

Changing Your Subscription Settings

To change how you are notified about new discussion posts for each community of which you are a member, click “Communities” in the navigation bar, then click “Notifications” from the drop down menu that appears.



The screenshot shows the ASTC website interface. At the top, there is a navigation bar with buttons for CODE OF CONDUCT, CONTACT US, CREATE AN ACCOUNT, HELP, FAQs, MYASTC, and ASTC.ORG. Below this is the ASTC logo and the text "ASSOCIATION OF SCIENCE-TECHNOLOGY CENTERS". A search bar is located on the right side of the page. The main navigation bar includes links for Home, Communities, General Forum, Events, Browse, Participate, and Resource Libraries. A dropdown menu is open under the "Communities" link, showing options for All Communities, My Communities, and Notifications. A yellow arrow points to the "Notifications" option. Below the navigation bar, there is a large green banner with the text "WELCOME TO THE ASTC COMMUNITY" and a sub-header "Participate in discussions, share resources, and connect with museum and informal education professionals around the world, all within the ASTC Community. Join the General Forum to discuss any topic, or participate in a Community of Practice to chat about a particular shared interest." A circular inset image shows a group of people engaged in a discussion around a table.

Changing Your Subscription Settings

Community Notifications

Community notification will be delivered to your primary address:

alovelace@email.com

To receive specific community notifications at an address other than your primary, set override(s) where desired.

Daily Consolidated Community Digest: ?

Deliver to your primary address.

Weekly Consolidated Community Digest: ?

Deliver on **SUNDAY** to your primary address.

Discussion Email: ?

You have no override email addresses for discussion emails. add override addresses

Notification Settings

Yes

Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest.

5 Communities

COMMUNITY NAME A-Z

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
Adult Engagement	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Curriculum Developers Community of Practice	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Early Childhood Community of Practice	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General Forum	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Information Technology Community of Practice	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Your community notifications will appear within you community profile page.

You have a variety of options to choose from, and can manage the general notification options at the top of the page.

You can manage notification settings for each of your communities individually at the bottom.

Changing Your Subscription Settings

For each community, you can click on the drop down menus under “Discussion Email” to choose to receive notifications in **Real Time** as they occur, receive all notifications consolidated into one **Daily Digest**, receive notifications in **Plain Text** versus HTML formatted messages, or receive **No Email** at all.

Notification Settings

Yes

Automatically set community discussion email to "No Email" when a community is added to a consolidated digest.

5 Communities COMMUNITY NAME A-Z

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
Adult Engagement	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Curriculum Developers Community of Practice	<ul style="list-style-type: none"> Real Time Daily Digest Plain Text No Email 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Early Childhood Community of Practice	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General Forum	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Information Technology Community of Practice	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Changing Your Subscription Settings

Alternatively, you can choose to receive your notifications from multiple communities consolidated into one **Consolidated Daily Digest** or one **Consolidated Weekly Digest**. Select these options by clicking on the boxes on the right. These will override the settings under the “Discussion Email” menus.

Notification Settings

Yes

Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest.

5 Communities

Community	Discussion Email	COMMUNITY NAME A-Z	
		Consolidated Daily Digest	Consolidated Weekly Digest
Adult Engagement	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Curriculum Developers Community of Practice	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Early Childhood Community of Practice	REAL TIME	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General Forum	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Information Technology Community of Practice	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Changing Your Subscription Settings

Community Notifications

Community notification will be delivered to your primary address:

alovelace@email.com

To receive specific community notifications at an address other than your primary, set override(s) where desired.

Daily Consolidated Community Digest: ?

Deliver to your primary address. [change](#)

Weekly Consolidated Community Digest: ?

Deliver on **SUNDAY** to your primary address. [change](#)

Discussion

You have **1** addresses for discussion emails. [change](#) override addresses

Notification Settings

Yes

Automatic... community discussion emails to "No Email" when a community is added to a consolidated digest.

5 Communities

COMMUNITY NAME A-Z

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
Adult Engagement	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Curriculum Developers Community of Practice	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Early Childhood Community of Practice	REAL TIME	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General Forum	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Information Technology Community of Practice	DAILY DIGEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you select any of your community notifications to be delivered in a **Consolidated Weekly Digest**, you can also choose which day of the week you'd like to receive that email from the drop down menu in the "Community Notifications" section.

Changing Your Subscription Settings

Community Notifications

Community notification will be delivered to your primary address:

alovelace@email.com

To receive specific community notifications at an address other than your primary, set override(s) where desired.

Daily Consolidated Community Digest: ?

Deliver to your primary address. [change](#)

Weekly Consolidated Community Digest: ?

Deliver on **SUNDAY** to your primary address. [change](#)

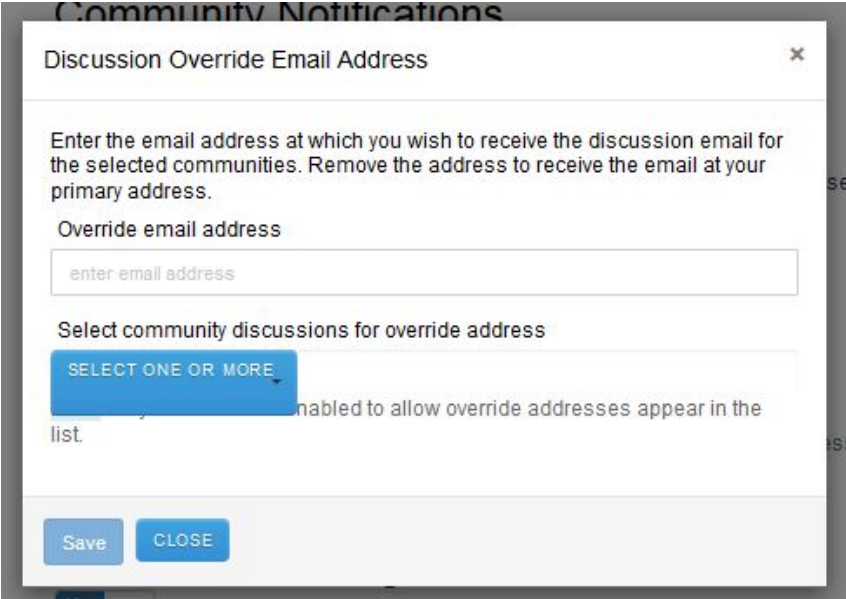
Discussion Email: ?

You have no override email addresses for discussion emails.

[add override addresses](#)

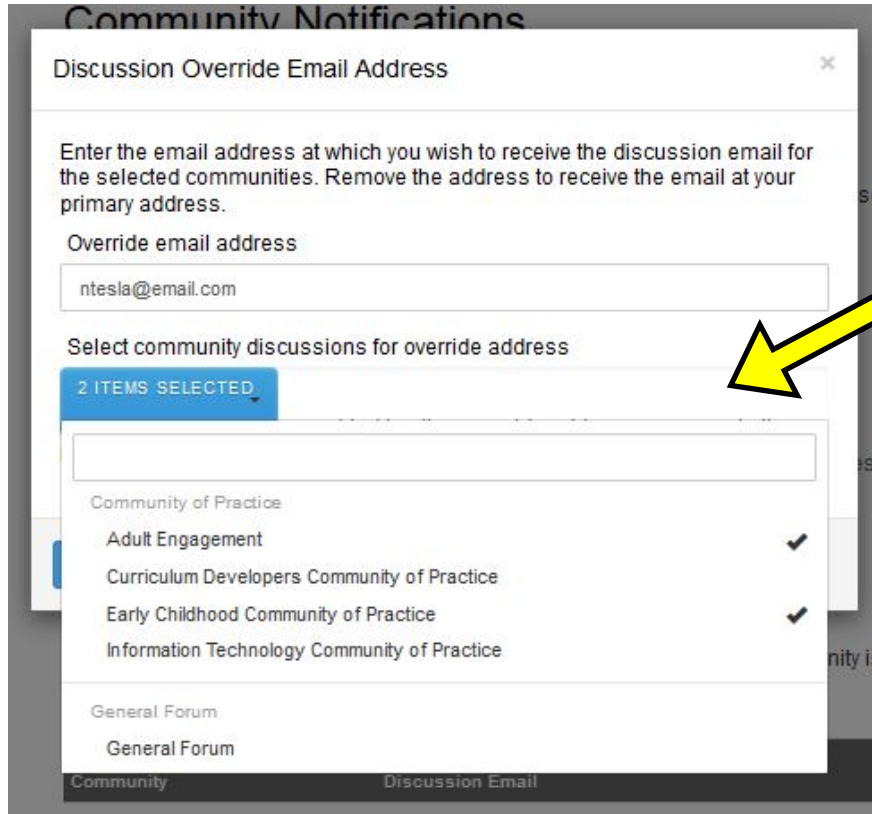
You can change the email to which you'd like notifications sent to by clicking on **“add override addresses”** in the **“Community Notifications”** section.

In the pop-up that appears, enter an email in the **“Override email address”** field.



The screenshot shows a pop-up window titled "Discussion Override Email Address" with a close button (X) in the top right corner. The main text reads: "Enter the email address at which you wish to receive the discussion email for the selected communities. Remove the address to receive the email at your primary address." Below this is a text input field labeled "Override email address" containing the placeholder text "enter email address". Underneath is a section titled "Select community discussions for override address" with a blue button labeled "SELECT ONE OR MORE". Below that, there is a note: "disabled to allow override addresses appear in the list." At the bottom of the pop-up are two buttons: "Save" and "CLOSE".

Changing Your Subscription Settings



Discussion Override Email Address

Enter the email address at which you wish to receive the discussion email for the selected communities. Remove the address to receive the email at your primary address.

Override email address

ntesla@email.com

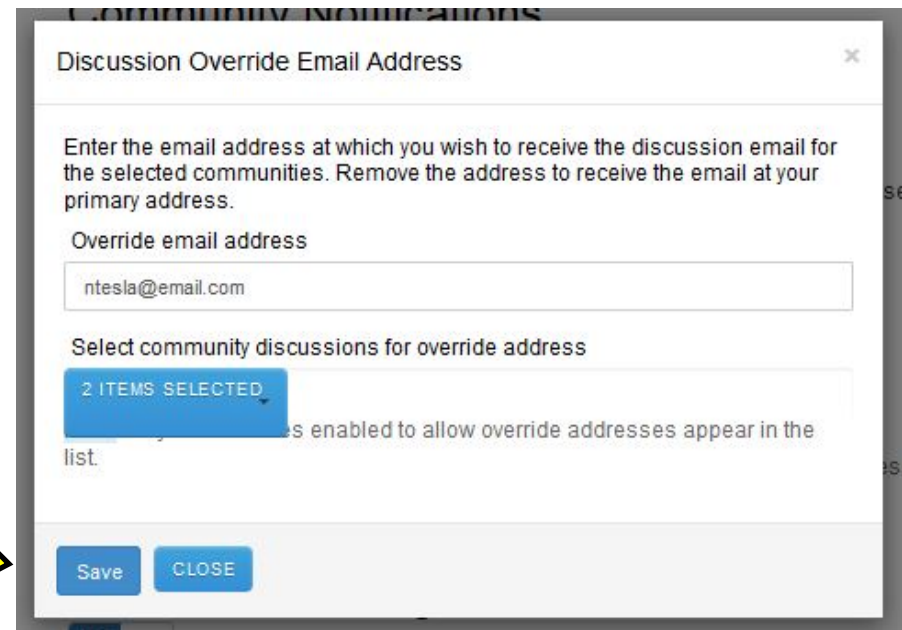
Select community discussions for override address

2 ITEMS SELECTED

- Community of Practice
- Adult Engagement ✓
- Curriculum Developers Community of Practice
- Early Childhood Community of Practice ✓
- Information Technology Community of Practice
- General Forum
- General Forum

Community Discussion Email

Select the communities whose notifications you'd like sent to the address you entered from the drop-down menu. You can select multiple communities.



Discussion Override Email Address

Enter the email address at which you wish to receive the discussion email for the selected communities. Remove the address to receive the email at your primary address.

Override email address

ntesla@email.com

Select community discussions for override address

2 ITEMS SELECTED

as enabled to allow override addresses appear in the list.

Save CLOSE

Be sure to click "Save" to save your email preferences.



Have more questions?
Contact web@astc.org.