

Managing Notifications

Last Modified on 07/03/2024 8:55 am EDT

1 of 6

When you enter into a project for the first time, you will be prompted to set your preferences for notifications. You can select whether you want notifications via Email or Text message, or both. Once you've chosen your preference, click "Save".

You're well on your way! Click **Next** for the next step.

2 of 6

To view your notification preferences for each event you are in, start by clicking the "Notifications" button.

You're well on your way! Click **Next** for the next step.

3 of 6

Next, click on the Settings icon to go to your notification preferences.

Click on the project that you want to set notification preferences for.

4 of 6



Use the checkboxes to choose which notifications you want turned on or off for email and text notifications.

5 of 6



You can also use the "Disable Notifications" checkboxes to turn off all notifications for an event, including in app notifications.

Back

Next