

Marketing text message templates

This article applies to:

Save time by creating and managing templates for your repetitive messages so you never have to copy and paste them again. Look for the templates icon wherever you can send a marketing text message in Easy Automations, Advanced Automations, or Broadcasts.

Marketing Text Message Templates are stored separately from your [Email Templates](#) and [Keap Business Line Text Templates](#)

Access Broadcast Text Message Templates

1. Create a new [Text Broadcast](#)
2. Click the **Template** button in the Message section
3. Select one of your templates from the list or click **Manage templates** to create, delete or update templates.
4. When you click on a template, it will be inserted into the message form and any merge fields used in your template will be filled upon sending. You can then customize the text as needed and click **Review broadcast**.

Access Easy Automation Text Message Templates

1. Create a new [Automated Text Message in Easy Automations](#)
2. Choose a **template**
3. When you **click on a template**, it will be inserted into the message form and any merge fields used in your template will be filled upon sending. You can then customize the text as needed.
4. From within the message creation, you can also access templates with the template icon
5. Select one of your templates from the list or click **Manage templates** to create, delete or update templates.
6. Click **Done**

Access Advanced Automation Text Message Templates

1. Create a new [Automated Text Message in Advanced Automations](#)
2. Click the template icon

3. Select one of your templates from the list or click **Manage templates** to create, delete or update templates.
4. When you **click on a template**, it will be inserted into the message form and any merge fields used in your template will be filled upon sending. You can then customize the text as needed.
5. Click **Done**

Manage Marketing Text Message Templates

1. Navigate to your Messages
2. Select a message
3. Click the **Template** button at the bottom of the message window
4. Select **Manage templates** to access the template manager

Create a New Marketing Text Template

Broadcast Text Templates and Advanced Automation Text Templates are stored separately.

1. Access the template manager with the steps under Marketing Text Message Templates
2. Click the plus sign button
3. Enter a Template Name and Body for your new template
4. When you're finished, click the **Insert template** button to use the new template or click the back arrow at the top of the template manager to return to your message. Your template will save automatically, indicated next to the **Insert template** button.

Update an Existing Text Message Template

1. Access the template manager with the steps under Manage Marketing Text Message Templates
2. Select the desired template
3. Edit the template name or body
4. When you're finished, click the **Insert template** button to use the updated template or click the back arrow at the top of the template manager to return to your message. Your template will save automatically, indicated next to the **Insert template** button.

Delete an Existing Text Message Template

1. Access the template manager with the steps under Manage Marketing Text Message Templates
 2. Select the desired template
 3. Click the trash bin button at the top of the template manager
 4. Confirm that you would like to delete the template
Note: You will not be able to delete the default templates provided by Keap
 5. Click the back arrow at the top of the template manager to return to your message
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