



Notifications Usage Guide

Updated: 04/10/2023

Notifications are sent to board members so you can ensure they are receiving the most up-to-date information. The following information outlines how notifications work and which can be sent on demand and which are sent immediately.

Immediate Notifications

The following are notifications that are sent out immediately after creation or publishing:

- **RSVP for a Published Meeting:** As soon as a meeting is published, an RSVP Email is sent to all the groups invited to the meeting. To prevent this notification from being sent, click the RSVP toggle to off.
- **Proposed Meeting Dates:** As soon as proposed meeting dates are created and saved, an Input Email soliciting feedback is sent to all the groups invited to the meeting.
- **Approval Signature Requests:** As soon as the approval is published, an email will be sent to the designated signers and reviewers.
- **Publishing a Survey:** As soon as a survey is published, an email will be sent to the chosen participants.

Activity Notifications

Most Govenda activity does not send out an immediate notification to your users. They will be entered into a notification queue as actions are completed. At the top right of the administration screen, you can see the number of activities added to the queue. The number increases as you edit or create items within Govenda.



Notifications Queue


Hit the notifications button in the admin header to open the Notification Queue. There you will see a list of all the activities for that day for your organization.

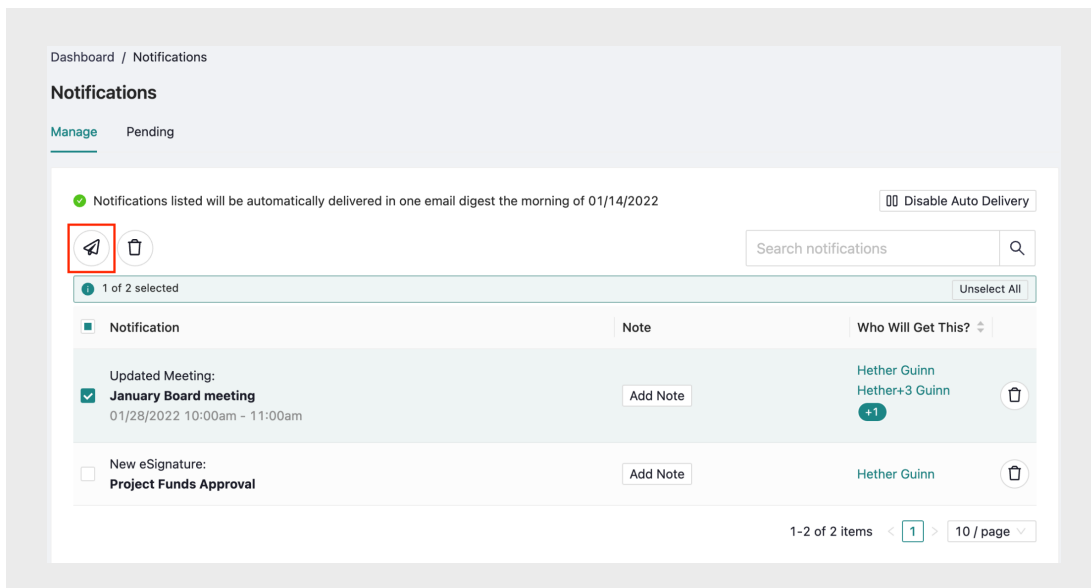
Sending Notifications

There are two options for sending notifications, On-Demand and as an Auto Delivery format.

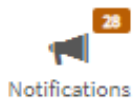
‘On-Demand’ Notifications

As an admin you have the ability to send out notifications immediately. From the notifications queue just select the notification or notifications you would like to send, then hit the “Send

Notifications Now”  button. They will be removed from the queue and sent for processing.

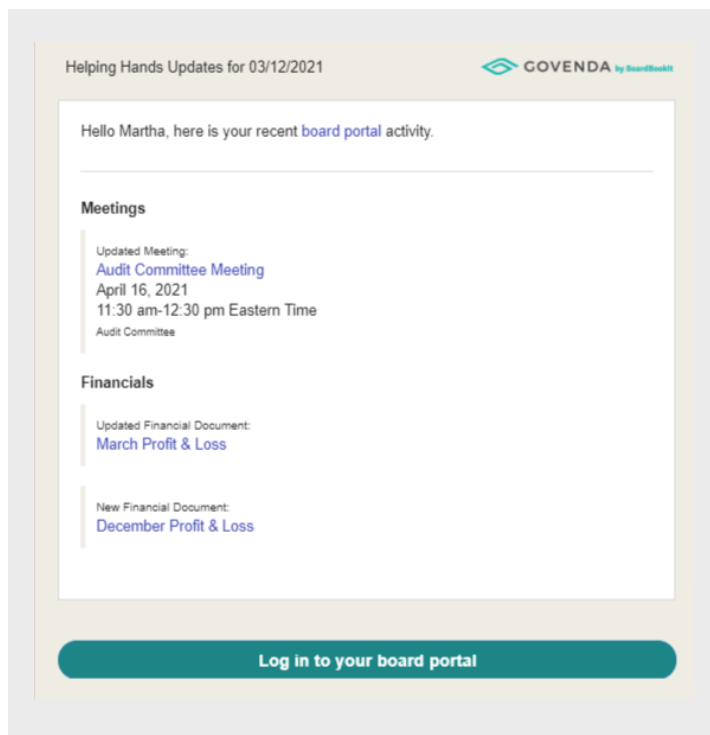


It may take up to 5 minutes for the notifications to go out. This will send an email as well as a push notification to those users using Govenda for iPad, iPhone, and Android devices.



They will also show in the Member Portal under the Notification megaphone icon.

Auto Delivery



Members will receive one email with all Govenda activity as it pertains to them each morning (6 am Eastern) as long as the Digest Delivery is set to “On”.

All activity in your notification queue will be combined into a single email that will be sent out at 6 am Eastern the morning after the Govenda changes were made.

If you are just setting up your portal, we suggest turning this feature off until you are comfortable.

Turning Off Auto Delivery

The Auto Digest can be disabled by clicking Disable Auto Delivery. You can find this on the admin notifications screen. Activity Notifications will continue to be generated and show up in the notification queue, but unless they are sent out manually they will not be sent to Govenda users. With Auto Digest off any activity history will be deleted from the notification queue by 6 am the next morning.

Admin Notifications

Admins receive email copies of the notifications that have been sent in the form of an Admin Notification Email. This is to give the admin confirmation that the notification was sent, as well as what appeared in the notification as well.