



How To Send or Schedule Push Notifications

Step-by-Step Instructions:

1. Go to **My Events**.
2. Tap **View Details**.
3. Click on **Announcements**.
4. In the **Create New Announcement** section, type your message.
5. As soon as you start typing, you'll see two options appear:
 - **Send:** Sends your push alert in **real time** to all attending guests
 - **Save:** Allows you to **draft an announcement** if you want to pre-write your notifications and send them when ready.
6. Once sent, your push alert will **notify guests directly on their mobile devices**, even outside the app, and will also **remain visible in the Announcements tab** inside the app in case they miss the initial alert.
7. While you **cannot delete** a push notification after it's been sent, you can still **edit it** if you'd like it to correct the post.



Tips & Tricks

- Push alerts are automatically sent to **everyone who RSVP'd "Yes"** to your wedding.
- Use push notifications to:
 - Send reminders leading up to the wedding (e.g., meal selections, flight info, packing tips, or feature highlights).
 - Welcome guests as they arrive in town. (e.g., "Welcome to Charleston, we are happy you came!")
 - Send morning-of reminders (like ceremony start times).
 - Notify guests of **real-time updates**, such as when **shuttles have arrived** or when an event is starting.
- Wedding planners and hosts can use announcements to **keep everyone informed and on schedule** without having to text guests individually.

To save time, **pre-build** notifications in advance, save them as drafts, and send them later when needed.