



How to Send Push Notifications to your Custom Mobile App

West Corporation

100 Enterprise Way, Suite A-300

Scotts Valley, CA 95066

800-920-3897

www.schoolmessenger.com

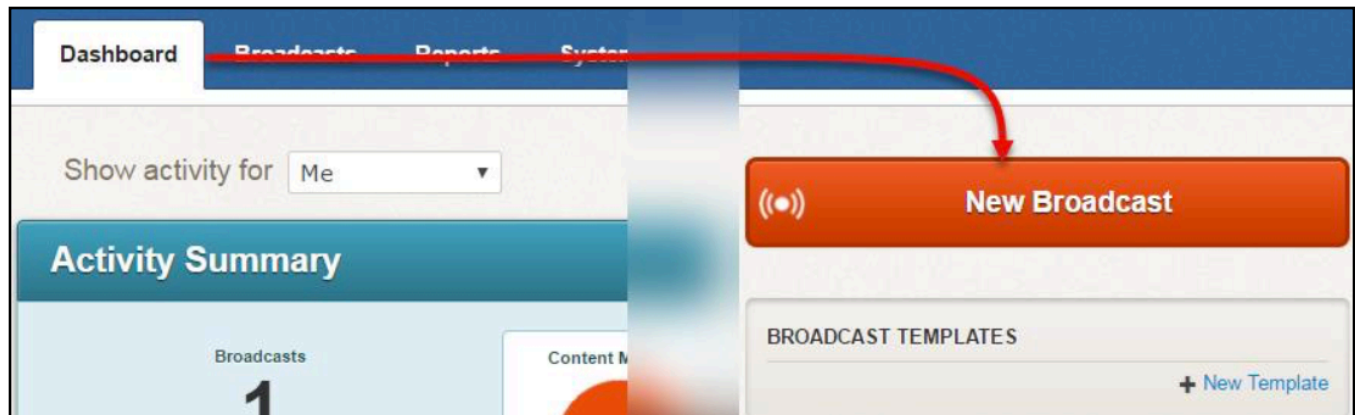


Sending Push Notifications from Communicate

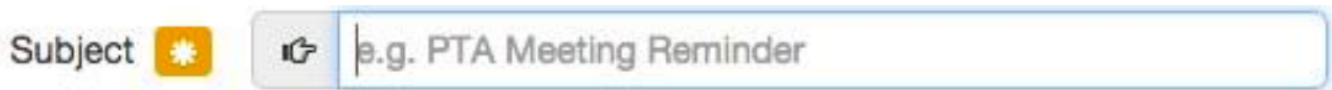
You can also send Push Notifications to your Custom Mobile App via SchoolMessenger Communicate. Log into your Communicate account, and follow these steps to begin.

Step 1 – Subject & Recipients

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



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



3. 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.)



4. 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.

Add message recipients using your available message recipient options and/or by adding yourself.

Recipients 

 Add Message Recipients

 Add Me

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


Continue >


Step 2 – 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 on the **Posts** button. Check the box next to “Feed/Desktop/Push”.



+ Phone
+ Email
+ SMS
+ **Posts**


Select the social message type(s) you want to post to

☐  Facebook




☐  Twitter

☒  **Feed / Desktop / Push**

Title  

Message  Enter your message text below and select all applicable categories.

3. Enter a **title** for your push notification (this will display when the notification pops up on the users device. Limited to 100 characters)
4. Enter your **message**. (this will display when the user clicks to view more on the notification. (Limited to 32,000 characters).
5. 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	

6. Click **Save**.
7. Even if you are only sending a push notification, the system still requires either an email or phone message to be setup in the broadcast.
 - To send a simple email just to satisfy the requirement, click on the **+ Email button**, entering a subject and a few characters of text in the body and clicking **Save**. This email will only go to you if you clicked the **Add Me button** to add one recipient during Step 1, but if you selected other recipients, be mindful of the content of the message, as always.
8. Once you have completed the Message Setup portion, you should see **Posts** and at least one other destination type (phone, email, SMS) highlighted in green.
9. Click the **Continue button** in order to continue to the “**Review & Send**” page.


New Broadcast


1 Subject & Recipients


2 Message Content


3 Review & Send

Add one or more of the following message types to your broadcast.

 Phone

 Email

 SMS

 Posts

Load Saved Message

Continue >

Step 3 – Review & Send

1. 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.
2. Next to **Message Content**, you should have a green checkmark under Posts, and a green checkmark under at least one of the other message options.
3. To send, either click **Send Now** or **Schedule to Send Later**.

New Broadcast

1 Subject & Recipients

2 Message Content

3 Review & Send

Congratulations! This message is ready for submission.

The following is a brief summary of this message.

Subject:

dsfsdfs

Broadcast Type:

General

Recipient Count:

1

Message Content:

Phone	Email	SMS	Posts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Message Options:

☒ Email me report of this job upon its completion
☒ Skip duplicate email/phone/SMS recipients
☐ Save Message Content

Send Now

Schedule to Send Later

FAQ's

Who will receive my message?

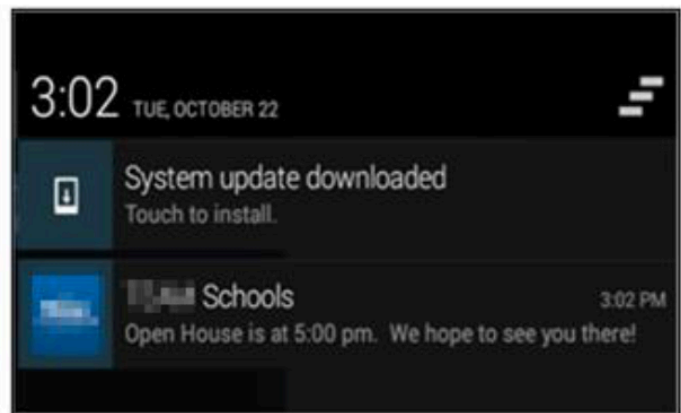
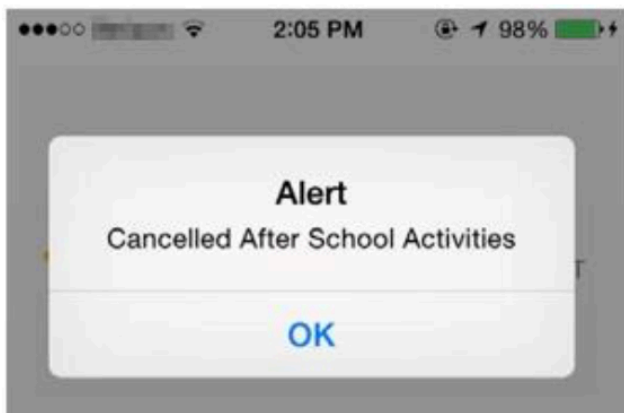
The message will be sent to all users who **have your district app installed** *and* the **appropriate categories selected**.

What if they miss a notification?

They can view it in the “**Notifications**” area in your app or in the notification centre 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 centre. If they have an Android device, it will display in their notification bar.



Questions?

As always, if you have any further questions or concerns regarding the above, please contact SchoolMessenger Support.

SchoolMessenger Support Number

Email: support@schoolmessenger.com

Phone: 800-920-3897

Chat live with a support rep here:

www.schoolmessenger.com/support