

Publish a form on the noticeboard

Prepare the linked notice and publish it with the new form version.

6 min · Requires the Manage forms and Manage notices permissions · 2026-09-21

Before you begin

- ✓ Open the correct form and check the values used in placeholders.
- ✓ Choose recipients and channels before publishing.

1 STEP 1 OF 3 · 2 MIN

Open the form editor

Open the correct form and check its published version. A form reachable through its link does not automatically appear in Today or on the noticeboard.

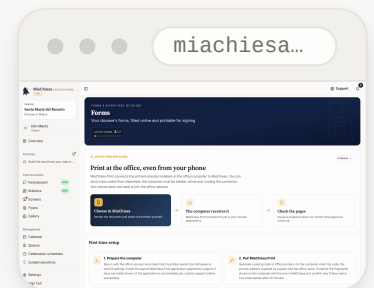


Fig. 1 Open the form from Active forms before preparing the communication.

2 STEP 2 OF 3 · 2 MIN

Find the noticeboard option

In the editor, find Announce the form on the noticeboard. This option is separate from the form link and requires permission to manage notices.

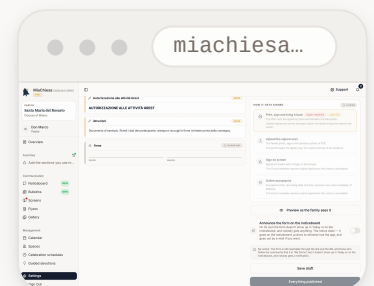


Fig. 2 While the option is off, no notice is prepared or sent.

3

STEP 3 OF 3 · 2 MIN

Review the draft

Turn the option on to review the prefilled title and text, recipients and available channels. Fix the form placeholders first: until you edit the text by hand, the draft follows those values.

The figure only shows the local draft. The notice is created when you publish or republish the form; here it has not been published and no push or email has been sent.

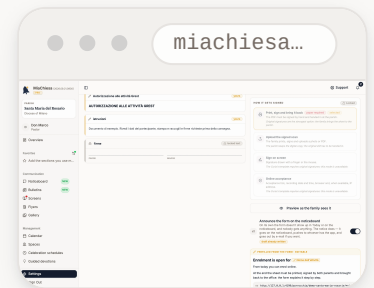


Fig. 3 The draft is visible in the editor but has not been published or sent.

What you have achieved

- ✓ You can review the linked draft before publishing the form and notice.

Troubleshooting

The switch is disabled



Check the Manage notices permission and availability in the current plan.