



You run the group from **bunchtext.com/app** on any computer or phone. Members never need it; they just text.

1 Signing in

Go to **bunchtext.com/app**, enter your mobile number or your email, and the 6-digit code that comes by text or by email. No password. Your number is your account, and every group you make sits under it in **My groups**.

Phone, email and Google sign-in all land in the same account when the email matches; any of them can make a group. An email login gets its alerts by email.

The screen shows the 'Sign in' section of the BunchText app. It includes a header with the BunchText logo and 'My groups' with a phone number. The main content area has a 'Sign in' heading, a note that no password is required, and input fields for 'Mobile number' (with a sample number) and '6-digit code' (with a sample code). There are buttons for 'Text me a code' and 'Continue'.

2 Making a group

+ New group: the group's name, your name as members will see it, and what kind of group it is. A **Family** group starts as open chat, everyone sees everyone. **Shul**, **School** and **Org** start as announcements only: members' texts come to you, not to the crowd. Change it any time in Settings.

The screen shows the 'Name your group' section. It has input fields for 'Group name' and 'Your name, as members see it'. Below these are radio buttons for 'Family', 'Shul', 'School', and 'Org'. A note explains that Family groups are open chat, while Shul, School, and Org groups are announcements only. A 'Continue' button is at the bottom.

3 Loading the balance

Pick an amount and pay by card. The group's phone number is issued the moment the balance is loaded. Texts come off the balance: **1.5¢** each, **1¢** after 5,000 in a month. One message to 400 people is 400 texts. Members pay nothing.

Start with \$10, about 660 texts; \$25 is about 1,650. Auto-refill (on the Balance tab) tops it up by the amount you choose when it runs low.

The screen shows the 'Load your balance' section. It includes a note about text costs and a 'Start with' section with buttons for \$10, \$25, \$50, \$100, \$250, and \$500. A 'Pay \$10 by card' button is at the bottom.

4 Adding people

Members · Add people: type numbers, paste a list, or upload a CSV, Excel or text file. Each person gets the "Reply YES to join" text; anyone who doesn't answer gets it once more, three days later. The list shows who is **invited**, **in**, or has **left**. Someone abroad, or who can't get texts? Add them by **email**: up to 3 per group free, they use the chat app and never get a text; more than 3 needs web chat.

Or put the number on a flyer and let people text in. Settings decides which: **only people you add**, or **anyone who texts the number**.

The screen shows the 'Members' tab of a group. It displays statistics: 41 in, 6 invited, and 2 left. Below are sections for 'Missions', 'Messages' (with a list of members like Miriam and Yanky S), 'Settings', 'Balance', and 'Web chat'. There are buttons for '+ Add people' and 'Upload a file'.

5 Sending a message

Messages: pick **Everyone** or one of your lists, type, send. It goes out as a text from the group's number. Under each message you see how many got it, and what is held and why (quiet hours, Shabbos, the daily limit). A message is one text, 160 characters (70 with Hebrew); **Long texts** in Settings lets it run to 4 texts, each charged; the page counts as you type and past one text Send asks you to split it or turn Long texts on. A text from a phone that is too long is not sent; the sender is told.

Lists sit under the member list on the Members tab: put people on a list (drivers, the board, one class) and a message can go to just that list.

The screen shows the 'Messages' section. It has a header with the group name and phone number. Below are tabs for 'Members', 'Missions', 'Messages', 'Settings', 'Balance', and 'Web chat'. The 'Messages' tab is active, showing a list of messages with details like 'Tonight 7:40 PM' and 'Yesterday 11:02 PM'. There is a 'Send to 41' button.

Everything below is a tab inside your group. Nothing here is required; a group works the day it is made.

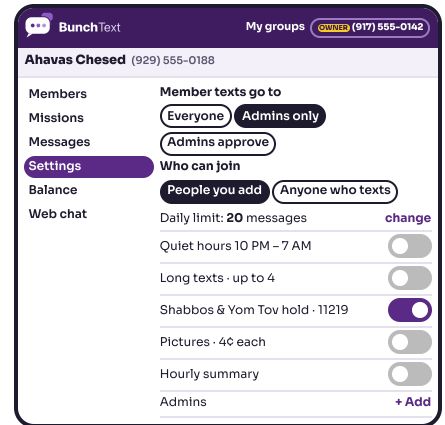
6 Settings that matter

Member texts go to: Everyone (open chat), Admins only (announcements), or Admins approve.

Who can join: people you add, or anyone who texts the number.

Daily limit (20 messages a day to start) so one busy day can't run up the bill. **Quiet hours**, off until you turn them on (10 PM to 7 AM). **Long texts:** up to 4 texts per message. **Shabbos & Yom Tov hold** by zip code. **Pictures:** off unless you turn them on, then 4¢ per picture per member.

Admins: add a helper by mobile number or by email. Admins can do everything except billing, web chat and the link.



BunchText My groups **QUINCY (917) 555-0142**

Ahavas Chesed (929) 555-0188

Members
Missions
Messages
Settings
Balance
Web chat

Member texts go to
☒ Everyone ☐ Admins only
☐ Admins approve

Who can join
☒ People you add ☐ Anyone who texts

Daily limit: **20** messages [change](#)

Quiet hours 10 PM - 7 AM ☐

Long texts - up to 4 ☐

Shabbos & Yom Tov hold - 11219 ☒

Pictures - 4¢ each ☐

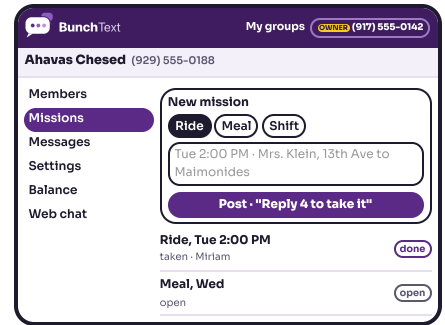
Hourly summary ☐

Admins [+ Add](#)

7 Missions

Turn Missions on in Settings for rides, meals, shifts. **New mission:** what, when, a note. The text ends with "Reply N to take it"; the first member to reply the digit gets it and the card shows who.

Mark done, Thank (a thank-you text to the taker only), **reopen** or **cancel**. Who helped most is counted per person.



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New mission
☒ Ride ☐ Meal ☐ Shift
 Tue 2:00 PM · Mrs. Klein, 13th Ave to Maimonides
[Post · "Reply 4 to take it"](#)

Ride, Tue 2:00 PM
 taken · Miriam [done](#)

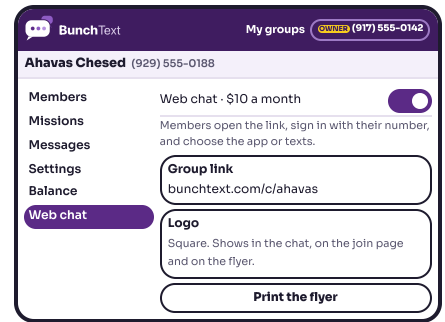
Meal, Wed
 open [open](#)

8 Web chat, the flyer, the phone

Web chat (\$10 a month off the balance) gives every smartphone member a free app at the group's link, bunchtext.com/c/ahavas: notifications instead of texts, the full history, pictures free. Flip phones keep getting texts; nothing changes for them.

The **Flyer**, at the bottom of Web chat, prints one page with the number, the link and your logo.

Calls, in Settings: when someone calls the number, voicemail (you get a text with the recording) or a spoken announcement. Your logo is set in Settings too.



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Members
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Web chat

Web chat - \$10 a month ☒

Members open the link, sign in with their number, and choose the app or texts.

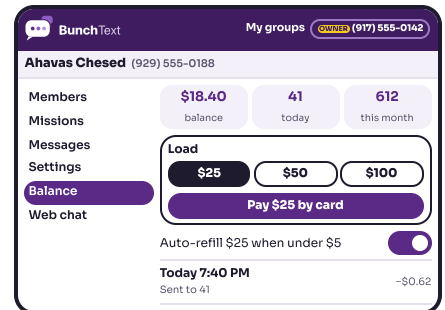
Group link
 bunchtext.com/c/ahavas

Logo
 Square. Shows in the chat, on the join page and on the flyer.
[Print the flyer](#)

9 Money and what you get texted

Balance: what is left, today and this month, every load and every send. A receipt by email per load; a statement by email on the 1st. When the balance runs out the group pauses until you load, and you get a text.

You're texted when the balance is low, when the group is paused, when the daily limit is hit, and when there is a new voicemail.



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Members
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\$18.40 balance **41** today **612** this month

Load
☒ \$25 ☐ \$50 ☐ \$100
[Pay \\$25 by card](#)

Auto-refill \$25 when under \$5 ☒

Today 7:40 PM
 Sent to 41 -\$0.62