

## Configuring Push Notifications

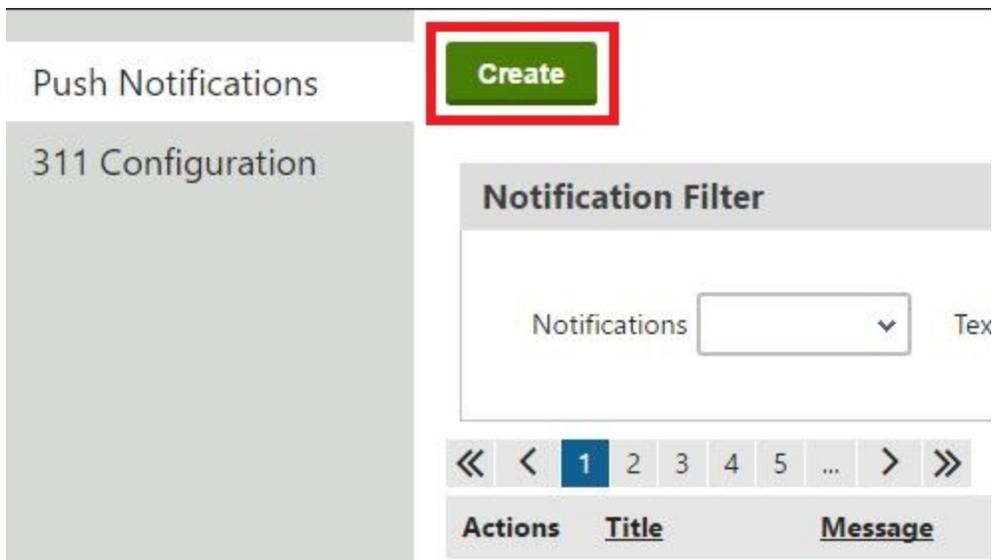
Push notifications are used to send messages to members from the mobile app. Examples of what notifications can be used for are reaching out to your members with updates such as course closures, special events, reminders, etc. In order for a member to receive a push notification they must be logged into the app, but the app does not have to be open on their mobile device at the time the notification is received; push notifications also have to be enabled for the app on the member's mobile device.

In order to create a push notification you need to follow these steps:

1. From within Club Central, click on the 'planetary' icon located on the top left
2. Click on the **Modules** menu and select **Mobile App** from the items below
3. Select the **Push Notifications** tab

## Create a New Notification

Click **Create** at the top of the page.



This will take you to the page to create a new push notification where you will find the following fields:

- **Title:** The name/heading of the notification that pops up on a member's mobile device. Make sure the title is clear and direct. Note that there is a 25 character limit. Example - Course Closed July 5th

- **URL:** You can include a URL in the notification. In order to include a URL make sure you checkmark the URL box. Note that you need to add the full URL including http:// or https://
- **Message:** This is the main message of the notification. Note that there is a 283 character limit. Example - The course will be closed on July 5th from 8:00 AM to 5:00 PM
- **Send On:** By default it will say Now, and the message will be sent out shortly after you click on Save even if you do not enter a date and time in the field. If you would like to schedule this notification, click the calendar icon to set a specific date and time

Title

Url

Message

Send On  

### Selecting the Recipients

There are two options in regards to selecting the recipients of a notification:

- **By Member Status:** Can select specific Member Types and/or Member Statuses

Recipients  By Member Status  By Member Name

Member Types 	Member Statuses 
<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Select/Deselect All

- **By Member Name:** Can select a specific member(s). Note that only members who have created an account on the website will display here

Recipients

By Member Status  By Member Name

Search

Reset

Selected only

« < 1 2 3 > »

First Name

Last Name

Once you have created your notification, click the **Save** button at the top of the page. A pop up will appear saying Notification saved: The notification has been saved successfully. Click OK and this will take you back to the main Push Notifications page.

A notification does take a few seconds to send and will have **Pending** status. You can edit a notification (but cannot edit the URL) by clicking on the **Pencil Icon** if it has not yet sent. You cannot edit a notification that has been sent.