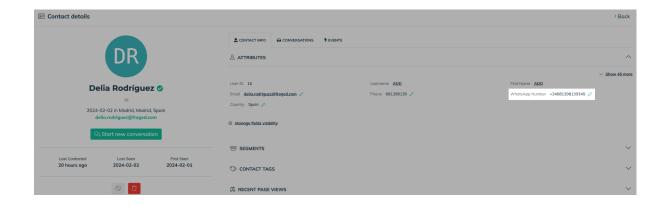
Save your template when finished.

# 5. Important considerations to avoid unsent messages via WhatsApp:

- \*Spacing tips. In the FROGED templates and afterwards in the ones pasted onto Twilio, pay attention to the following :
- -That the template does not start with a space
- -That the template does not end with a space
- -That there aren't 2 spaces between two words. *Example: after inputting an attribute to personalize the message (Eg. contact\_name) and before a line break, as follows:*



\*Ensure that in FROGED, contacts have a correct <u>WhatsApp number</u> in the attribute "WhatsApp number" (+country code and then mobile number → +34xxxxxxxxxx):



If the number is incorrectly written or the contact does not have WhatsApp, the message will not send and will give you an error:





Hola soy Sandra . Tengo novedades con respecto a tus productos en nuestra empresa FROGED. Respondeme si quieres que charlemos sobre ello.

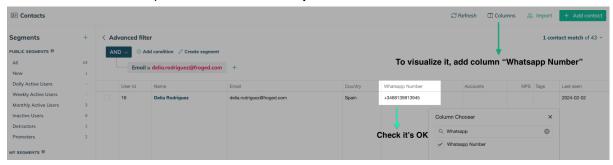


Few seconds ago  $\triangle$ 

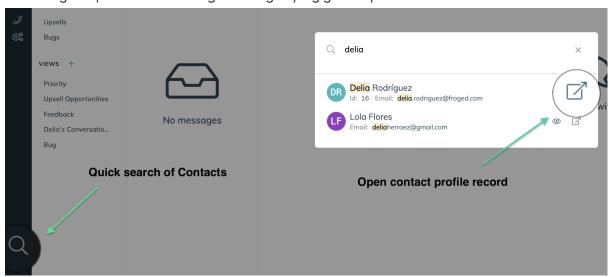
WhatsApp Error: [Message failed verification check]

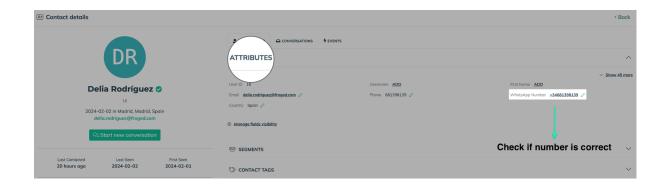


# In order to check this, you can do it from **People** > **Contacts**:

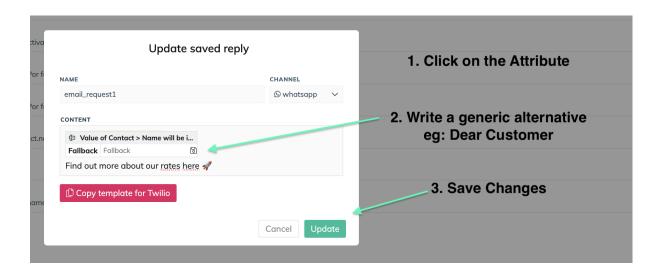


#### Or through a quick search using the magnifying glass option:





\*If you use contact attributes in the whatsapp templates (eg. Contact name, Agent name, etc): <u>if these fields are empty in FROGED's contact database</u>, the message won't send. To avoid this, include a "fallback" for each attribute used like this:



\*When a new WhatsApp conversation is opened, <u>you can only send one message</u> (always a Twilio approved template) until the customer responds. Other messages sent immediately afterwards, if the customer hasn't responded yet, will not be sent. Once they respond, you can continue the conversation with another template or with your own words.

IMPORTANT: they need to answer within the first 24h window. If they don't and you want to message them again, you'll need to use another template