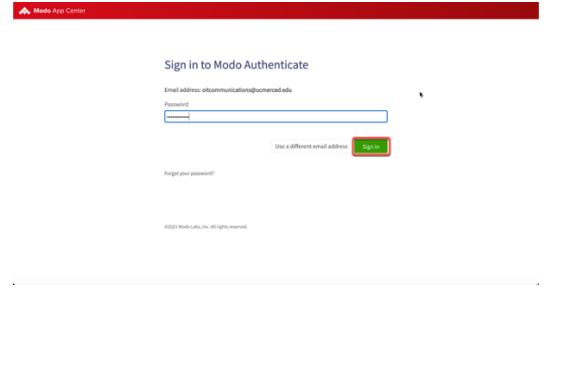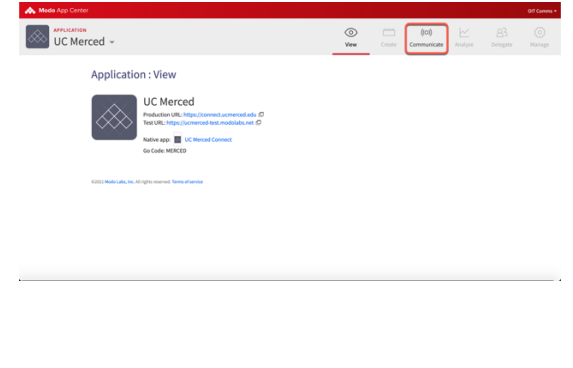# CREATING AN OPT-IN MESSAGE IN THE UC MERCED CONNECT TEST ENVIRONMENT

Purpose of this document: This document walks users through the process of creating and sending an opt-in message in the UC Merced Connect test environment.

What you'll need:

- Your Modo account credentials
- Access to the UC Merced Connect test app or test environment (https://ucmerced-test.modolabs.net)
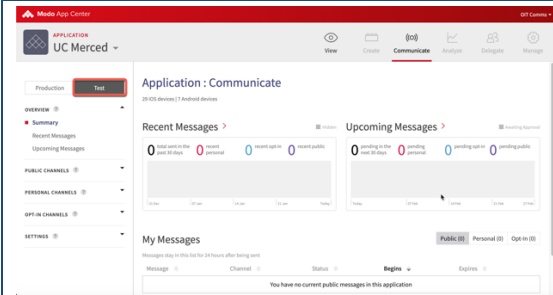
If the steps of this article don't work for you, please scroll to the bottom of this document for information on how to get more personalized help.

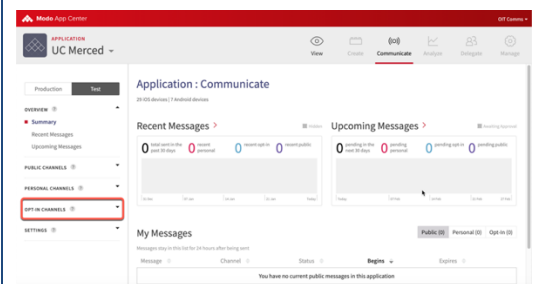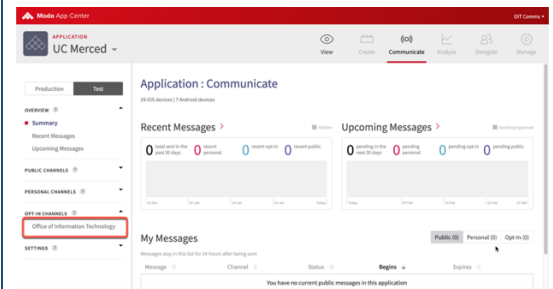| Steps	Images
Getting Started 1. Go to **https://www.modolabs.net/applications/ucmerced/dashboard** and sign in using your Modo credentials.	
2. Click "**Communicate**" at the top of the page.	
3. Click "**Test**" on the left-hand side of the page.	

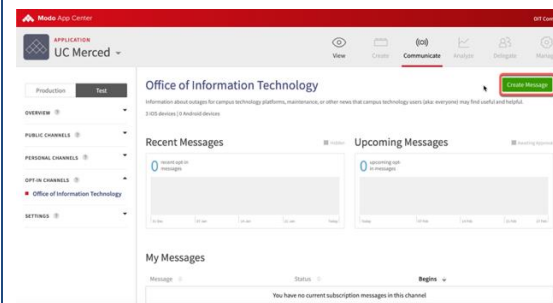| Steps	Images
Note: Especially while you are getting used to the Connect Communicate interface, we strongly suggest creating a Test version of your message before sending a message in Production.	
4. Click "**OPT-IN CHANNELS**."	
5. Click to select your channel from the drop down menu.	
6. Click "**Create Message**" in the upper right-hand corner.	
7. Fill out all the necessary fields with your message information:	

Fill out all the necessary fields with your message information:

Title: This is the text that users will see and click on when the message appears in the Connect app.

Body: This is the actual message you are sending. We recommend that this message be as concise as possible. Break longer text into shorter paragraphs when possible to make the text easier to read in the app version of Connect.

Tag: This is a short word that will help users identify the sender of your message.

Category: Unless your message is particularly urgent, select "Informational."

Link Title: (Optional, if you are including a link) Text that helps the user understand where they will be directed when they click.

Link Subtitle: (Optional) This is a bit more text to help users understand the link you're including

Link URL: (Optional) You can include a specific link here, or link to another page within the Connect platform.

Image: If you include an image, it should be high resolution and at least 800 pixels wide.

Alt Text: If you include an image, you must include alt text. This is text that helps users understand your image if they have accessibility challenges.

Notification Type: At this time, Connect guidelines state that Opt-In Channels cannot send push notifications. Please select "In-App Banner" (message will display at the top of the Connect platform for your opted-in users), or do not make a selection here (message will display in the Connect inbox for your opted-in users).

Timing: All Connect messages require a start and end date/time. We recommend a message duration of 7 days.

When all message fields are complete, scroll to the bottom and click "**Save**."
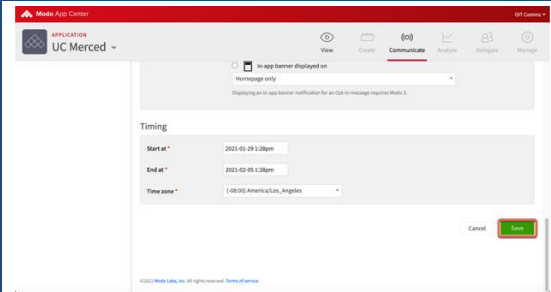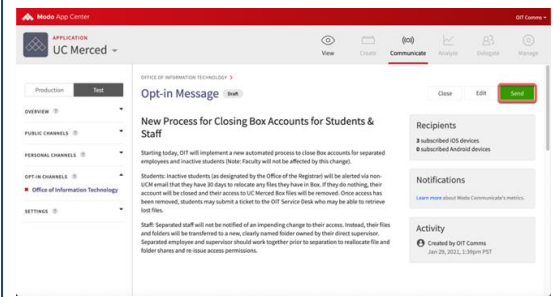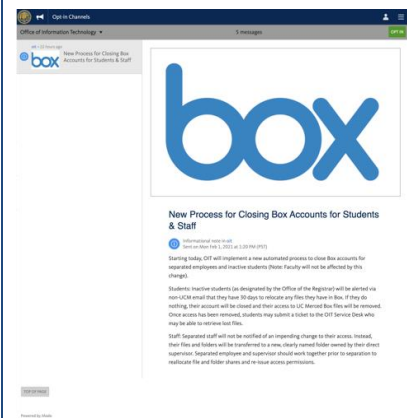
Steps	Images
8. Review your draft and check for any issues. Click "**Edit**" to make changes, or "**Send**" to send the message to the test app/test platform.	
9. View your message via the Connect test app or via the test platform at **https://ucmerced-test.modolabs.net.**	

Congratulations! You have just created a test opt-in message in Connect Communicate. Once you are satisfied with your message, recreate it in the Communicate Production environment and send it to your UC Merced Connect opt-in audience!

Tell us how we're doing! Be sure to rate this article at the top of the page so that we can better understand your experience and continue to improve our user materials.