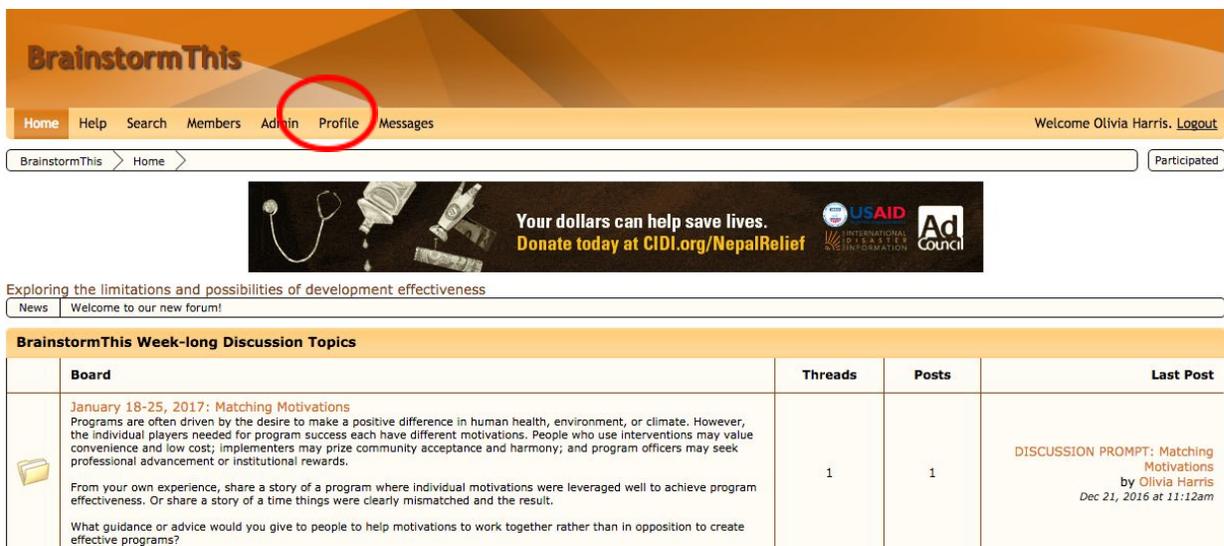


# Set Up Email Notifications for “BrainstormThis” Activity

It’s hard to remember to check back for new ideas. Instead, choose to be notified when new boards, threads, posts, and comments are added to the BrainstormThis community forum. The steps below will guide you through setting up email notifications — as often or as rarely as you want.

**Step 1.** Log in to the BrainstormThis forum by clicking on the button in the top right corner.

**Step 2:** Click the “Profile” tab in the top navigation bar.



	Board	Threads	Posts	Last Post
	<p><b>January 18-25, 2017: Matching Motivations</b> Programs are often driven by the desire to make a positive difference in human health, environment, or climate. However, the individual players needed for program success each have different motivations. People who use interventions may value convenience and low cost; implementers may prize community acceptance and harmony; and program officers may seek professional advancement or institutional rewards.</p> <p>From your own experience, share a story of a program where individual motivations were leveraged well to achieve program effectiveness. Or share a story of a time things were clearly mismatched and the result.</p> <p>What guidance or advice would you give to people to help motivations to work together rather than in opposition to create effective programs?</p>	1	1	<p>DISCUSSION PROMPT: Matching Motivations by Olivia Harris Dec 21, 2016 at 11:12am</p>

### Step 3. Click the “Edit Profile” button in the top right corner.

Exploring the limitations and possibilities of development effectiveness

**View Profile - Olivia Harris (admin)**

Summary Activity Following Friends Groups Notifications (1) Gift

**Olivia Harris**  
Administrator  
★★★★★

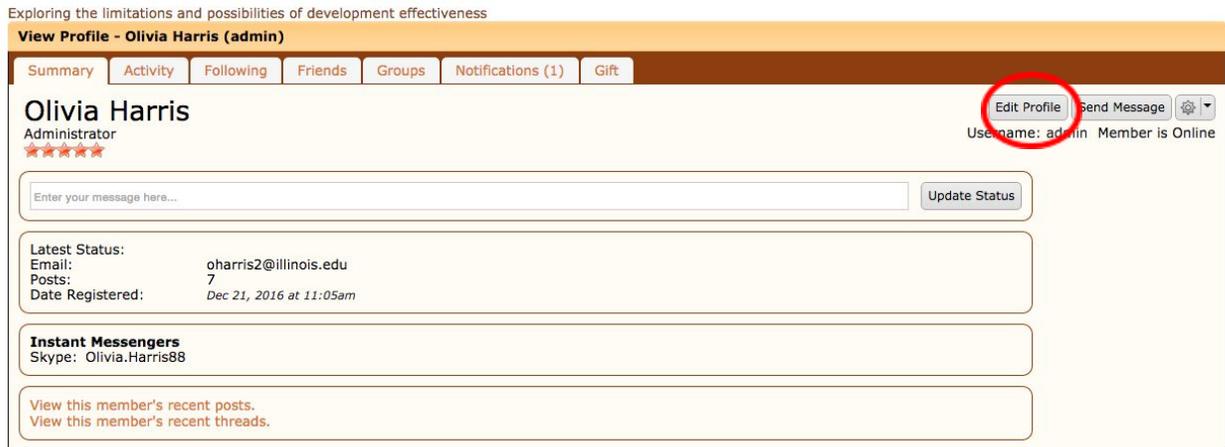
Enter your message here... Update Status

Latest Status:  
Email: oharris2@illinois.edu  
Posts: 7  
Date Registered: Dec 21, 2016 at 11:05am

**Instant Messengers**  
Skype: Olivia.Harris88

View this member's recent posts.  
View this member's recent threads.

Username: admin Member is Online



### Step 4. Click the Notifications Tab.

**Edit Profile & Settings**

Avatar Personal Social Settings Privacy Notifications Staff Options Badges

**Olivia Harris** Username: admin

**Privacy Settings**

**Who Can View My Profile**  
 Everyone  Members Only

**Invisible**  
Makes your online status invisible to all users except certain staff.  
 Yes  No

**Email Visibility**  
Shows your email address in your profile on the forum.  
Share with friends and staff

**Gender Visibility**  
Shows your gender in your profile and miniprofile on the forum.  
 Yes  No

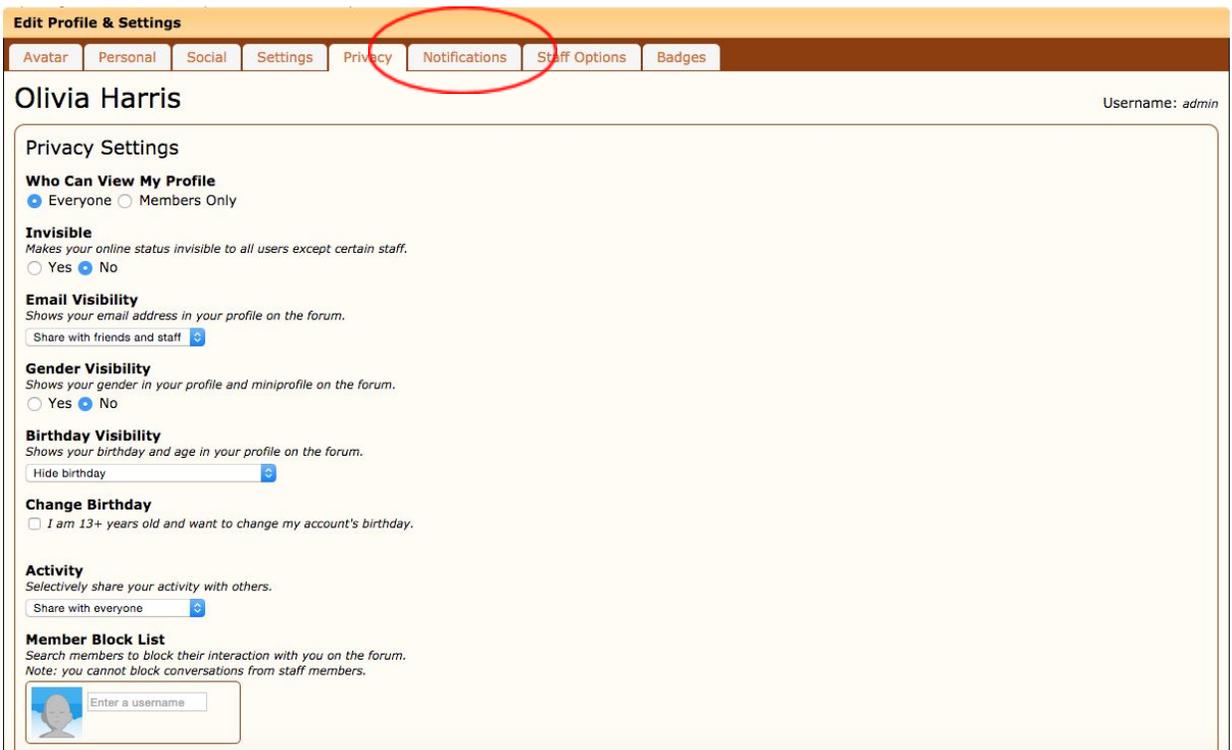
**Birthday Visibility**  
Shows your birthday and age in your profile on the forum.  
Hide birthday

**Change Birthday**  
 I am 13+ years old and want to change my account's birthday.

**Activity**  
Selectively share your activity with others.  
Share with everyone

**Member Block List**  
Search members to block their interaction with you on the forum.  
Note: you cannot block conversations from staff members.

Enter a username



**Step 5.** You will now see a long list of Notification Types. By default, all will have a check mark next to them and the email drop-down menu set to “never.”

Notification Type	Forum	Email
<b>New Thread</b> <i>New threads are created</i>	<input type="checkbox"/>	instant
<b>New Post</b> <i>New posts are created</i>	<input type="checkbox"/>	instant
<b>Like</b> <i>Someone likes your post</i>	<input checked="" type="checkbox"/>	never
<b>Quote</b> <i>Someone quotes your post</i>	<input checked="" type="checkbox"/>	instant
<b>Tag</b> <i>Someone tags you in a post</i>	<input checked="" type="checkbox"/>	never
<b>Follow</b> <i>Someone follows you</i>	<input checked="" type="checkbox"/>	never
<b>Friend</b> <i>You become friends with someone</i>	<input checked="" type="checkbox"/>	never
<b>New User Pending</b> <i>A new user registration is pending approval</i>	<input checked="" type="checkbox"/>	instant

The checkmark means that you will get a notification on your BrainstormThis profile when updates are made to the forum. Please leave these checked.

To receive emails when activity happens on the boards, change the Email setting from Never to one of the other options, depending on how frequently you wish to be told to go look at the Forum.

**We recommend you set the following notifications at “instant” email:**

- **New Thread**
- **New Post**
- **Quote**
- **Participated**

For more details on all the Notification Types and email frequencies, please visit this Help article: <https://www.proboards.com/user-guide/notifications>