

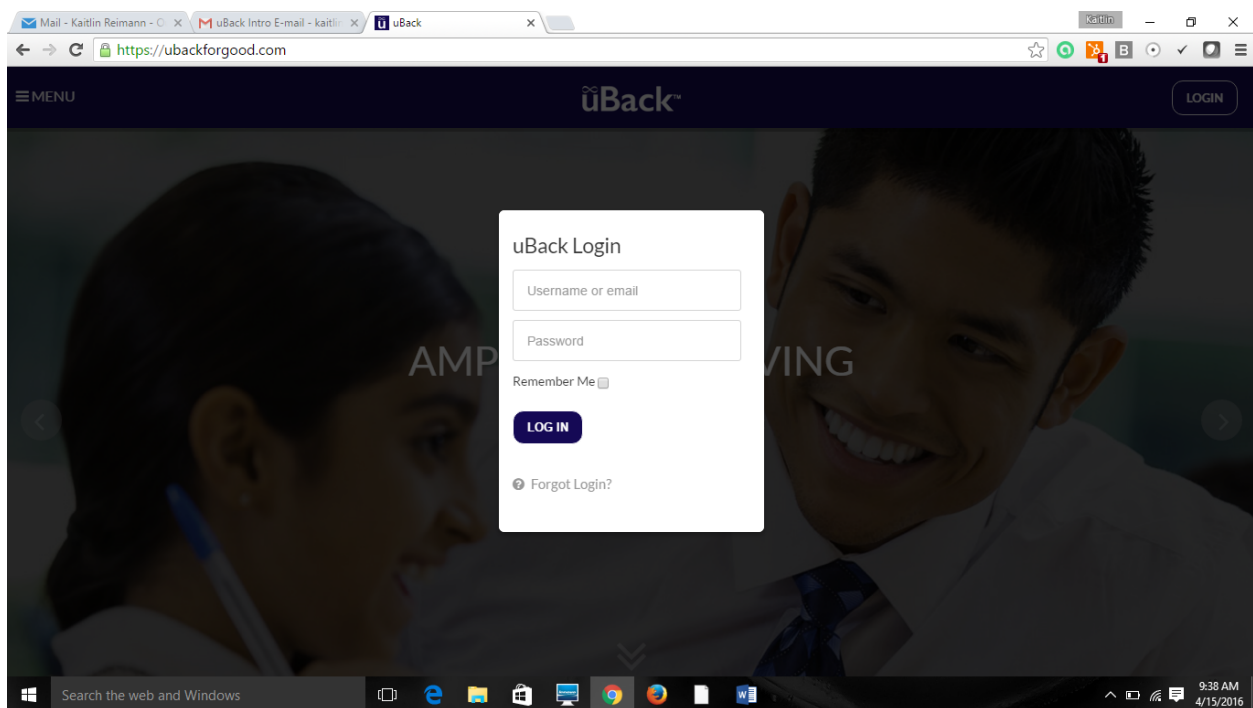
Instructions: Sending Push Notifications via uBack

The power of uBack is not only in simplifying the donation process but in allowing you to send push notifications to those that donate to or “favorite” your organization through uBack.

The following instructions work in tandem with the [Push Notification Editorial Calendar \(need to link\)](#) to help you understand how to set-up and send out a push notification to those who have donated to your organization.

Step 1:

Login to your Nonprofit’s Admin Portal via <https://www.ubackforgood.com>.



Step 2:

From the home-page of your Nonprofit Admin Portal select the **“Push Notifications”** tab title.

The screenshot shows a web browser window with the URL <https://ubackforgood.com/index.php/cb-login/userprofile>. The page header includes a 'MENU' icon, the 'uBack™' logo, and a 'LOGOUT' button. Below the header, the 'Nonprofit' section is visible, with a navigation menu containing 'Profile', 'Donations', 'Campaigns', 'Sponsors', 'Links', 'Update Posts', 'Push Notifications', and 'Support'. The 'Push Notifications' tab is highlighted with a red rectangular box. Below the navigation menu, there is a message: 'This is how your profile looks on mobile devices. Go ahead and make it yours.' followed by a disclaimer: '*Simulated mobile profile view may vary slightly from actual mobile device'. Below this, it states: 'Customizing your organization profile helps build a deeper connection with your supporters. You'll also benefit from increased participation in mobile campaigns.' A simulated mobile device is shown, displaying a 'Charity Details' screen for the 'Cook County Health Foundation Associate Board'. A hand is holding the phone, and a blue button labeled 'EDIT PROFILE' is positioned to the left of the phone, with a line pointing to the profile picture area on the screen. The Windows taskbar is visible at the bottom, showing the search bar and various application icons. The system tray on the right indicates the time is 9:37 AM on 4/15/2016.

Step 3:

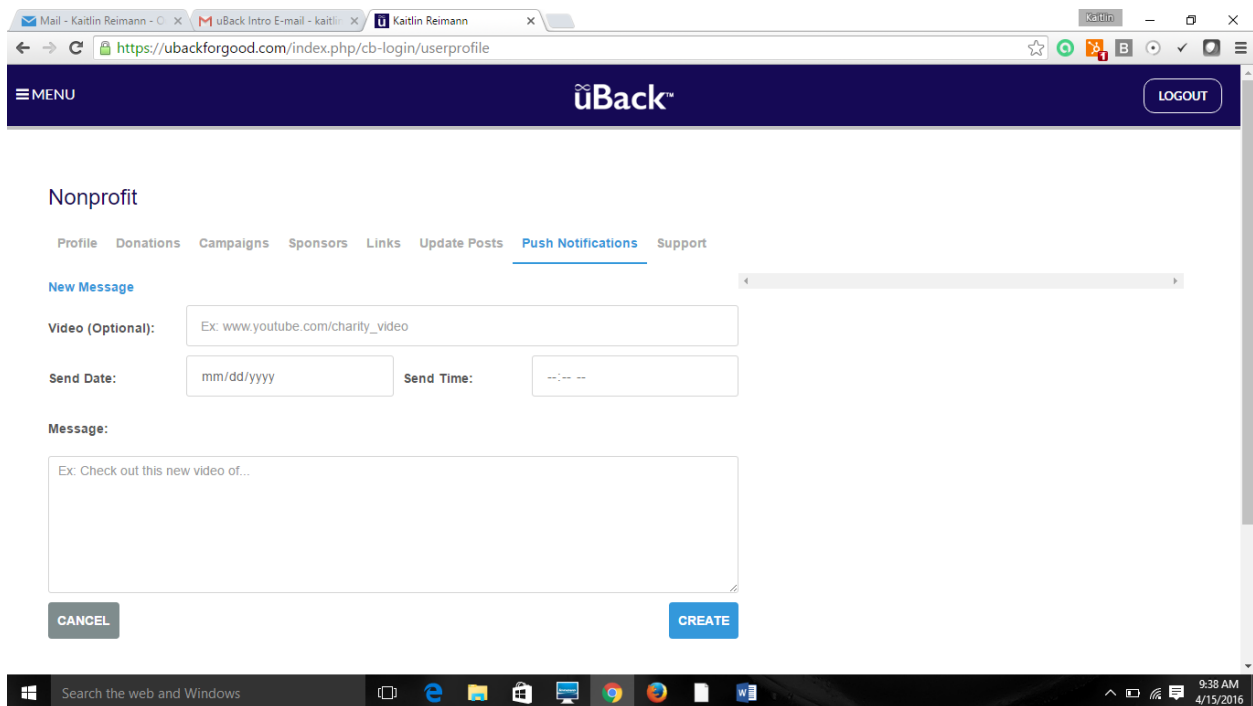
Populate the provided form with your:

- Message
- Send Date
- Send Time

If you would like there to be a link out to a video from the push notification, please provide that URL.

We recommend syncing up your push notifications with the information shared on your Update Posts page. See the [Push Notification Editorial Calendar](#) for sample push notification ideas.

Finally, click **“Create”** to submit your push notification for distribution.



The screenshot shows a web browser window displaying the uBack website. The user is logged in as 'Kaitlin Reimann'. The page title is 'Nonprofit' and the navigation menu includes 'Profile', 'Donations', 'Campaigns', 'Sponsors', 'Links', 'Update Posts', 'Push Notifications', and 'Support'. The 'Push Notifications' section is active, showing a 'New Message' form. The form includes a 'Video (Optional)' field with the example 'Ex: www.youtube.com/charity_video', a 'Send Date' field with the format 'mm/dd/yyyy', and a 'Send Time' field with the format '--:-- --'. The 'Message' field contains the example 'Ex: Check out this new video of...'. At the bottom of the form are 'CANCEL' and 'CREATE' buttons. The Windows taskbar at the bottom shows the time as 9:38 AM on 4/15/2016.

Once submitted the uBack team will receive a notification and set-up for delivery your push notification at the desired time and date.

For any questions about uBack’s push notification functionality e-mail: support@ubackforgood.com.