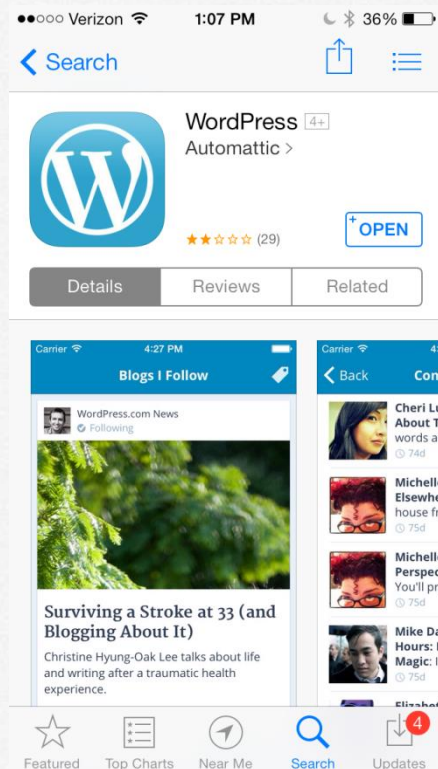
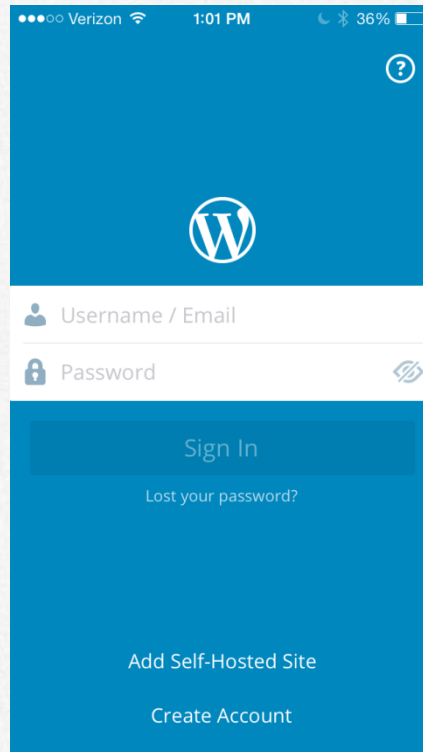


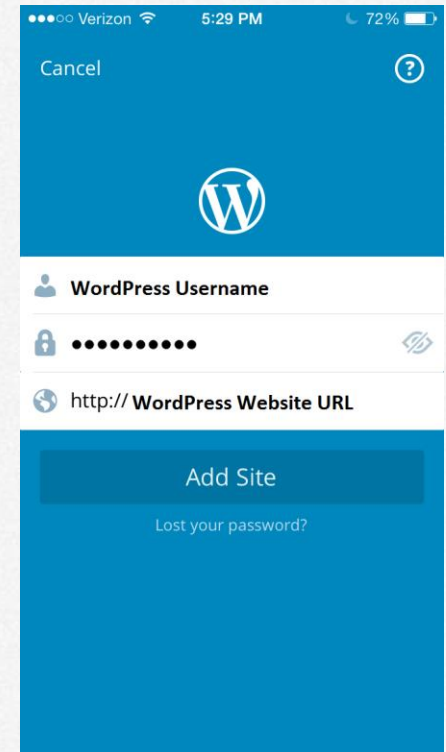
# Sending a Notification from your Phone 1



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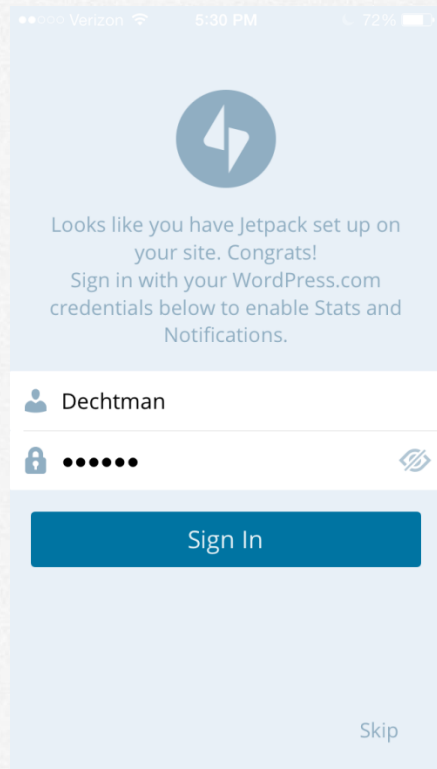


Click Add Self-Hosted Site

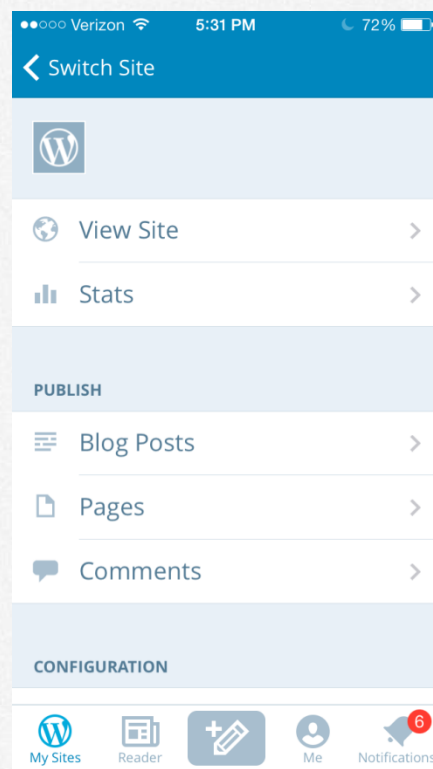


Username, PW, and Site

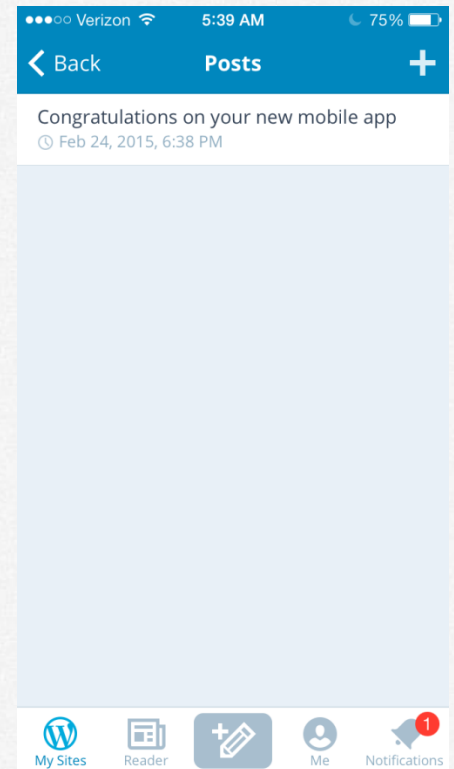
# Sending a Notification from your Phone 2



If you see this screen,  
select skip

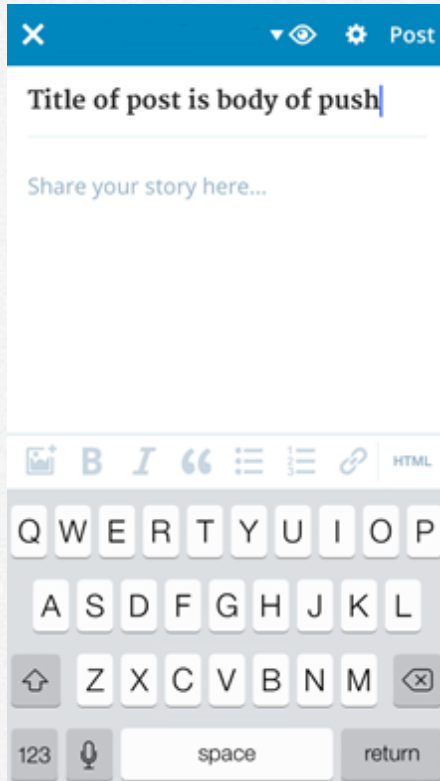


Select Blog Posts

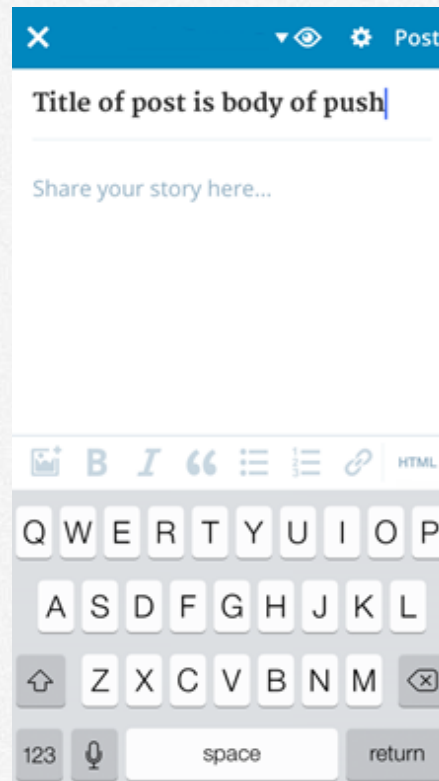


Posts screen, select “+”  
to add a Post

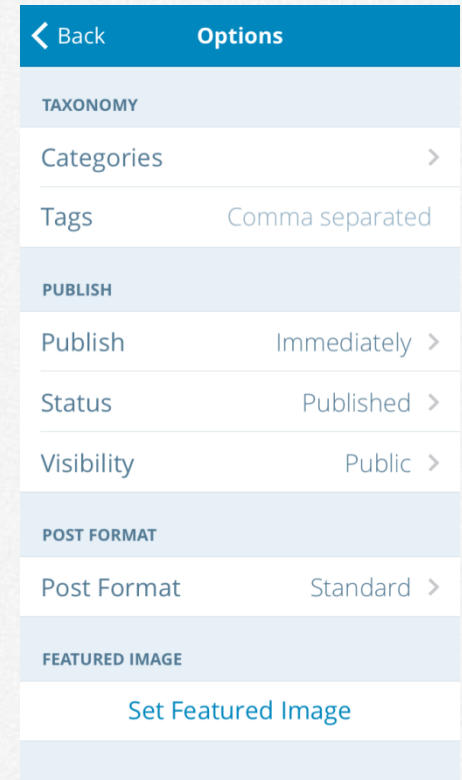
# Sending a Notification from your Phone 3



The “Title” will be the content of the Notification. The “Writing Area” will be the body of the Principal’s Blog in the News section of app

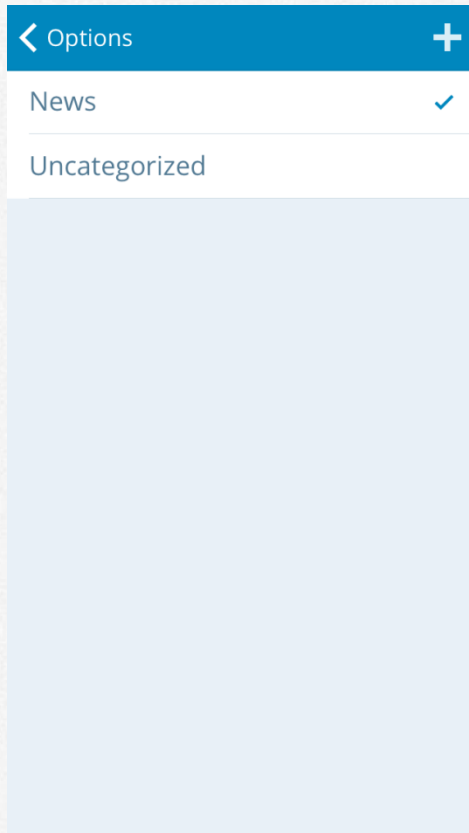


Select the “Options” icon in top (left of the word Post)

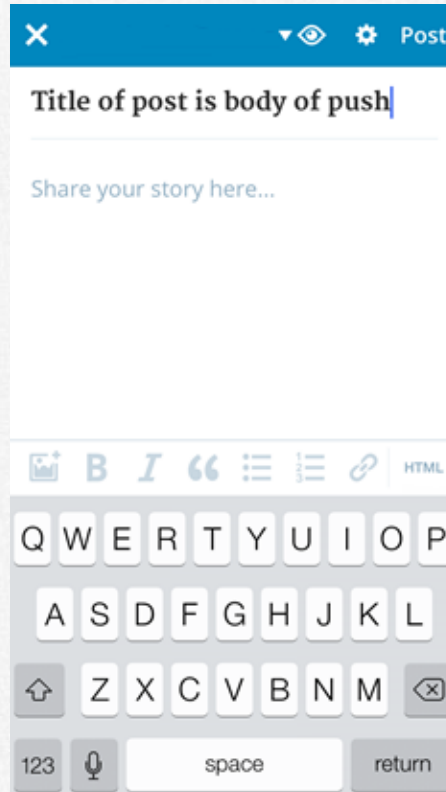


Select Categories

# Sending a Notification from your Phone 4



Categorize the Post as  
“News”



Select “Post” in the top  
right corner

## Notes:

- The Push Notification will not go out immediately.
- This should only be used for information that is not urgent
- For more immediate Push Notification delivery use the [apps.bluetreeapps.com](https://apps.bluetreeapps.com) notification system.