



Retired Public Employees Council of Washington

1. RoboCalls

The Council Office and several chapters utilize robocalls (automated phone calls with a pre-recorded message) to communicate important information to members. Chapters can easily create their own accounts to quickly send messages to their members.

To create a robocall account and begin sending automated messages:

- a. Visit www.wizardphone.com
- b. Create free account
- c. Upload funds to account via credit card or by sending check to address listed on website (check will have processing time)
- d. Upload the list of call recipients by using the "manage contacts" section of website and selecting "upload new group". The list of chapter members can be requested from the Council Office
- e. Record a phone message by dialing (800) 580-5733 and using the username and password you set up on the website. Follow the instructions and begin recording
- f. Once recorded and saved, you can either send the call broadcast immediately or schedule the call broadcast for a later time. The schedule the call broadcast for later, hang up, return to the website, and schedule the time you would like the call to be sent out
- g. If you have any questions or would like further assistance setting up your account, please contact the Council Office.

2. Email Blasts

The Council Office can use our mass email program to contact members based on many categories, one of which is by local chapter. We can assist chapters in mass email communications by sending emails to their members.

We can create a dedicated 'banner' so the message appears to have come from your local chapter. Replies to the message can be set up to go to the email address of your choosing so that the communication remains at the chapter level.

Please let us know if you would like to have a chapter-wide email sent out from the Council Office



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3. Conference Calls

The Council Office utilizes a service called FreeConferenceCall.com to provide a call-number for members to dial to be connected to other callers. For a Chapter Meeting to be conducted via conference call, the dial-in information simply needs to be distributed via newsletter, email, and/or phone.

To create your own account to have access to a dedicate conference call line:

- a. Visit <https://www.freeconferencecall.com/>
- b. Create a free account
- c. Send notification of call time and dial-in information to call participants
- d. Visit www.freeconferencecall.com/host-instructions prior to the call to review instructions for using the call host functions
- e. Dial in to the call using the access and host code to utilize call host functions
- f. Conduct your call

Please Note: Call participants may be subject to long-distance phone charges if they do not have long-distance coverage on their phone plan.

Chapters do have the option to provide toll-free call option to participants. This add on costs 3.9cents per minute. Adding this option can be done by logging into the account section of <https://www.freeconferencecall.com/> and entering a credit card.

The Council Office can assist with setting up your account and walking your through the call host functions