

Publish a notice

Create a notice with text, links or a PDF leaflet, choose publication, folder and notification, and see how followers respond with "Praying with you".

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Before you begin

- ✓ Open Noticeboard in the correct workspace.
- ✓ Prepare a short title and approved text, or the leaflet PDF.

1 STEP 1 OF 5 · 2 MIN

Open Noticeboard

Open Noticeboard from the sidebar. On Your noticeboard, folder by folder, you can switch between Folders and List; select New notice.

New notice opens the editor; if the action is missing, check the selected scope and Manage noticeboard access.

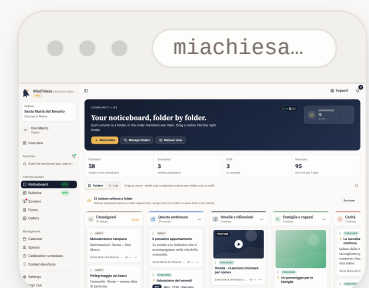


Fig. 1 The Folders view with New notice and the List tab.

2 STEP 2 OF 5 · 2 MIN

Set publication and folder

In the **Publication** box choose **Now**, **Schedule** or **Save as draft**. Also review **Folder** and, when shown, the destination communities. If the right folder does not exist yet, **New folder** creates it without leaving the editor and selects it for the notice.

Send notification to recipients is already on: "In-app and email notification based on each user's preferences". The notification goes out when the notice is published: right away, at the scheduled time or when you publish the draft. People who muted the folder don't receive it. Switch it off for a correction or content that doesn't deserve a notification.

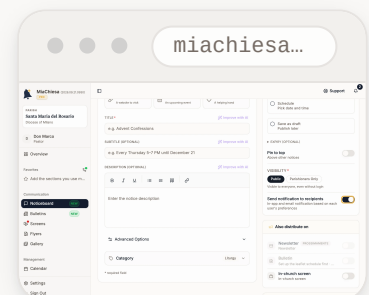


Fig. 2 Send notification to recipients is on for new notices.

3

STEP 3 OF 5 · 2 MIN

Write the content

Fill in **TITLE**, the optional subtitle and **Description (optional)**, the full text. For a link select a word and use **Link** in the text toolbar (**Insert Link** opens); a pasted address becomes a link on its own and followers can tap it.

In **Content type** you can also choose **PDF** ("Leaflet or document") and use **Upload the PDF** to publish the Sunday leaflet or a flyer: followers open it with **Open** or save it with **Download**. Check the result in **Folder preview** or with **Notice preview**.

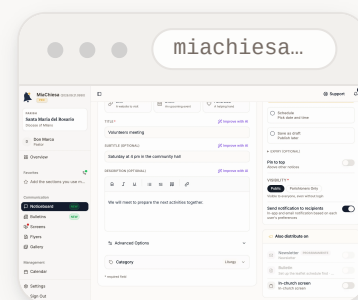


Fig. 3 The notice content is ready for final review and has not been published yet.

4

STEP 4 OF 5 · 2 MIN

Publish

Review publication, folder, recipients and notification, then select **Publish** (the button becomes **Schedule** or **Save draft** depending on your choice). Return to Folders or List and open the notice for a final check.

To put the PDF of a Bulletin issue on the board you don't need a manual notice: when you publish the issue you can choose **Notice on the board with the PDF**.

5

STEP 5 OF 5 · 1 MIN

See who is praying with you

Under each notice, in the app followers find “How did this speak to you?” with **Praying with you** and **Thank you**: “No comments or names: just a sign for the person who shared this notice.”. Each person can leave one sign and remove it by tapping it again.

In **Noticeboard** the **Reactions** box counts the signs of the last 7 days; with **Believer view** you see how many each notice has. Group notices have no reactions.

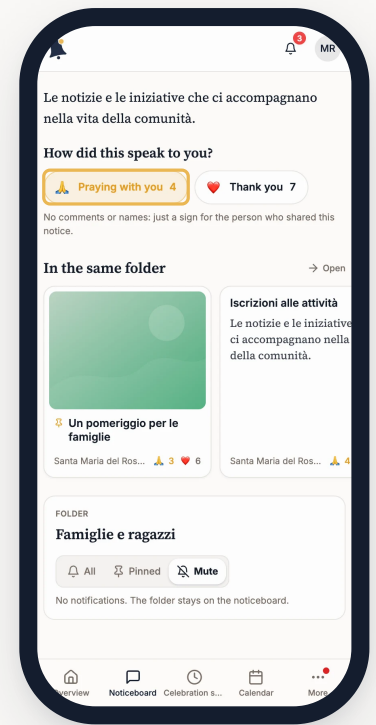


Fig. 4 Followers respond with Praying with you or Thank you, with no comments or names.

What you have achieved

- ✓ The notice appears on the selected recipients' noticeboard.
- ✓ The detail page lets you recheck content, status and folder.

Troubleshooting

New notice is missing



You need Manage noticeboard access for the selected scope.

The notice is in the wrong folder



Open it for editing, choose the correct folder and save.

Followers didn't receive the notification



Check that Send notification to recipients was on: after publication it is no longer offered when editing. Each person receives notifications according to their preferences, and people who muted the folder don't receive them.