

Schedule an issue and choose its channels

Choose where a bulletin issue goes out (app, PDF, Noticeboard) and when: now, on the set release day or on a date you pick.

4 min · Available · 2026-09-26

Before you begin

- ✓ You need the Manage bulletin permission; the noticeboard channel also needs Manage noticeboard.
- ✓ The issue must be ready: at least one block and no failed checks.

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Open publishing

Open **Bulletin**, go into the ready issue and select **Publish...** at the top. If the issue already went out and you changed it, the same command is called **Republish**.

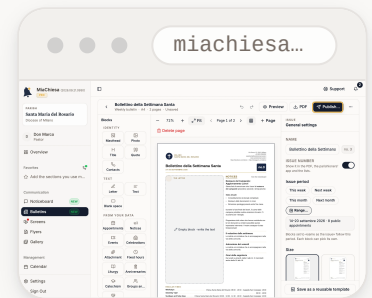


Fig. 1 Publish... opens the dialog with channels and release date.

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Choose the channels

Under **Where** turn on the channels: **Online** (the issue is readable in the app), **Print · PDF** (the printable PDF) and **Notice on the board with the PDF** (a notice announces the issue and attaches the PDF).

If you switch off Online and the notice, only the PDF is left: the dialog becomes **Export PDF** and does not ask for a date.

Noticeboard channel unavailable

If the noticeboard channel is greyed out, you lack the Manage noticeboard permission. Newsletter and Print shop are marked "coming soon".

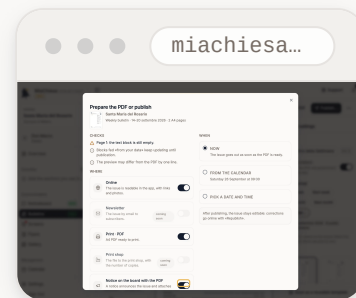


Fig. 2 Each channel has its own switch.

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Choose when it goes out

Under **When** choose **Now**, **From the calendar** (the release day and time set in the settings) or **Pick a date and time**. The button at the bottom changes accordingly: **Publish now** or **Schedule ·**

Select the button: "The issue is online." or "The issue is scheduled." appears.

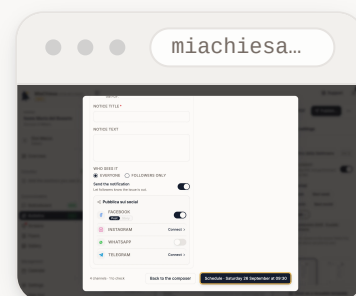


Fig. 3 From the calendar uses the community's release day and time.

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Set the automatic release

In the bulletin **Settings**, section **When it goes out**, set **Release day** and **Publication time**. With **Ready issues go out on their own** on, every ready issue is scheduled for the next release slot.

Save with **Save settings**: changes apply from the next issue.

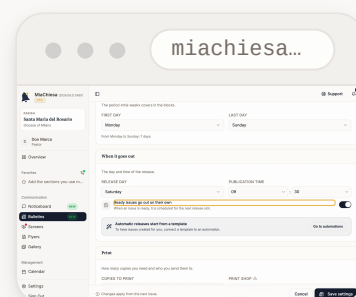


Fig. 4 The day and time here feed the From the calendar option.

What you have achieved

✓ The issue is published or scheduled on the chosen channels.

✓ The next ready issues can go out on their own on the set day.

Troubleshooting

From the calendar is disabled



You have not set a release day and time. Go to Settings → When it goes out, fill in the fields and save.

I see "Pick a moment in the future."



The chosen date and time have already passed. Pick new ones.

The automatic release is paused



The issue changed after approval or is not approved yet. Check it and schedule it again from Publish....

I see "The issue is empty: add at least one block."



Go back to the composer, add content and try again.