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Internal SMS notices for your staff: shifts, rosters and urgent messages to a contact group

WhatsApp & APIs

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https://www.meu.interweb.co.mz/knowledgebase/2678

Internal SMS notices for your staff: shifts, rosters and urgent messages to a contact group

WhatsApp & APIs Created on **November 13, 2026** 2 min read



The short answer: keep your staff in **Contacts** on the SMS page in Meu Interweb, organise them into **groups** (by shift, by branch, by role) and send to the group in one go. It works for rosters, shift changes, meetings and urgent messages, and it reaches people even without mobile data.

Set the groups up once

1. **Import the team** from a spreadsheet saved as CSV, with name, phone and, if you like, notes. The file details are in **SMS contacts and groups**.
2. **Create the groups** you need: "Morning shift", "Night shift", "Managers", "Field team". One person can be in several groups.
3. **Write a template** for each notice you repeat, with `{$contact_first_name}` to add each person's name.
4. **Send or schedule** to the group, and check the status in the History.

Examples

Use	The SMS
Roster	`Hi Paulo, next week's roster is up. This week you start at 7:00.`
Shift change	`Note: tomorrow the night shift starts at 9pm, not 10pm.`
Meeting	`Team meeting on Monday at 8:00, in the main room.`

Use	The SMS
Urgent	`ALERT: power cut at the warehouse. Shift manager, please call [PHONE].`

Nobody can reply to the SMS.
If you need the team to confirm, tell them in the message to call or text a company number.

Notices that go out on their own

If your roster comes out of a system, it can send the notices through the API: one request per person, or **many at once in a batch request**, with each person's shift in the text. System alerts for whoever is on duty are covered in **SMS alerts for your team**.

Tell your staff which notices to expect
and which name or number they come from. With a Sender ID showing the company name, nobody ignores a message because they do not recognise the sender.

RECOMMENDED

Want to reach the whole team at once, even without mobile data? See the SMS prices.

See SMS prices →

SEE ALSO

- **SMS contacts and groups: importing a CSV list and keeping it clean**
- **Personalised SMS with the contact's name: variables, examples and pitfalls**
- **SMS alerts for your team: a server down, low stock or a failed task, sent from a script**
- **Sending many SMS notices in one API request: the batch endpoint and its results**
- **SMS templates and AI: ready-made messages, the template library and improving a text**
- **The free NETMSG sender: when it is enough and when to request your own name**

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OPENING HOURS	Monday to Friday - 08 AM to 04 PM Saturday & Sunday - Closed

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