

Promote an event on the noticeboard

Open an active event, review the generated notice and publish it on the noticeboard without retyping dates and location.

5 min · Available with the permissions listed · 2026-09-25

Before you begin

- ✓ Open the staff workspace for the community that owns the event.
- ✓ You have “Manage noticeboard”, and the event is neither concluded nor cancelled.
- ✓ First review the event title, dates, location, description and image in its detail page.

1

STEP 1 OF 3 · 1 MIN

Choose the event to announce

Open Events and identify the correct card. Check its title and period: each use of Promote on the noticeboard creates a new notice, so avoid repeating the operation accidentally.

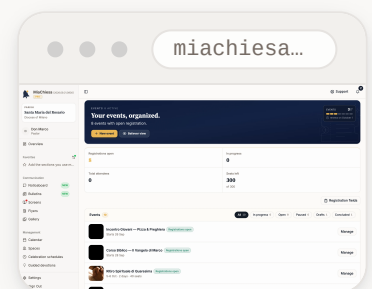


Fig. 1 The list lets you identify the event before opening its detail page.

2

STEP 2 OF 3 · 1 MIN

Open Promote on the noticeboard

On the detail page, scroll to Actions and choose Promote on the noticeboard. The command is active only for an editable event and when your noticeboard permission covers its scope.

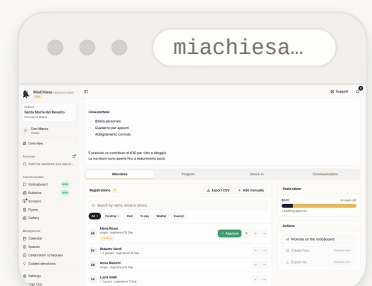


Fig. 2 The command opens notice preparation; nothing has been published at this point.

3

STEP 3 OF 3 · 3 MIN

Review and publish the notice

The dialog prepares the title, body, visibility, location and image from the event data. Read the preview; choose Edit if you need to adjust the notice text or select a folder, audience or social channels.

When everything is correct, choose Publish to noticeboard. This creates a new notice linked to the event. Open Noticeboard to verify its content and visibility.

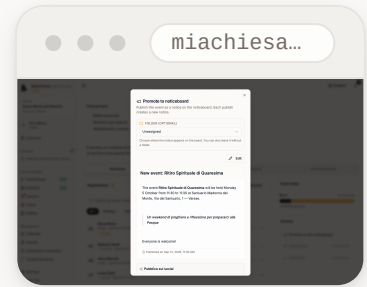


Fig. 3 The notice is filled and ready for review; the capture is taken before Publish to noticeboard and creates no notice.

What you have achieved

- ✓ A new notice on the noticeboard announces the event.
- ✓ The notice keeps its event link and uses the visibility reviewed before publishing.

Troubleshooting

Promote on the noticeboard is not active



Check "Manage noticeboard", the event's owning scope and its state. A concluded or cancelled event is read-only.

The preview has the wrong title, location or dates



Cancel, correct the event first and reopen promotion. The initial content is regenerated from the current event data.

A similar notice already exists



Cancel the dialog and check the Noticeboard. Each publish from this dialog creates a new notice instead of updating an earlier one.