

ClubSMS

User Manual & Administration Guide

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Prepared For: Club Organizers & Administrators

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1. Welcome to ClubSMS

Thank you for choosing ClubSMS. This application is designed specifically for club organizers who need a reliable, efficient way to communicate with their members without the hassle of individual messaging or complex third-party services.

ClubSMS allows you to manage up to 1,000+ member contacts directly on your phone and broadcast SMS updates, event reminders, and emergency notifications instantly. Designed with privacy in mind, all your data resides locally on your device.

Key Benefits

- **Mass Communication:** Send updates to your entire roster with a single tap.
- **Privacy First:** No cloud servers; your member data stays on your phone.
- **Cost Effective:** Uses your existing mobile carrier plan for SMS.
- **Compliance:** Built-in tools to manage member opt-outs respectfully.

2. Installation Guide

ClubSMS is provided as a direct Android Package (APK) file. Follow these steps to install the application on your Android device.

Step-by-Step Installation

1. Download the `ClubSMS-v1.0.0.apk` file to your Android device.
2. Locate the file in your device's **Downloads** folder or notification shade.
3. Tap on the file to begin installation.
4. If prompted with a security warning about "Unknown Sources," tap **Settings** and toggle "Allow from this source." This is required because the app is being installed directly rather than through the Play Store.
5. Return to the installation screen and tap **Install**.
6. Once finished, tap **Open** to launch ClubSMS.

System Requirements:

ClubSMS works on Android devices running Android 5.0 (Lollipop) or newer. For lists larger than 500 contacts, a device with at least 3GB of RAM is recommended for optimal performance.

3. Initial Setup & Configuration

Upon launching ClubSMS for the first time, you will need to grant specific permissions to allow the app to function correctly.

Granting Permissions

1. **Contacts Access:** The app will request access to your contacts. Tap **Allow**. This is necessary to import your existing club members from your phone book.
2. **SMS Management:** The app will request permission to send and view SMS messages. Tap **Allow**. This is critical for the broadcasting feature to work.

Important:

If you deny these permissions, the core features of the application will be disabled. You can manually enable them later in your phone's Settings > Apps > ClubSMS > Permissions.

4. Feature Guide

4.1 Contact Management

The heart of ClubSMS is your member database. You can keep your club contacts separate from your personal contacts or import them directly.

Importing from Phone

1. Navigate to the **Contacts** tab.
2. Tap the **Import** button.
3. Select the contacts you wish to add to your club list.
4. Tap **Confirm** to import them.

Manually Adding Members

1. Tap the + (**Add**) button on the Contacts screen.
2. Enter the member's Name and Phone Number.
3. Tap **Save**.

Editing or Removing Members

To edit a member's details or remove them (e.g., if they have left the club), tap on their name in the list. Select **Edit** to change details or **Delete** to remove them entirely.

4.2 SMS Broadcasting

Send messages to all active members efficiently.

1. Go to the **Broadcast** tab (Main Screen).
2. Type your message in the text field. The character counter will show you the length of your message.
3. Review your message carefully.
4. Tap **Send Broadcast**.
5. A confirmation dialog will appear showing the total number of recipients. Tap **Confirm** to begin sending.

SMS Segments:

Standard SMS messages are 160 characters. If your message is longer, it will be split into multiple segments, which may cost more depending on your carrier plan. ClubSMS displays the segment count before you send.

4.3 Message History & Analytics

Keep track of what you sent and who received it.

Navigate to the **History** tab to see a chronological list of all broadcasts. Tapping on a specific broadcast will show:

- Date and time sent
- Full message content
- Total recipients
- Success/Failure delivery counts

4.4 Opt-out Management

Respecting member privacy is crucial. ClubSMS includes an automated status system.

If a member requests to stop receiving messages, find their contact entry and toggle the **Active/Inactive** switch to "Inactive".

- **Active:** Will receive broadcasts.
- **Inactive (Opted-out):** Will remain in your database but will be **automatically skipped** during broadcasts.

4.5 Data Export/Import

It is recommended to back up your club data periodically.

1. Go to **Settings**.
2. Select **Export Data**.
3. This will create a CSV/JSON file of your member list and history. Save this file to your device or Google Drive.

5. Best Practices

To ensure high delivery rates and maintain member satisfaction, follow these guidelines:

- **Identify Yourself:** Always start your message with your club name (e.g., "Chess Club Update:"). Members may not have your number saved.
- **Timing:** Avoid sending broadcasts late at night or very early in the morning unless it is an emergency.
- **Frequency:** Do not spam. Limit messages to essential updates to prevent members from opting out.
- **Batch Sizes:** While ClubSMS can handle 1,000+ contacts, your mobile carrier might flag rapid-fire messaging as spam. For very large lists, consider sending in smaller batches if you notice delivery issues.

6. Troubleshooting

Messages Not Sending

- **Check Signal:** Ensure you have strong cellular signal.
- **Check Credit/Plan:** Verify your mobile plan has sufficient SMS allowance.
- **Carrier Limits:** Some carriers limit the number of SMS sent per hour (e.g., 100/hour). If sending fails, wait an hour and try again.

App Crashing on Import

- This may happen if you select thousands of contacts at once on an older device. Try importing contacts in batches of 100-200.

7. Frequently Asked Questions (FAQ)

Q: Does this use my data plan or SMS plan?

A: ClubSMS uses your cellular carrier's **SMS plan**. It does not use the internet to send messages.

Q: Can I send photos?

A: Currently, ClubSMS supports text-only broadcasts to ensure maximum compatibility and reliability.

Q: Will members see each other's replies?

A: No. Messages are sent as individual SMS. If a member replies, it comes only to your phone, just like a normal text message.

8. Privacy & Security

ClubSMS is designed with a "Local First" architecture.

- **Data Storage:** All contact lists, message history, and logs are stored internally on your device in a private database.
- **No Cloud Uploads:** We do not upload your member list to any external servers.
- **Permissions:** The app only requests permissions strictly necessary for its function (Contacts and SMS).

9. Support & Contact

For additional support, bug reports, or feature requests, please contact the development team.

Email: [\[email protected\]](#)

Technical Documentation: Available in the `docs/` folder of the project repository.

