



Sending Push Notifications Guide

[SchoolMessenger](#)

100 Enterprise Way, Suite A-300
Scotts Valley, CA 95066
888-527-5225
www.schoolmessenger.com

Contents

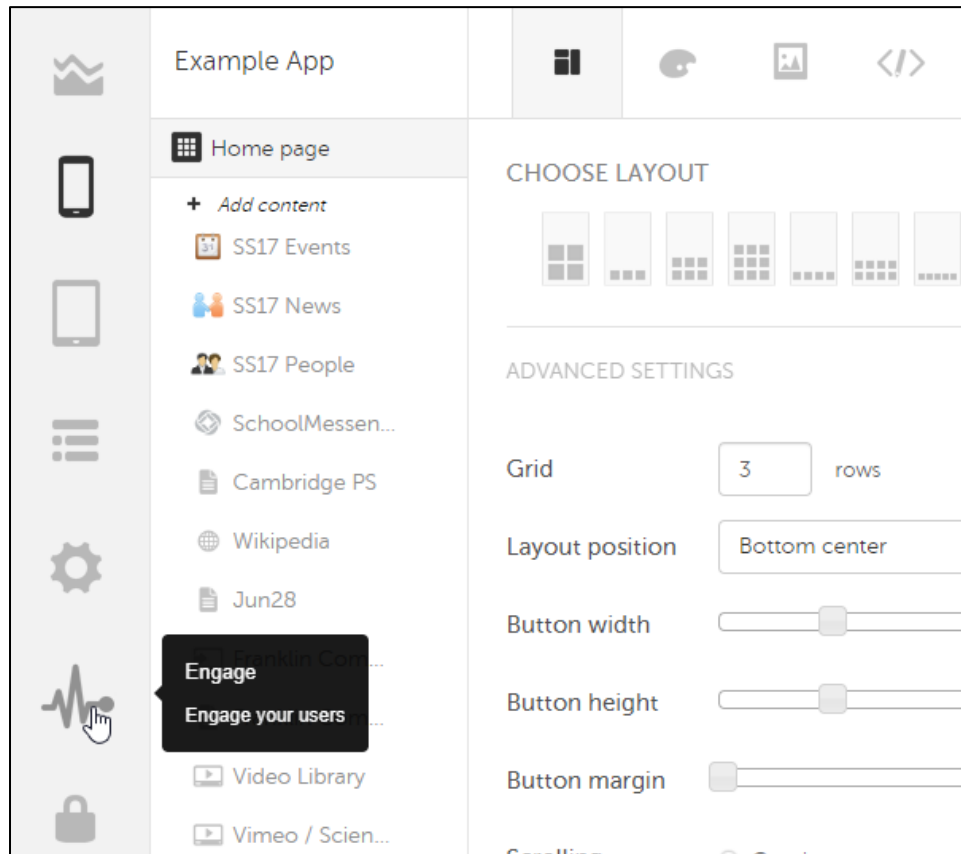
- Send Push Notifications to your Custom App 3**
 - Sending Push Notifications from App Manager 3
 - Sending Push Notifications from Communicate..... 6
 - Subject & Recipients 6
 - Message Content 7
 - Review & Send..... 8
- FAQs 9**
 - Who will receive my message? 9
 - What if they miss a notification?..... 9
 - What does the push notification look like on a mobile device?..... 9

Send Push Notifications to your Custom App

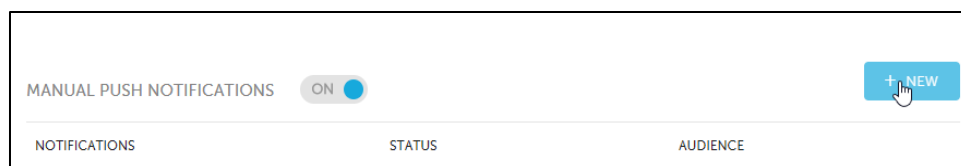
Sending Push Notifications from App Manager

Go to <https://builder.customschoolapps.net/> and log into App Manager.

Click the  icon in the sidebar.



To create a push notification, click **New**.



If you wish, you can add a **URL to open** when the user can open when they are viewing the push notification.

You can use the **Audience** field choose to send your notification to **All** users or a specific channels or **Groups**.

URL to open

Audience

All

Group

Elementary Schools, Junior I ▾

 **Note:** If you wish to edit the list of available groups or channels, please contact our support team.

Fill in the **Title** for your notification and the **Message** you want to include.

Title

Message

Quisque tincidunt congue mauris, ac ultricies urna bibendum non. Suspendisse quis tempor lacus, non dignissim diam. Cras dictum at turpis sed convallis. Sed maximus feugiat justo, at commodo nunc luctus in.

Set the **Delivery date and time** of the message. You can choose to send the message right **Now** or you can choose a **Scheduled** date and time.

If you choose **Scheduled**, click on the date field to choose a date and time.

< 2019 JULY >

MON	TUE	WED	THU	FRI	SAT	SUN
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

PICK A TIME

11 ▾ hours 0 ▾ minutes

CANCEL APPLY

After choosing the desired date and time, click **Apply**.

New push notification ✕

URL to open

Audience
 All
 Group

Title

Message

Delivery date and time
 Now
 Scheduled

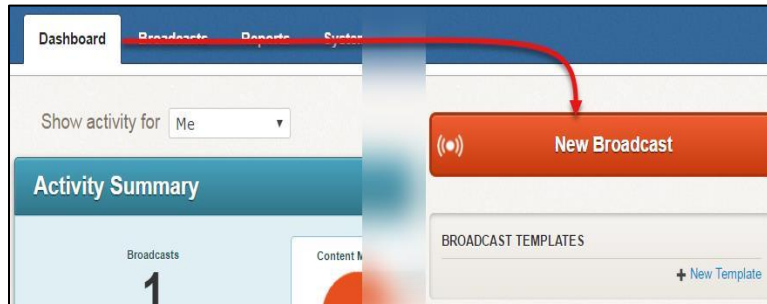
Once you have finished configuring the notification, click **Save**.

Sending Push Notifications from Communicate

You can also send Push Notifications to your Custom Mobile App via SchoolMessenger Communicate. Log into your Communicate account and follow these steps to begin.

Subject & Recipients

From the **Dashboard** tab, click the **New Broadcast** button on the far right.



Give your broadcast a **Subject**. This is for internal reference only. This subject will not show up in the push notification.



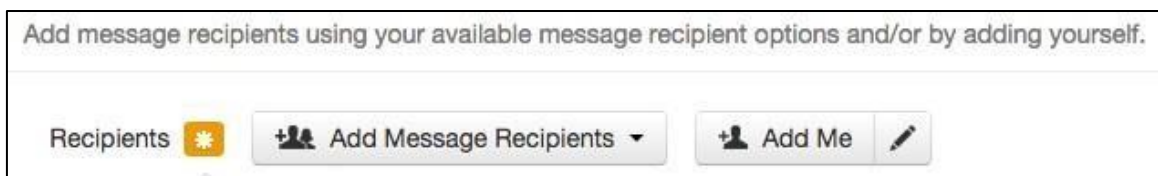
Choose a **broadcast type**. (In most cases the broadcast type will be General. In an emergency situation, choose the emergency broadcast type which will give your broadcast the highest priority in the system queue.)



Choose **recipients**.

If you are sending a normal broadcast with a phone/email broadcast, and want to add a push notification, go ahead and select your recipient list as you normally would when sending any broadcast.

If just sending a push notification, simply click the **Add Me** button as the system requires at least one recipient to continue to the next step.



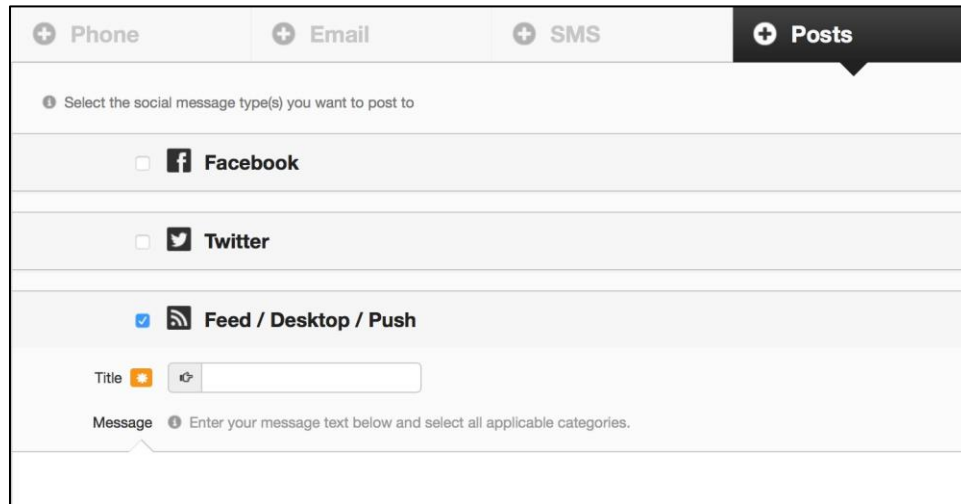
Once subject has been specified and at least one recipient has been added to the broadcast, click the **Continue** button at the bottom right of the page.



Message Content

If sending a phone/email/SMS broadcast along with your push notification, go to each section, create your message, and save to return to the message content page. Each section will light up green when the message is successfully saved.

To add your push notification, click the **Posts** button.









Check the box for **Feed/Desktop/Push**.

Enter a **title** for your push notification. This will display when the notification pops up on the user’s device. The title is limited to 100 characters.

Enter your **message**. This will display when the user clicks to view more on the notification. This is limited to 32,000 characters.

Below the message section, choose the categories you want the push notification to be sent to.

Feed Category Name	Feed Types ⓘ
<input type="checkbox"/> District Push	
<input type="checkbox"/> Franklin Early Childhood Center	
<input type="checkbox"/> George W. Hewlett High School	
<input type="checkbox"/> Hewlett Elementary School	
<input type="checkbox"/> Ogden Elementary School	
<input type="checkbox"/> Woodmere Middle School	

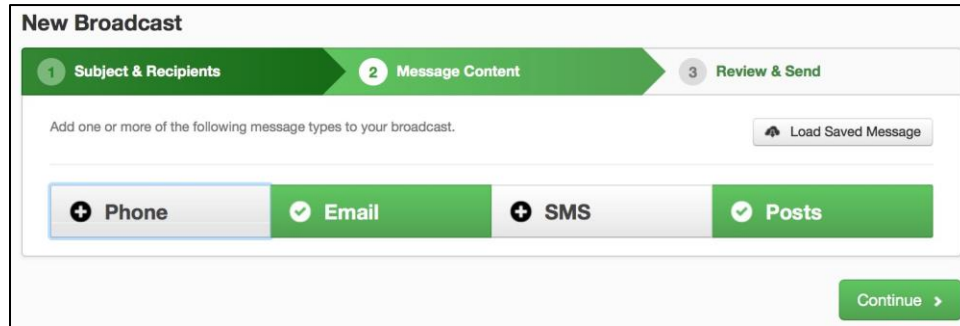
Click **Save**.

Even if you are only sending a push notification, **the system still requires either an email or phone message to be set in the broadcast.**

To send a simple email just to satisfy the requirement, click the **Email** button, entering a subject and a few characters of text in the body and clicking **Save Email Message**.

This email will only go to you if you clicked the **Add Me** button to add one recipient during the *Subject & Recipients* section. If you selected other recipients, be mindful of the content of the message, as always.

Once you have completed the Message Setup portion, you should see **Social** lit up green and at least one other destination type (phone, email, SMS) lit up green.



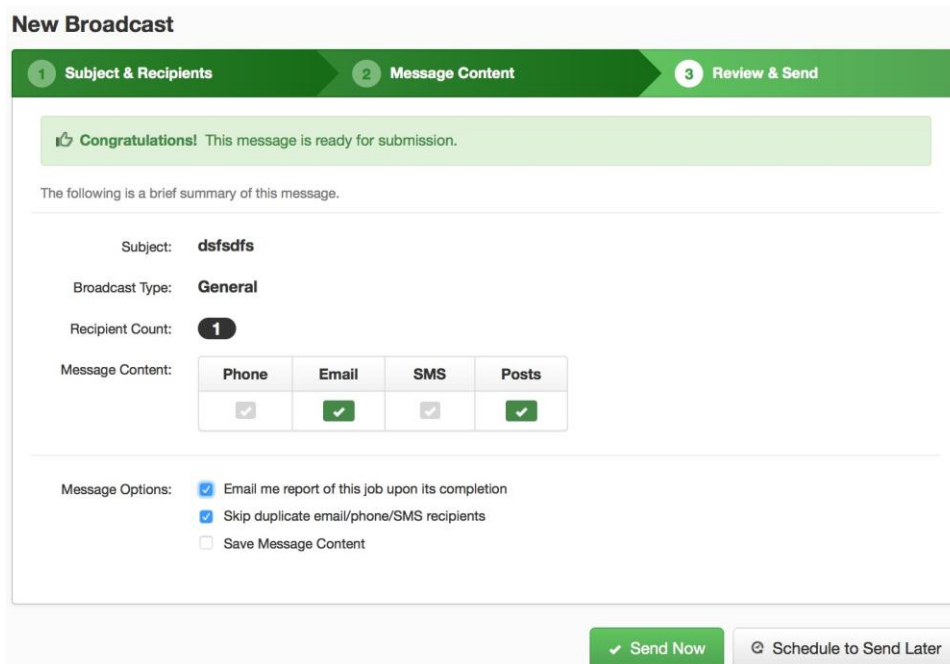
Click the **Continue** button in order to continue to the **Review & Send** page.

Review & Send

Review the details of the broadcast you have created.

- If sending just a Push Notification – you should see **Recipient Count: 1** which is from when you clicked **Add Me** on the first page.
- If you are sending a phone or email broadcast to a **list**, your recipient count will reflect the number of recipients added.

Next to **Message Content**, you should have a green checkmark under Social, and a green checkmark under at least one of the other message options.



To send, either click **Send Now** or **Schedule to Send Later**.

FAQs

Who will receive my message?

The message will be sent to all users who **have your district app installed** *and* the appropriate categories **selected**.

What if they miss a notification?

They can view it in the **Notifications** area in your app or in the notification center on their mobile device.

What does the push notification look like on a mobile device?

If the user does not have the app open at the time the notification is sent, it will pop up a notification on the user's screen. If they have an iPhone, it will display in the notification center. If they have an Android device, it will display in their notification bar.

