



# MESSAGES & NOTIFICATIONS

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**CONTROL CENTRE  
FUNCTIONALITY**

# STEP 1

The screenshot shows the 'Messages' section of the Sportsology Control Center. The interface includes a sidebar with navigation options: Schedule, Messages (highlighted), Documents, Articles, App Pages, Bundles, Directory, Users, and Settings. The main content area features a 'Send a Message' button and a table of message records. A blue callout bubble points to the 'Send a Message' button with the text 'Click 'Send a Message''. The table has columns for Sender, Date, Message, Recipients, Sent, and Delivery. The data rows are as follows:

	Sender	Date	Message	Recipients	Sent	Delivery
<input type="checkbox"/>	Martin Halliwell	Dec 9, 2020 5:07AM	Test No 2	1	Dec 9, 2020 5:07 AM	Push
<input type="checkbox"/>	Paul Rushton	Nov 25, 2020 12:22PM	Sms Test	3	Nov 25, 2020 12:22 PM	SMS
<input type="checkbox"/>	Paul Rushton	Nov 25, 2020 12:22PM	Sms Test	3	Nov 25, 2020 12:22 PM	SMS
<input type="checkbox"/>	Paul Rushton	Nov 25, 2020 12:36PM	Sms Test	3	Nov 25, 2020 12:36 PM	SMS

At the bottom right of the table, there is a pagination control showing 'Items per page: 15' and '1 - 4 of 4' with navigation arrows.

# STEP 2

The screenshot shows the Sportsology Messages interface. On the left is a sidebar with navigation options: Schedule, Messages, Documents, Articles, App Pages, Bundles, Directory, Users, and Settings. The main area is titled 'Messages' and contains a 'Send a message' modal. The modal has a 'Subject \*' field with the text 'New important information' and a blue progress indicator. Below the subject are three checkboxes: 'Send as email', 'Send as SMS', and 'Send as push'. At the bottom of the modal is a 'Save Draft Message' button. A blue line points from the subject field to the text 'Add a title to the message' in the message list. The message list is a table with columns: Date, Title, Status, Sent, and Delivery. It contains four rows of test messages.

Date	Title	Status	Sent	Delivery
Dec 9, 2020 5:07AM	Test No 2	[Status]	Dec 9, 2020 5:07 AM	Push
Nov 25, 2020 12:22PM	Sms Test	[Status]	Nov 25, 2020 12:22 PM	SMS
Nov 25, 2020 12:22PM	Sms Test	[Status]	Nov 25, 2020 12:22 PM	SMS
Nov 25, 2020 12:36PM	Sms Test	[Status]	Nov 25, 2020 12:36 PM	SMS

# STEP 3

The screenshot shows the 'Messages' section of the Sportsology Control Center. A 'Send a message' modal is open, allowing users to compose a message. The form includes a subject field, a 'New important information' checkbox, and three options for the message type: 'Send as email', 'Send as SMS', and 'Send as push'. The 'Send as push' option is selected. Below these options is a text area for the 'SMS message / Push notification content \*'. A 'Recipients' dropdown menu is also visible, with 'Documents', 'Articles', and 'Events' listed. A 'Save Draft Message' button is at the bottom of the form. To the right, a message list is displayed with columns for Date, Message, Recipients, Sent, and Delivery. Annotations with blue lines point to the 'Send as push' checkbox and the message content text area.

**Select notification type.**

All three types can be sent at once if required

**Enter message body**

Date	Message	Recipients	Sent	Delivery
Dec 9, 2020 5:07 AM				Push
Nov 25, 2020 12:22 PM	Sms Test		Nov 25, 2020 12:22 PM	SMS
Nov 25, 2020 12:22 PM	Test		Nov 25, 2020 12:22 PM	SMS
Nov 25, 2020 12:36 PM	Sms Test		Nov 25, 2020 12:36 PM	SMS

# STEP 4

The screenshot shows the Sportsology Messages interface. On the left, a sidebar contains navigation options: Schedule, Messages, Documents, Articles, App Pages, Bundles, Directory, Users, and Settings. The 'Messages' section is active, displaying a 'Send a message' dialog box. The dialog has a 'Subject \*' field with the text 'New important information'. Below this are three checkboxes: 'Send as email' (unchecked), 'Send as SMS' (unchecked), and 'Send as push' (checked). There is also a text area for 'SMS message / Push notification content \*' containing the text 'This is new information that must be read.'. The 'Recipients' section is expanded, showing a search bar and a list of users. A blue line points from the 'Add message recipients' text to the 'Sportsology' entry in the list, which has a '4 / 19' badge. The background shows a list of messages with columns for Date, Message, Recipients, Sent, and Delivery.

Date	Message	Recipients	Sent	Delivery
Dec 9, 2020 5:07AM	Test No 2	[icon]	Dec 9, 2020 5:07 AM	Push
Nov 25, 2020 12:22PM	Sms Test	[icon]	Nov 25, 2020 12:22 PM	SMS
Nov 25, 2020 12:22PM	Sms Test	[icon]	Nov 25, 2020 12:22 PM	SMS
Nov 25, 2020 12:36PM	Sms Test	[icon]	Nov 25, 2020 12:36 PM	SMS

## Add message recipients

This can be done individually or by department or by User Circles by clicking the radio button next to the department title

# STEP 5

**Send a message**

Subject \*  
New important information

Send as email  
 Send as SMS  
 Send as push

SMS message / Push notification content \*  
This is new information that must be read.

Recipients

Documents  
Articles  
Events

Send Message

Date	Message	Recipients	Sent	Delivery
Dec 9, 2020 5:07AM	Test No 2		Dec 9, 2020 5:07 AM	Push
Nov 25, 2020 12:22PM	Sms Test		Nov 25, 2020 12:22 PM	SMS
Nov 25, 2020 12:22PM	Sms Test		Nov 25, 2020 12:22 PM	SMS
Nov 25, 2020 12:36PM	Sms Test		Nov 25, 2020 12:36 PM	SMS

**Additional features**

- Attach documents to the message
- Add in app articles to the message
- Add an existing event to the message

# STEP 6

The screenshot shows the Sportsology Messages interface. On the left is a sidebar with navigation options: Control Center, Messages (selected), Documents, Articles, App Pages, Bundles, Directory, Users, and Settings. The main area is titled 'Messages' and contains a 'Send a message' dialog box. The dialog box has a 'Subject \*' field with the text 'New important information'. Below it are three checkboxes: 'Send as email' (unchecked), 'Send as SMS' (unchecked), and 'Send as push' (checked). There is also a text area for 'SMS message / Push notification content \*' containing the text 'This is new information that must be read.' At the bottom of the dialog is a blue 'Send Message' button. To the right of the dialog is a message list table with columns: Date, Message, Recipients, Sent, and Delivery. The table contains four rows of test messages. A blue callout line points from the 'Send Message' button in the dialog to the 'Send Message' text in the table area.

Date	Message	Recipients	Sent	Delivery
Dec 9, 2020 5:07AM	Test No 2	[icon]	Dec 9, 2020 5:07 AM	Push
Nov 25, 2020 12:22PM	Sms Test	[icon]	Nov 25, 2020 12:22 PM	SMS
Nov 25, 2020 12:22PM	Sms Test	[icon]	Nov 25, 2020 12:22 PM	SMS
Nov 25, 2020 12:36PM	Sms Test	[icon]	Nov 25, 2020 12:36 PM	SMS

# MESSAGE REPORTING

The screenshot shows the 'Messages' page in the Sportsology Control Center. The page has a dark blue sidebar with navigation options: Schedule, Messages, Documents, Articles, App Pages, Bundles, Directory, Users, and Settings. The main content area is titled 'Messages' and features a 'Send a Message' button. Below the button is a table of messages with columns for Sender, Date, Message, Recipients, Sent, and Delivery. A context menu is open over the last row, showing options: View, Duplicate, Sort Articles, Sort Documents, and Delete. A text overlay with a blue line pointing to the context menu reads: 'Click the 3 dots to view options. Select 'view' to see message details'.

	Sender	Date	Message	Recipients	Sent	Delivery	
<input type="checkbox"/>	Martin Halliwell	Dec 9, 2020 5:07AM	Test No 2	1	Dec 9, 2020 5:07 AM	Push	⋮
<input type="checkbox"/>	Paul Rushton	Nov 25, 2020 12:22PM	Sms Test	3	Nov 25, 2020 12:22 PM	SMS	⋮
<input type="checkbox"/>	Paul Rushton	Nov 25, 2020 12:22PM	Sms Test	3	Nov 25, 2020 12:22 PM	SMS	⋮
<input type="checkbox"/>	Paul Rushton	Nov 25, 2020 12:36PM	Sms Test	3	Nov 25, 2020 12:36 PM	SMS	⋮
<input type="checkbox"/>	Martin Halliwell	Dec 9, 2020 8:34AM	New Important Information	4	Dec 9, 2020 8:34 AM	Push	⋮

Items per page: 15 1 5 of 5

Click the 3 dots to view options  
Select 'view' to see message details



# MESSAGE REPORTING

The screenshot shows the Sportsology Messages reporting interface. The browser address bar indicates the URL is `sportsology.app/messages`. The user is logged in as Martin Halliwell.

**Left Sidebar (Navigation):**

- Control Center
- Schedule
- Messages (Active)
- Documents
- Articles
- App Pages
- Bundles
- Directory
- Users
- Settings

**Central Configuration Panel:**

- New Important Information** (Created by Martin Halliwell on Dec 9, 2020, 8:34:07 AM)
- Email content**
- SMS content**
- This is new Information that must be read
- Sent as an email?  No
- Sent as an SMS?  No
- Sent as push notification?  Yes
- Recipients (4)**
- Paul Rushton
- Aidan Halliwell
- Martin Halliwell
- Craig Deeming
- Documents (0)
- Articles (0)
- Events (0)

**Message Report Table:**

Date	Message	Recipients	Sent	Delivery
Dec 9, 2020 5:07AM	Test No 2	1	Dec 9, 2020 5:07 AM	Push
Nov 25, 2020 12:22PM	Sms Test	3	Nov 25, 2020 12:22 PM	SMS
Nov 25, 2020 12:22 PM	Sms Test	3	Nov 25, 2020 12:22 PM	SMS
Nov 25, 2020 12:36PM	Sms Test	3	Nov 25, 2020 12:36 PM	SMS
Dec 9, 2020 8:34AM	New important information	4	Dec 9, 2020 8:34 AM	Push

View message content, message type, recipients and any attached documents, article or events

# SMS REPORTING

Control Center Messages Martin Halliwell

Send a Message

Title

Created At

Message Responses

To view SMS message reports and responses, click 'Message Responses.'

	Sender	Date	Message	Recipients	Sent	Delivery	
<input type="checkbox"/>	Martin Halliwell	Dec 9, 2020 5:07AM	Test No 2	1	Dec 9, 2020 5:07 AM	Push	
<input type="checkbox"/>	Paul Rushton	Nov 25, 2020 12:22PM	Sms Test	3	Nov 25, 2020 12:22 PM	SMS	
<input type="checkbox"/>	Paul Rushton	Nov 25, 2020 12:22PM	Sms Test	3	Nov 25, 2020 12:22 PM	SMS	
<input type="checkbox"/>	Paul Rushton	Nov 25, 2020 12:36PM	Sms Test	3	Nov 25, 2020 12:36 PM	SMS	
<input type="checkbox"/>	Martin Halliwell	Dec 9, 2020 8:34AM	New Important Information	4	Dec 9, 2020 8:34 AM	Push	

Items per page: 15 1 - 5 of 5

# SMS REPORTING

The screenshot shows a web browser window with the URL `sportsology.app/message-responses`. The dashboard is titled "Control Center" and "Message Responses". On the left, there is a sidebar with navigation options: Schedule, Messages (highlighted), Documents, Articles, App Pages, Bundles, Directory, Users, and Settings. The main content area shows a list of messages with columns for Sent date, Sender, Message, and Status. The status column indicates whether a message is "Unread" (red button) or "Read" (green button). A context menu is open over the third message, showing "Reply" and "Delete" options. The user's name, Martin Halliwell, is visible in the top right corner.

<input type="checkbox"/>	Sent date	Sender	Message	Status	
<input type="checkbox"/>	Dec 10, 2020 5:19 PM	Craig Deeming	Response	Unread	⋮
<input type="checkbox"/>	Sep 7, 2020 12:01 PM	Cat Cooke		Unread	⋮
<input type="checkbox"/>	Sep 7, 2020 11:52 AM	Cat Cooke	This is another text reply I am writing a much longer response this time to see what happens when I lengthen the sentence by some significant amount of words so that it may or may not fit into the designated text field and also to see how long I can actually keep writing a sentence without any punctuation because it's really quite hard and I feel like I'm on just a minute except that I'm writing not talking and would undoubtedly have been buzzed out for hesitation by now but not for deviation or repetition hopefully.	Read	⋮
<input type="checkbox"/>	Sep 7, 2020 11:45 AM	Cat Cooke	Test reply	Read	⋮
<input type="checkbox"/>	Sep 3, 2020 6:29 PM	Paula Rushton	My reply	Unread	⋮
<input type="checkbox"/>	Sep 3, 2020 3:57 PM	Paula Rushton	Okay	Unread	⋮
<input type="checkbox"/>	Sep 2, 2020 8:02 PM	Paula Rushton	Message rreplu	Unread	⋮
<input type="checkbox"/>	Sep 2, 2020 6:52 PM	Paula Rushton	again	Unread	⋮
<input type="checkbox"/>	Sep 2, 2020 6:51 PM	Paula Rushton	once more	Unread	⋮
<input type="checkbox"/>	Apr 21, 2020 6:48 PM	Craig Deeming	Message	Unread	⋮

This dashboard allows the user to view the 'read' status of individual messages. Messages can be filtered by sent date, exact date or by individual user.

Message replies can also be sent via the dashboard by clicking the 3 dots option and 'Reply.'