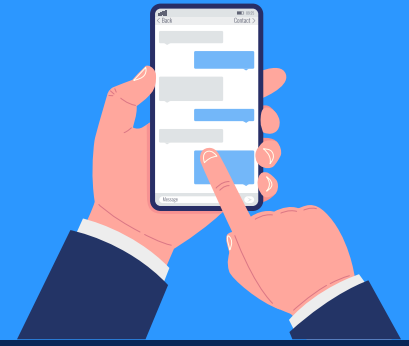


Understanding ADVANCED FEATURES



HOW TO USE MYREPCCHAT FOR SEMINARS AND EVENTS

- Let MyRepChat help you gather RSVPs. Using the keyword "RSVP", you can generate **Auto Responses** to help collect responses for events, keeping things organized and streamlined.
- Use **Distribution Lists** to schedule messages to event attendees leading up the event with helpful reminders, instructions, etc.
- Leverage **Virtual Business Cards** at your event by having event attendees text the word "VCard" to your MyRepChat number, to automatically send your contact info. A super easy way to digital connect!
- At the end of the event, set up a "Thank You" **Template** to all event attendees, thanking them for attending and connecting with you.



THE INS AND OUTS OF CONTACTS

- Contacts do not automatically pre-populate in MyRepChat. They will dynamically pull in from your integrated CRM as you text new people or use Distribution Lists.
- There are a few ways you can add contacts: You can manually add Contacts on both Desktop or Mobile, you can import Contacts from your CRM platform or mobile contacts, or you can [import a .CSV file.](#)
- Not seeing notes of the texts as expected in your CRM? One possibility is that the link between the contact and MyRepChat and your CRM is broken, Use the ["Reconcile Contact" function](#) to link to relink Contacts.



MAKING CALLS WITH MYREPCCHAT

- No need to use two phones anymore! To [make calls in MyRepChat](#), the **Voice Feature** must be activated. When setting this up, you'll have to identify a **Voice Number** or a forwarding number as your personal cellphone number. This allows you to use your cellular network to make calls through the platform.
- When you make a call, it will first be forwarded to your cellphone number, and then connect you with the clients number. This is helpful, because for the client, the call will come from your MyRepChat business number (so they only have one contact!) and also allows you to have a log or archive of this call.



ENABLE EMAIL NOTIFICATIONS

- You can configure email notifications to be sent to your inbox whenever you receive a text message in MyRepChat. This feature can be particularly useful if you tend to monitor your email more closely than MyRepChat itself, and don't want to miss any communications.
- [Generate an Auto-Response](#) for any incoming SMS messages that forwards to your business email address. The email will be sent as a plain text message with their contact info, as well as the text message contents.

