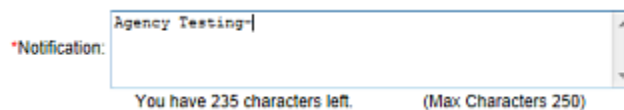## Push Notifications

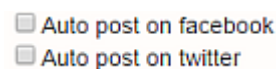Note:  Push notifications are used to send immediate, urgent messages to user's smart devices.

There are two ways that you can push out information:

1. Send short messages by typing your text in the notification box following your pre-populated name. Note: There is a limit of 250 characters.



**Or**

2. Push any content item or event from the item's management screen; an optional message may be included in the notification box.

3. <span style="color:red">Important!</span> If you auto share content and do not wish to share <u>this</u> item, uncheck the appropriate boxes. 

4. To schedule your push for a later time, choose the radio button by 'Schedule On'  and fill in the date and time you want to send it; click 'Send'  and it will be scheduled.

5. To send your notification immediately, choose the radio button by 'Send Now', click 'Send'. 