ONR

HOW TO SEND NOTIFICATIONS IN POWER ADMIN

In this document, we guide you through the process of sending notifications using the Communications/Notifications module in Power Admin.
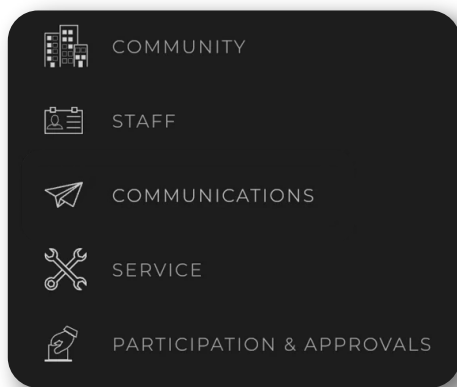
INTRODUCTION TO NOTIFICATION CHANNELS

There are three communication channels available:

EMAIL 📧**:** Compose an email notification without character limits for all, groups, or individuals. Sent from a no-reply email.
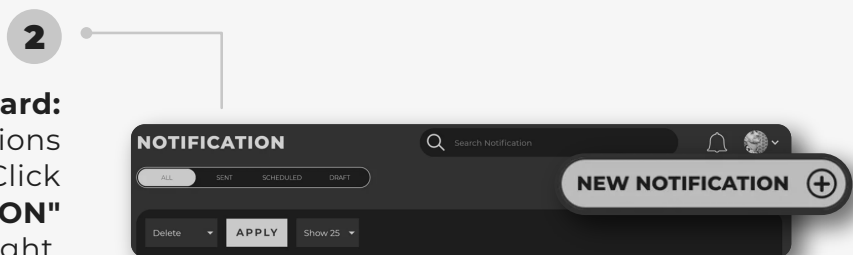
SMS TEXT MESSAGE 📱**:** Short, text-based messages sent and received on mobile phones. Be cautious of character limits to prevent messages from being cut off.

PUSH NOTIFICATION 📢**:** Pop-up messages on mobile devices with the ONR app downloaded and logged in.

COMMUNITY

STAFF

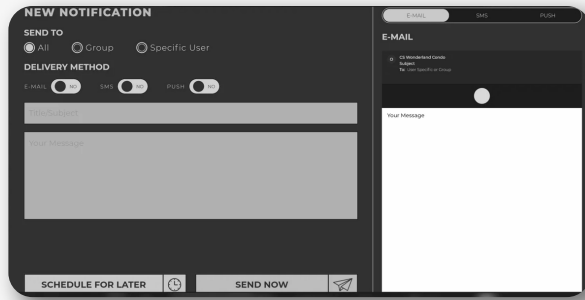COMMUNICATIONS

SERVICE

PARTICIPATION & APPROVALS

1 Access **Communications/Notifications Module:** In your Power Admin account, click the **"paper airplane"** logo or **"COMMUNICATIONS"** in the left menu.

2 **Notification Dashboard:** Find sent notifications for your association. Click **"NEW NOTIFICATION"** on the top right.
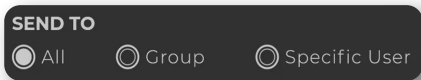
NOTIFICATION

NEW NOTIFICATION ⊕

ALL SENT SCHEDULED DRAFT

Delete ▾ APPLY Show 25 ▾

ONR

Compose Notification: (3)
Create your notification on the **"NEW NOTIFICATION"** screen.

NEW NOTIFICATION
SEND TO
All   Group   Specific User
DELIVERY METHOD
E-MAIL [NO]   SMS [NO]   PUSH [NO]

E-MAIL
Your Message

SCHEDULE FOR LATER   SEND NOW

Notification Details: Let's review all the options on this compose notification screen, so you're confident in the communications you're sending out to the membership when you select **"SEND NOW".** (4)
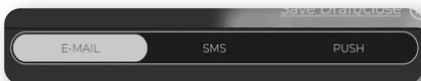
SEND TO
All   Group   Specific User

SEND TO: Choose to send to all, a group, or a specific user.

DELIVERY METHOD
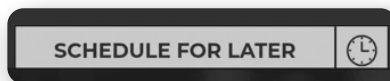E-MAIL [NO]   SMS [NO]   PUSH [NO]

DELIVERY METHOD: Select email, SMS, and/or push notification.
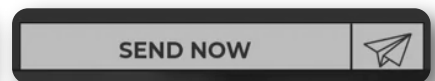
Title/Subject

TITLE/SUBJECT: Email subject line; association name is prepopulated.

E-MAIL   SMS   PUSH

PREVIEW: Toggle to preview on different communication channels.

SCHEDULE FOR LATER

SCHEDULE FOR LATER: Set a future send date and time.

SEND NOW

SEND NOW: Immediate notification delivery.

TIPS:

- Copy-paste text and emojis.
- Include email addresses as clickable links.
- Attachments are not supported due to SMS and push constraints.
- Test notifications, spell check, and add signatures at the end of your notification.

Bonus: Insert hyperlinks for direct access to documents or web pages. (A hyperlink is a clickable link that connects you to another webpage or resource when you click on it) Ensure effective communication by sending test notifications to yourself, reviewing content, and utilizing the bonus tip for hyperlinked resources.

If you have any problems or need additional assistance, don't hesitate to reach out to our dedicated support team at **support@onrapp.com**

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