Push Notification Guide

This guide will assist you with scheduling and sending push notifications to the Student App using 5-Star Students

- ✔ Determine which list of individuals will receive a push notification
- ✔ Learn how to schedule future notifications

Schedule push notifications

If your school has the Student Mobile App feature, you can send push notifications to individuals registered on the app. Managers and Users have the capability to publish and schedule notifications in 5-Star. The blue bell icon at the top of a list indicates the push notification option. 🔔

Student App Area

To send a push notification to *all* individuals, including staff members, with the Student App, navigate to the Manager Area in 5-Star. Select the apps option and then choose Student App from the menu.

You will be directed to the configuration page where you can design the student app. Select the **News** tab to generate a message.

Click **Add news item** and fill in the message information. All news items will be displayed in the student app. You can enable the notification option and schedule when the message will be sent.

Student Roster

Managers and Users can send a push notifications to all students with the Student App from the Students page. Click the bell icon to schedule a push notification.

Add/Edit Notification   ×

Send At

8/20/2019 1:53 PM

Message

✓ Update   ⊘ Cancel

Groups

If your school uses the Groups feature in 5-Star, Managers and Users can send push notifications to an entire group.

Click on the group name from the Groups page and click the blue bell icon to send a message to all of the group members.

Activities

A Manager or User can send push notifications to individuals participating in a specific activity. For example, the Art Club advisor can send out a reminder message to all of the Art Club members.

Select the activity you want to send the message to and click the blue bell icon. Click the **Add notification** button and schedule when you want to message to send out to the members of the activity.

Type	Last name	First name	ID	Grade	Gender	Active?		
Student	Adams	Anna	10013	10	F	Yes	✎	✕
Student	Albelo	Ezra	10869	9	F	Yes	✎	✕
Student	Albriton	Daniel	10355	12	M	Yes	✎	✕

|◄ ◄ 1 ► ►| 10 ▼   items per page   1 - 3 of 3 participants   ↻

Events

Managers and Users can send push notifications to both event attendees and ticketed individuals.

Ticket Holders

To send a push notification to all of ticket holders, navigate to the event and click the tickets button. From that list, click the blue bell icon to create a message to send to all of the individuals.

Event Attendees

To send a push notification to all of the individuals who have checked into an event, navigate to the event from the calendar. Click the blue bell icon on the attendees page.

Surveys and Voting

Managers and Users can send push notification to eligible survey and voting poll participants. After you have added the participants to the survey or poll, click on the notifications tab to create and schedule a notification.