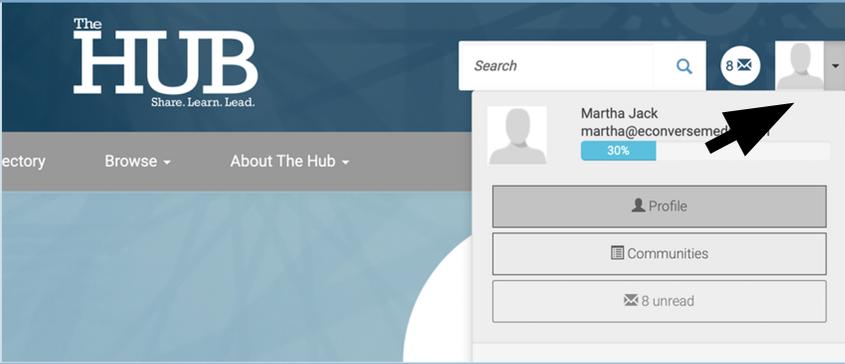


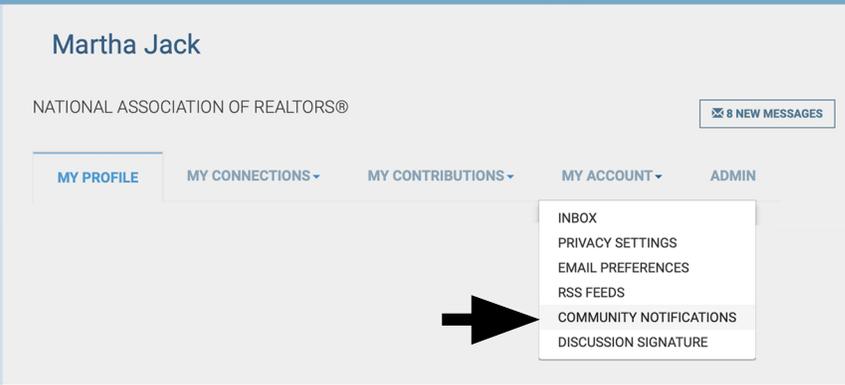
How to Set Your Hub Notifications

1



Click on the down arrow next to the person and choose "Profile"

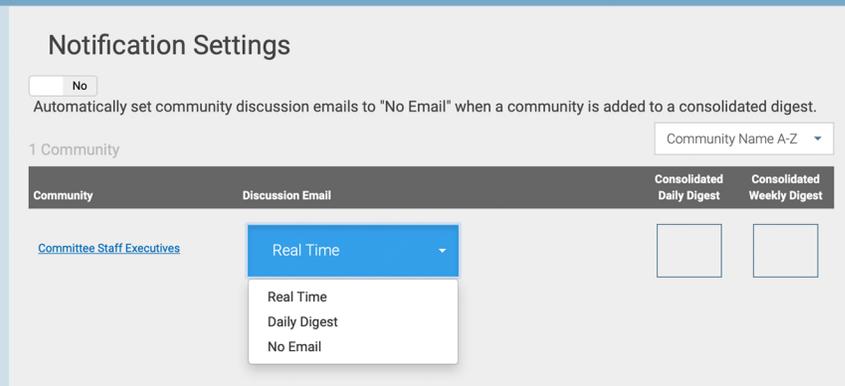
2



Click down arrow next to "My Account".

Select "Community Notifications"

3



Scroll down to "Notification Settings".

Select the type of notification you prefer:

- 1) Real Time
- 2) Daily Digest
- 3) Consolidated Daily Digest
- 4) Consolidated Monthly Digest

Real time will trigger an email each time a new activity occurs in your community as they occur.

Daily digest will trigger one email each evening containing a summary of activity for the day.

Though there is a "**no email**" option here, you are required to receive notification emails as one of the terms and conditions of being a committee member so please do not select this option as it will revert back to daily digest notifications.

You can also subscribe to **Consolidated Daily or Weekly Digests** by clicking the open boxes. These digests include updates from all of the Hub communities to which you belong but, unlike Real Time or Daily notifications, they are informational only. You can preview posts but you can't reply directly from the email. For that reason, consolidated digests are not recommended as your only source of notifications.