

## GCST Text Communications Information

Instructions to setup text receiving capabilities.

To add an SMS number to an account (parents main account):

1. Sign In.
2. Go to Team Admin > Account/Member Admin tab.
3. Search for and click the name for whom you would like to add a cell number.
4. You will see a box for "Email and Text Messaging Setup." Click the **Add SMS** button to the right of the box.
5. A new pop up screen will appear and allow you to enter in the **Cell Number** and **Cell Carrier**. Fill in and hit the OK button. The cell number will appear in the box.

### **The account holder will need to then do these steps:**

6. In the "Email and Text Messaging Setup" box, click the cell number you added and click the Verify button.
7. A pop up will say that a text has been sent to the cell number for verification.
8. Check your cell phone for this message and note the Verification / Validation code. Note that some cell carriers can take awhile to deliver the message.
9. Enter this number in the "Verification Code" field and click Verify. This **MUST** be done for the number to be activated for use through OnDeck. The cell number will appear in the box with the "Verified" checkbox checked.

### **To add an SMS number to a member (swimmers, coaches, and officials):**

Repeat the above instructions under your child's name or member name in the **Member Setup page** under "My Account".