

How to use the group text on hp-pro

After you enter the plus leads on hp-pro, click the phone icon (shown below)

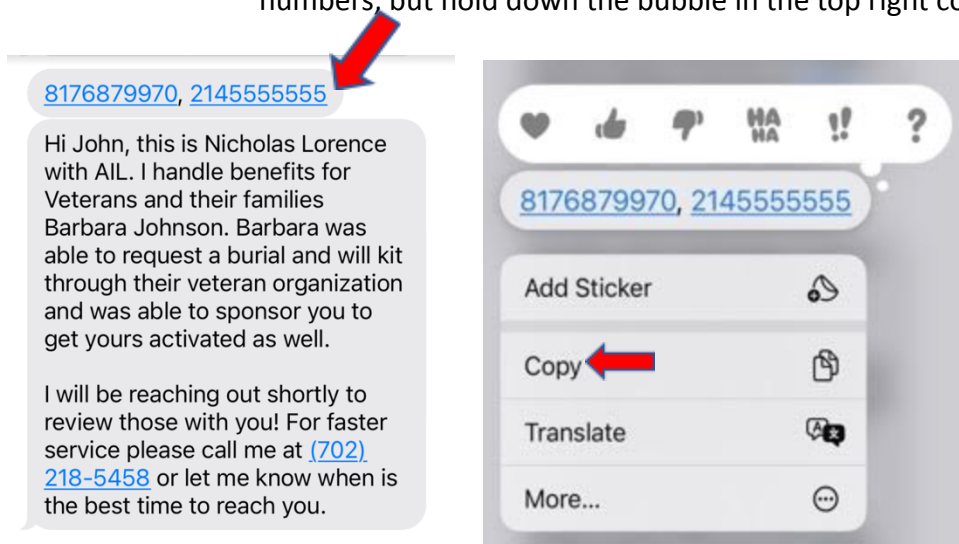
TYPE		BRANCH OF SERVICE		SPONSORED BENEFIT		NOTES	
IGSVL	ARMY	ALL	ALL				
FIRST NAME	LAST NAME	CITY	STATE	PHONE #	REL. TO SPONSOR	OCCUPATION	SIGNIFICANT OTHER
JOHN	SMITH	DALLAS	TX	(214) 555-5555	CHILD	FIREFIGHTER	MARY



Click send text when the sponsorship notification comes up. You will immediately get a text that has the 2 phone numbers, 1 for the member and 1 for the plus lead along with a text message.

Here is how to forward the text:

Hold down the very right corner of the 2 numbers above the text. Click copy (important - the numbers are always above the text). Don't hit the actual numbers, but hold down the bubble in the top right corner



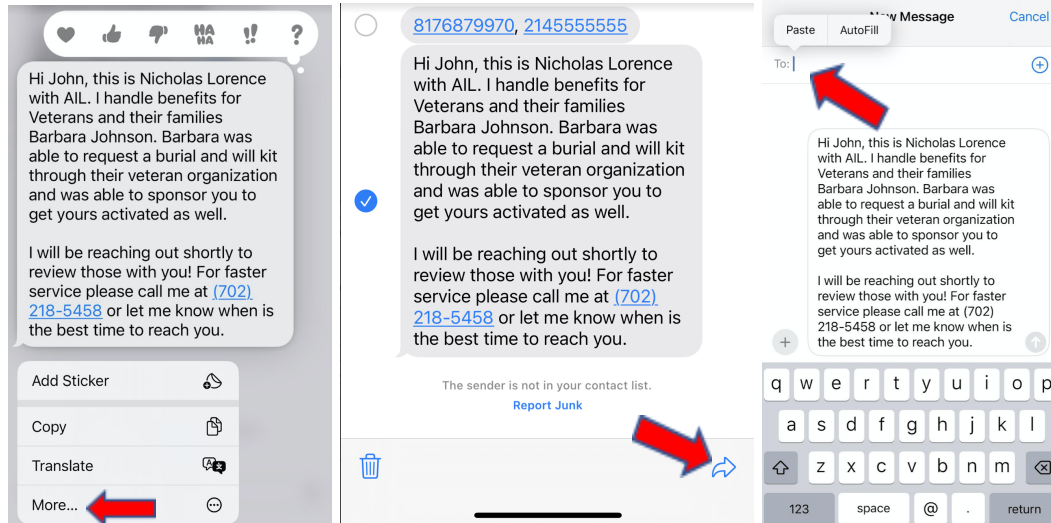
After clicking copy, hold down the actual text and click more. Click the arrow in the bottom right corner and it will put the text into your text messages.

At the top of the text where it says to: click it, and click paste and the numbers will appear. Then send. *(Below are more diagrams if needed)*

Remember to always have them respond then repeat for each plus lead collected

Here are the steps after clicking copy:

- Hold the body of the text down and click more
- Click the arrow in the right corner
- Tap on where you enter the phone numbers (next to the To:)
- Paste the phone numbers



VERY IMPORTANT TO HAVE THEM RESPOND TO EACH TEXT WITH A THANK YOU AND THEN YOU REPEAT THIS PROCESS FOR EACH PLUS LEAD