

Link content to a notice

Link an event or donation campaign from the same scope and verify the destination before publishing the notice.

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Before you begin

- ✓ Open Noticeboard in the correct scope and create a notice or open one for editing.
- ✓ The event or campaign must already exist and be visible in the same scope.
- ✓ You need Manage noticeboard access in the selected scope.

1

STEP 1 OF 4 · 2 MIN

Open the editor and check scope

From Noticeboard select New notice, or open an existing notice and choose Edit. Check the active community or pastoral unit before choosing content.

The editor links two specific types: Event and Fundraiser. Albums, forms, remembrances and other content use their own feature flows and do not appear in these two selectors.

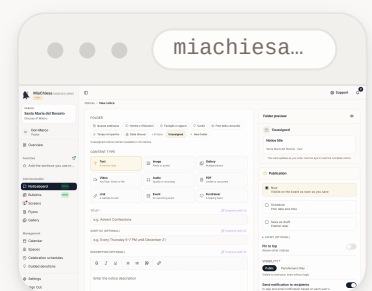


Fig. 1 Content type offers Event and Fundraiser for a structured destination from the notice.

2

STEP 2 OF 4 • 2 MIN

Choose Event or Fundraiser

1

Choose the type

Select Event to show Link an event, or Fundraiser to show Link a campaign.

2

Open the selector

The selector offers No linked item, any previously linked item and up to 100 available items in the current scope. Group events do not appear in the Event selector.

3

Select one item

Choose the correct event or campaign. For bulk publication, first select a single destination community; a structured link cannot point to several scopes at once.

The link does not copy content

The notice stores a reference to the event or campaign. Title, date, location, progress and other details come from the original item and can change when that item is updated.

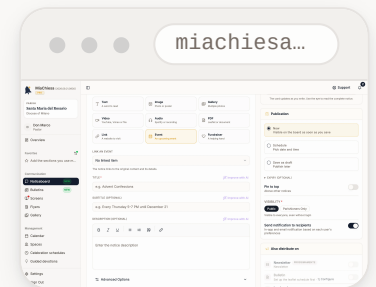


Fig. 2 Event opens the selector scoped to the active workspace; no link has been saved yet.

3

STEP 3 OF 4 · 2 MIN

Complete the message and preview

Enter a TITLE for the notice and use SUBTITLE (OPTIONAL) or the body to explain why the item matters. The notice title remains independent from the event or campaign title.

Review Folder preview. An event displays available date, time and location; a fundraiser can display its goal, progress and supporters. Once the notice is published, the member detail adds Go to event or Go to campaign.

Destination check

- ✓ The selector shows the intended item rather than one with a similar name.
- ✓ The notice title and body do not conflict with the original date, location or goal.
- ✓ The notice folder and visibility suit the recipients.
- ✓ The original content is accessible to the same recipients.

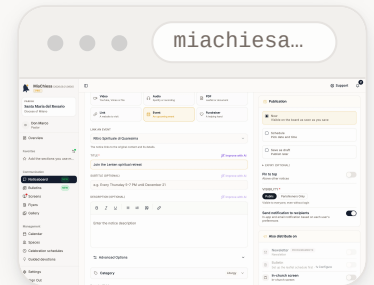


Fig. 3 The event and title are ready for review; the link has not been saved or published yet.

4

STEP 4 OF 4 · 2 MIN

Save and test the published link

Review Publication and choose Publish, Schedule, Save draft or Update. If the notice remains a draft or scheduled, reopen it for editing to confirm the selector; it is not yet available on the member noticeboard.

For a published notice, return to Noticeboard, select Believer view, open the notice and test Go to event or Go to campaign. The staff detail confirms notice status, while the linked card and destination action appear in the member detail.

Visibility is not inherited

Publishing the notice does not make the linked item public, and linking a public item does not automatically broaden the notice audience. Check both separately.

What you have achieved

- ✓ The saved editor retains the selected event or campaign.
- ✓ Notice visibility and access to the original content have been checked separately.
- ✓ For a published notice, the member detail shows the linked card and opens the correct content.

Troubleshooting

The event or campaign is missing ✕

Check the active scope and that the item exists there. The selector shows up to 100 items and excludes group events from Event.

Select one destination community appears ✕

In bulk mode, select one community before linking Event or Fundraiser.

The previous content remains linked ✕

Reopen the previous type, choose No linked item, then switch to the new type and select the replacement content.

The destination opens but the content is unavailable ✕

Check the original item's status and visibility. The notice does not change its permissions or publication state.

The selector shows Previously linked content ✕

The saved reference is not among the currently loaded items. Check the scope and choose an available item or No linked item.