

# Push tab notifications

The push tab allows you to add/edit/delete push notifications.

To add a new push notification follow the steps below :

1. In the admin portal click on the client from the client list.
2. Go to Solutions and click on the particular solution which contains the event you want to add the push notification to.
3. Click on the Push tab and click the + button to add a new push.
4. Select if the push notification is for the event or for a particular participant. Select a particular participant/s from the drop-down.
5. If you have a vast list of events, you can add a date range to filter out the events, so you get a smaller list to choose from. Select a particular event from the events dropdown. You can either send it to everyone or just team captains.
6. Select the date and time when the push should go out.
7. Enter the message body of the push notification in the textbox.
8. Click Save button and the push will be added to the list. This push will fire at the specified date and time set.

### New Push

**Send To**

**Events Period**

**Events**

**Filtered By**

**When**

Jan 2016							Dec 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	27	28	29	30	1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	31
31	1	2	3	4	5	6	1	2	3	4	5	6	7

## New Push

**Send To**

Events

Participants

**Events  
Period**

01/01/2016 - 12/31/2016

**Events**

Killeen / Temple 2016 - 3356 x

Bentonville 2016 - 5061 x

Northeast Arkansas 2016 - 5062 x

**Filtered By**

Everyone

Captains

**When**

Nov 5, 2016 at 1:00pm Pacific Daylight Time

**Message**

Only 4 days left for the event day. Donate now!

Save

Cancel