# Changing, pinning and removing a notice

A notice can be changed after it's posted, pinned to the top, given a date to disappear on, or taken down.

**Where**

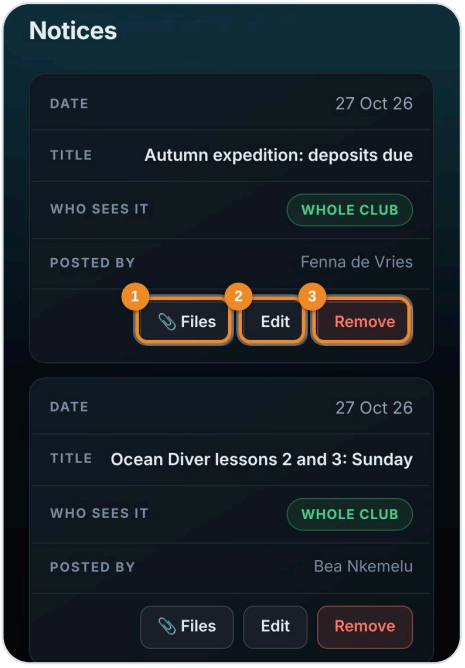
**Members admin** → **Noticeboard**, the lists under **Notices**, **Committee minutes** and **Expedition**.

**Who sees what**

Each notice shows **Whole club** or **Committee only**. Change it with **Edit**.

## On each notice

1. **Edit**
   Change the words, the date, who sees it, or tick **Pin to the top** so it stays first. **Show until** gives it a date to disappear on by itself, handy for a deadline.
2. **Files**
   Attach the document itself, such as the minutes as a PDF, or a trip's booking form.
3. **Remove**
   Takes it off the noticeboard for good, after you confirm.




1 Files, 2 Edit, 3 Remove.

FoxFace Diving how-to guides, guide S4. Pictures are from Kelpline Divers, a made-up club; your club's site shows your own names and kit. Made by FoxFace. Version 2, October 2026.