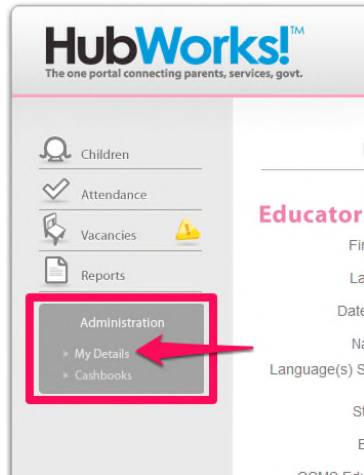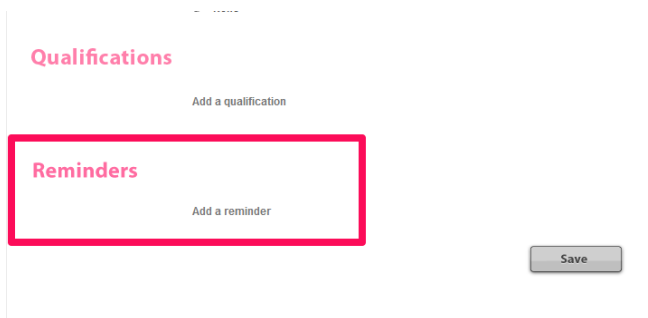# FDC Educators: Set Reminders

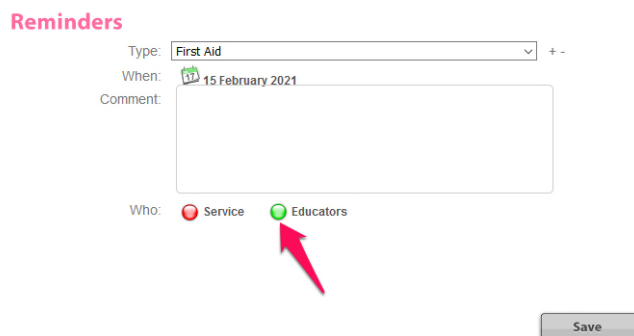HubWorks! has the functionality for Educators to set themselves reminders.
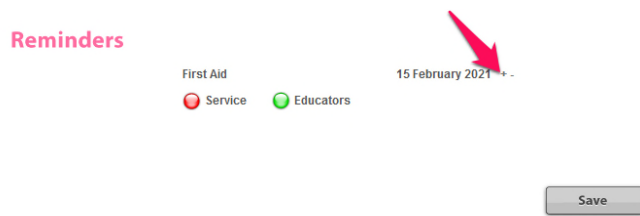
Go to Administration > My Details

Scroll to the bottom of the page and you see the Reminders section

Click on 'Add a Reminder' to add a new reminder and enter the details. Ensure that you set the Educators as green to remind yourself and red if you don't want a reminder sent. Always save at the bottom of the page.

To add an additional reminder you need to click on the + symbol

Reminders

First Aid   15 February 2021 + -

🔴 Service   🟢 Educators

Save

There are limited options for the reminders but you can add notes in if the reminder doesn't relate completely to the option selected.

You will see the reminder appear in the Alerts section when you login

Families   Children

Pauline H

Alerts

⚠️ **Reminder: Pauline Heppel**

• Reminder: Pauline Heppel
Reminder: Pauline Heppel …
10:55am

• Please send vacancies for the week ending 28th February
12:00am