

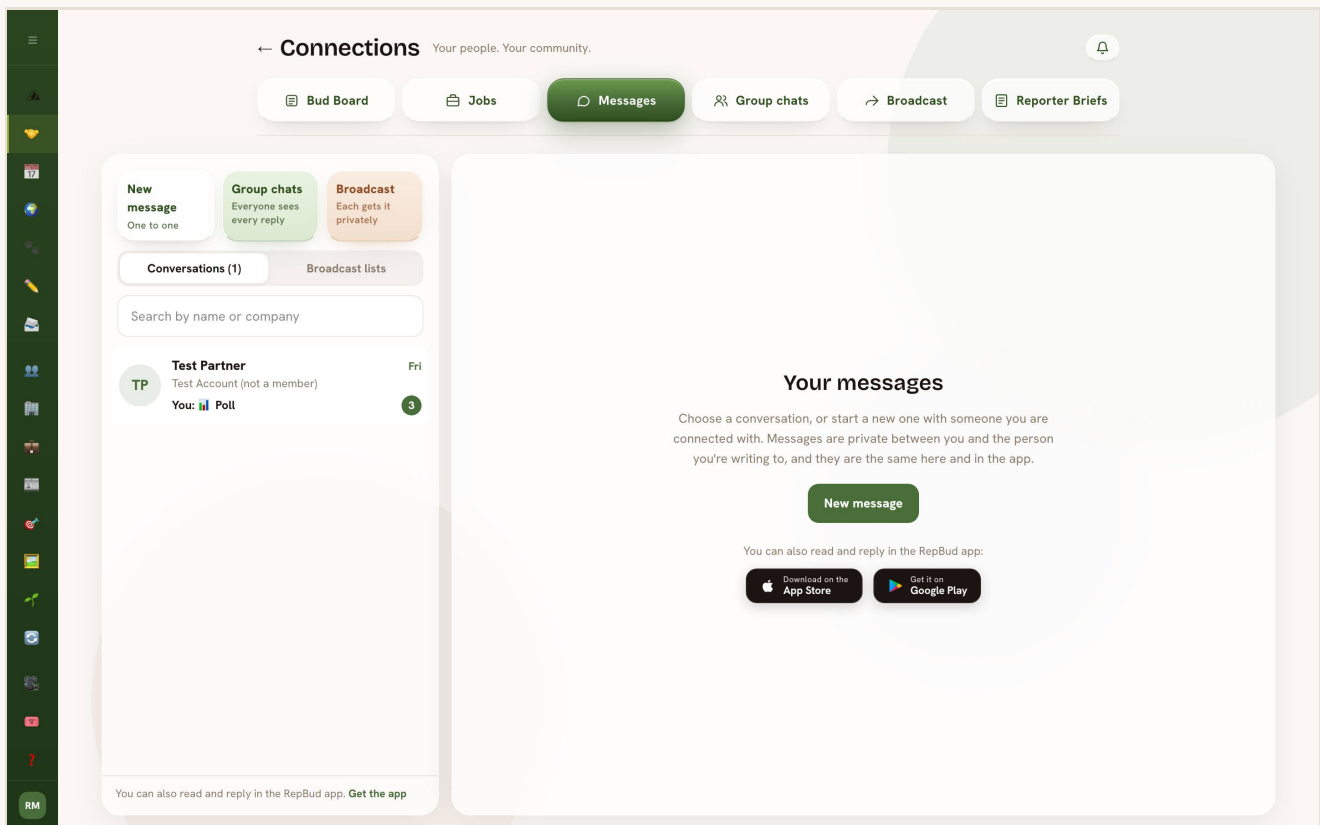


GETTING SET UP

Messages and group chats

Talk to your connections one to one, in a group, or with a broadcast — here's how Messages and group chats work on RepBud.

Covers /dashboard/messages · for rep, dmc, buddy, reporter



The steps

01 Three ways to talk

Open Connections, then Messages, Group chats or Broadcast: three of the six places along the top, beside the Bud Board, Jobs and Reporter Briefs. A message is one to one; in a group chat the group sees the replies; a broadcast reaches each person privately. You message people you're connected with.

02 More than words

Send photos and files up to 25 MB, a voice note of up to five minutes, a property or client card, or one of Ray's animated stickers and the travel set. Links show a preview.

03 Reply and react

Reply to a single message so the thread stays clear, or react with an emoji. On a message you can also log it to a contact or set a reminder.

04 Start a group chat

Choose New group chat, pick For an event or Ongoing group, name it and choose connections to invite. Each person decides whether to join.

05 Make it look like yours

Admins can add a cover photo and a group photo. Until then the group shows Ray.

06 Polls and @mentions

Post a poll — a question, pick a date, yes / maybe / no, a trade pulse or a quiz. Type @ to mention a member; they get a notification.

07 Invite and keep track

From the group's details, invite by choosing connections, Find people, a broadcast list or email — and invite people as admins to help run the group. Invited shows who hasn't answered yet, with Withdraw.

08 Groups and broadcast lists

Turn a group into a broadcast list with Make a broadcast list from this group, or invite a broadcast list to a group chat. Groups you share show on a member's profile.

Next: Choose your notifications

Questions

What is the difference between a group chat and a broadcast?

In a group chat everyone sees all the messages and replies. A broadcast goes to each person on the list privately, and their replies come back to you one to one.

Can I add someone to a group without asking?

No. Each person you invite chooses whether to join. While they decide, they show under Invited, and you can withdraw the invitation.

What can I send in a message?

Text, photos, files such as PDFs and Office documents up to 25 MB, voice notes of up to five minutes, property or client cards, event invitations, polls and Ray's animated stickers. Links show a preview card.

Can I see which groups someone is in?

A member's profile lists the group chats you are both in, and groups they belong to that are listed for people to find.

Are group chats on RepBud Ready accounts?

No. Group chats aren't available on RepBud Ready accounts; their direct messages are in Messages.