



BERKS BUCKS & OXON Flowers

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WhatsApp Help – 9th Feb 2022

WhatsApp is a free messaging (*data charges may apply - contact your provider for detail*) and video calling app. You can use it to keep in touch with your Club Members or your Club Committee Members and there are no subscription fees. You can use it on either an Apple or Android phone.



iPhone and Android Phones

Download and launch the app

Download **WhatsApp Messenger** for free from the **Google Play** or **Apple App Store**. To open the app, tap the **WhatsApp icon** on your home screen.

Review the Terms of Service

Read the Terms of Service and Privacy Policy, then tap **AGREE** and **CONTINUE** to accept the terms.

Register

Select your country from the drop-down list to add your country code (UK is +44), then enter **your phone number** in International phone number format (leave off the 0). Tap **DONE** or **NEXT**, then tap **OK** to receive your 6-digit registration code via SMS or phone call. To complete your registration, enter your 6-digit code.







Set up your profile

In your new profile, enter **your name**, and then tap **NEXT**. You can also add a profile photo if you want to.

Allow access to contacts and photos

Contacts can be added to WhatsApp from your phone's address book. You can also allow access to your phone's photos, videos, and files (this is optional).

Start a chat



Tap  or , then search for a contact to begin. Enter a message in the text field. To send photos or videos, tap  or  next to the text field. Choose Camera to take a new photo or video or Gallery or Photo and Video Library to select an existing photo or video from your phone. Then, tap  or .

Create a group

It is a good idea to first add the people you want to invite to join your group to your Contacts on your phone if you don't already have them.


You may want to create a group which is only your Club Committee Members, or you may want to set up a group for all your Club Members. You can create a group with up to 256 participants.

To set up a new group:

Tap  or , then **NEW GROUP**.

Search for or select contacts to add to the group.

Then tap Next.

Enter a group subject (e.g. Longlands Flower Club or Longlands Committee) and tap  or Create.

Add a new Contact

If you need to add a new member later, enter their name and telephone number in your Contacts on your phone (if it is not already in your Contacts).

Go to WhatsApp and click on the name of your group. This will open up the Chat page.

Click at the top on the name of your group e.g Longlands Flower Club. This will open up the Group Info.

Scroll down to ADD PARTICIPANTS and find the person you wish to add to the group. Make sure the name is ticked.

Then click ADD.


Setting Rules for the Group

It is a good idea to set some rules for the group. For instance, you may decide that personal chats such as announcing you have had a new Granddaughter or where you have just been on holiday is to be avoided. However, you may want your group to post information about Flower websites / photos of arrangements they have produced etc.

How to use Broadcast lists

With the broadcast list feature, you can send a message to several of your contacts at once. Broadcast lists are saved lists of message recipients that you can repeatedly send broadcast messages to without having to select them each time

Create a broadcast list

1. Go to WhatsApp > More options  > New broadcast or on an iPhone - Chats – Broadcast Lists – New List

Note: You need to add more than one Contact.

2. Search for or select the contacts you want to add.





3. Tap the check mark  or click Create.

This will create a new broadcast list. When you send a message to the broadcast list, it'll be sent to all recipients in the list who have your number saved in their phones' address book. Recipients will receive the message as a normal message. When they reply, it'll appear as a normal message in your CHATS screen. Their reply will not be sent to other recipients in the broadcast list.


Note: Only contacts who have added you to their phone's address book will receive your broadcast message. If your contact is not receiving your broadcast messages, check to make sure they've added you to their address book. Broadcast lists are a one-to-many communication. If you want your recipients to participate in a group conversation, you should create a group chat instead.

Edit a Broadcast List - Android

- **Open your broadcast list**

- Tap More options  > Broadcast list info
- In the broadcast list info screen, you can:
- Change the name of your broadcast list by tapping Edit. 
- Add recipients to the list by tapping Add recipient... 
- Remove recipients by tapping Edit recipients > "x" next to the contacts you want to remove > check mark. 

- **Delete a broadcast list**

- Tap and hold the broadcast list you want to delete.
- Tap Delete broadcast list 
- You can choose whether to delete media or not.
- Alternatively, open the broadcast list you want to delete, then tap the broadcast list name or recipients > Delete broadcast list > DELETE.

Edit a Broadcast List – iPhone

1. Open WhatsApp
2. Click on Broadcast Lists
3. Click on the **i** alongside the List you wish to edit – this will open up List Info.
4. Click on Edit List
5. To add a contact, click on the contact and the person will appear at the top of your screen.
6. To delete a contact, click on the **x** by the contact and they will be removed.
7. If you want to delete the Broadcast List, click on Edit and then the Red - , then click Delete.