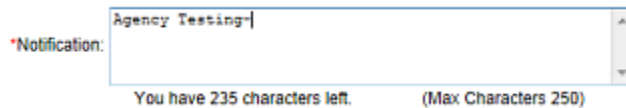## Push Notifications

Note: Push notifications are used to send quick, short messages when the use of a form or content template is not required.

From the Dashboard:

1. Select the icon you have chosen for your 'Push Notifications'.

2. Type your message in the notification box following your pre-populated name. Note: There is a limit of 250 characters.
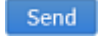

3. If you would like to push your notification at a later time, select the radio button by 'Schedule On',

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

4. If you want it sent immediately choose the radio button by ' Send Now'; and click 'Send'.

5. An alert will sound on the user's smart device with the notification that directs them to your App to view the notification.

6. Note: You may also push notifications from any of your content and event calendar modules. See the Help Menu for more information.