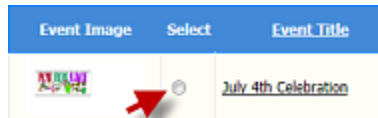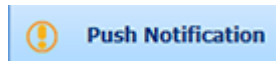## Push Events

From the Dashboard:

1. Select the icon you have chosen for the Calendar.

2. Select the radio button by the event you wish to push.

3. Select 'Push Notification' on the right.

4. You may add a note. You have 215 characters left.   (Max Characters 250)

5. If you would like to push your event at a later time, select the radio

   button by 'Schedule On',

   fill in the date and time you want to send it and click 'Send'

   or,

6. If you want it sent immediately choose the radio button by ' Send

   Now'; and click 'Send'.

7. An alert will sound on the user's smart device with the notification

   that directs them to your App to view the event.