

# Pin a notice

Pin a notice above the others on the Noticeboard, choose how long it stays pinned and unpin it when it is no longer needed.

3 min · Available · 2026-09-26

## Before you begin

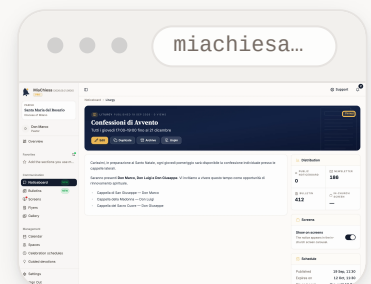
- ✓ You need the Manage noticeboard permission for the notice.
- ✓ The Pin command only appears on published (Live) or scheduled notices; drafts and archived notices do not have it.

### 1 STEP 1 OF 4 · 30 S

## Spot a pinned notice

Open **Noticeboard** and select a notice. If it is pinned, the **Pinned** label appears next to the title and the command at the top is **Unpin**.

In the Noticeboard list pinned notices sit at the top with the **PIN** mark; on the believers' Noticeboard they carry the pin icon, above the others.



**Fig. 1** The Pinned label confirms the notice sits above the others.

### 2 STEP 2 OF 4 · 30 S

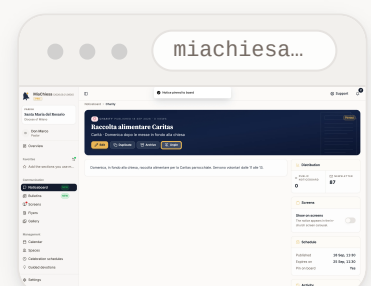
## Pin it from its page

Open a **Live** or **Scheduled** notice and select **Pin**. There is no confirmation dialog: the message "Notice pinned to board" appears and the command becomes **Unpin**.

On a Live notice the label changes to **Pinned**. A notice pinned this way stays pinned until you unpin it.

### A date already passed

If the notice had a pin end date that has already passed, Pin clears it: the notice is pinned again with no limit.



**Fig. 2** After Pin the command becomes Unpin.

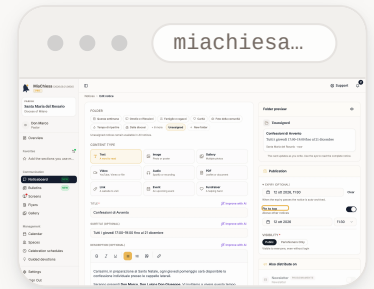
3

STEP 3 OF 4 · 1 MIN

## Choose how long

To set an end date, select **Edit** and find the **Pin to top** switch ("Above other notices") in the **Publication** card. Turn it on and pick a day and time: with **No expiry** the notice stays pinned until you unpin it.

Just above is **EXPIRY (OPTIONAL)**: that is a different thing. When the expiry passes the notice is archived automatically, not just unpinned. Save with **Update**.



**Fig. 3** The day and time under the switch decide how long the pin lasts.

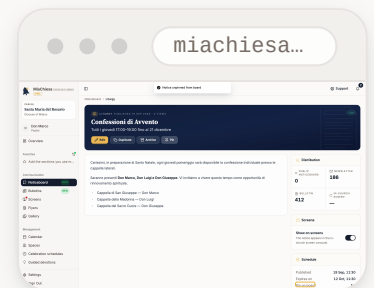
4

STEP 4 OF 4 · 30 S

## Unpin it

From the notice page select **Unpin**: "Notice unpinned from board" appears and the command goes back to **Pin**. The notice stays published, it just no longer sits at the top.

In the **Schedule** card on the right, the **Pin on board** row shows **No**; while pinned it shows **Yes** or **Yes, until** and the date.



**Fig. 4** The Pin on board row tells you whether, and until when, the notice is pinned.

## What you have achieved

✓ The right notice sits at the top of the Noticeboard for everyone.

✓ The pin ends on its own on the chosen date, or when you select Unpin.

## Troubleshooting

### I can't see the Pin command

It only appears on Live or Scheduled notices and only with the Manage noticeboard permission. For a draft, use the Pin to top switch in the editor.



### The notice is no longer pinned



The date chosen under Pin to top has passed. Select Pin again, or open Edit and pick a new date.

### I see "The operation could not be completed. Please try again."



The change was not saved. Check your connection and try again; if it persists, check that you still have the Manage noticeboard permission.