

Edit a notice

Open an existing notice, correct its content and settings, then verify the result without unintentionally changing its status.

8 min · Available · 2026-09-25

Before you begin

- ✓ Open Noticeboard in the correct scope and identify the notice you need to correct.
- ✓ You need Manage noticeboard access in the scope that owns the notice.
- ✓ Prepare the corrected wording and check whether the notice is published, scheduled, a draft or archived.

1 STEP 1 OF 4 · 2 MIN

Find the correct notice

Open Noticeboard from the sidebar. Use Folders to browse by editorial context or List to see published, scheduled and draft notices together; open the relevant card.

Before editing, check the title, status and scope on the detail page. Edit is shown to people with Manage noticeboard access for that scope and for published, scheduled or draft notices.

Archived notices

An archived notice offers Restore and Duplicate rather than Edit. Restore it only when it should become published again; use Duplicate to prepare a separate new notice.

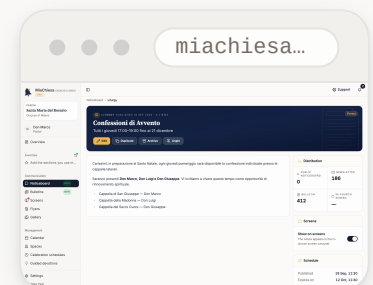


Fig. 1 The detail page confirms the notice title and status before you open Edit.

2 STEP 2 OF 4 • 2 MIN

Open the editor and check status

1 Select Edit

Edit notice loads the saved folder, content type, title, subtitle, body, media and settings. Wait until the existing content is visible before typing.

2 Read the current publication state

A published notice stays published and the final action is Update. A draft or scheduled notice shows Now, Schedule and Save as draft; the selected option sets the state when you save.

3 Check folder and scope

Folder controls where the card appears. Unassigned leaves it under All notices; an inactive folder may hide it from readers.

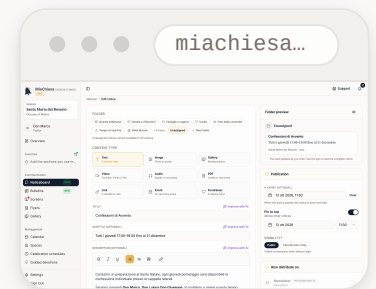


Fig. 2 The editor shows the saved notice data and preserves the publication state of a published notice.

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STEP 3 OF 4 · 2 MIN

Correct content and settings

Change only the fields you need. TITLE is required; SUBTITLE (OPTIONAL) and the body complete the card. You can also change Category, folder, content type, attachments, expiry, pinning, visibility and available channels.

Review the Folder preview card. It updates while you type, but the preview does not save the changes and does not prove that recipients can already see the new content.

Before saving

- ✓ The title and body still describe the same notice.
- ✓ Folder and visibility suit the intended recipients.
- ✓ Links, attachments and linked content open the intended resource.
- ✓ Expiry, pinning and channels have not changed by mistake.
- ✓ For drafts and scheduled notices, Now, Schedule or Save as draft matches the intended outcome.

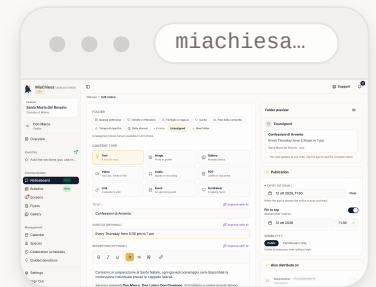


Fig. 3 The correction is prepared for final review and has not been saved in this screen.

Save and verify the detail page

For a published notice select Update. For a draft or scheduled notice use the action that matches the publication choice: Publish, Schedule or Save draft.

The detail page opens when saving finishes. Check the title, content, status, media and Schedule. If you selected social channels, their processing is separate from saving the notice and may require further steps.

Check access to linked content

Changing notice visibility does not automatically make an event, fundraiser or external link public. Check separately that the linked resource is appropriate and accessible to the intended recipients.

What you have achieved

- ✓ The detail page shows the corrected version of the notice.
- ✓ The notice status matches the publication choice you made.
- ✓ Folder, recipients, media and links have been rechecked.

Troubleshooting

Edit is missing



Check that you have Manage noticeboard access in the notice scope. An archived notice offers Restore or Duplicate instead of Edit.

The draft became public



When you edit a draft, the editor initially offers Now. Select Save as draft before saving if you do not want to publish it.

The correction is missing from the detail page



The preview updates without saving. Reopen the editor, apply the correction again and select Update, Publish, Schedule or Save draft.

I cannot change the attachment type



Remove the existing media before selecting an incompatible type, then add the new file or link and save.