

# Tips for Using AAPT COMMUNITIES

## Controlling Notification Frequency

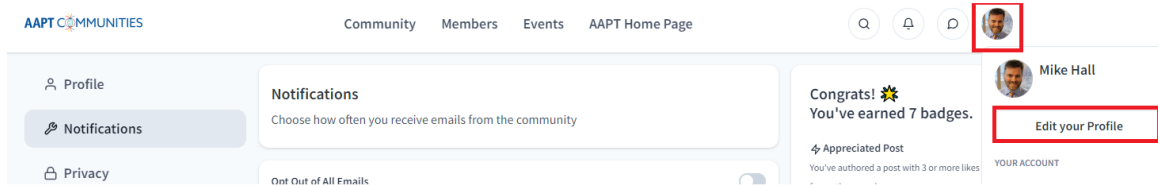
You have the ability to control how often you receive notifications from Tradewing regarding posts on the platform. Select from one of four options for the notification frequency that best suits you:

- Off – you will not receive notifications of COMMUNITIES activity.
- Realtime – you will receive immediate notification anytime there is COMMUNITIES activity.
- Daily – you will receive a notification of COMMUNITIES activity that took place that day.
- Weekly – you will receive a notification of COMMUNITIES activity that took place that week.

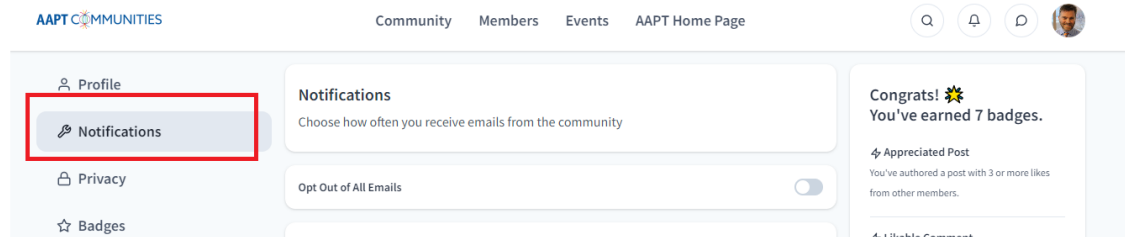
Further, you can set different frequencies for the different groups that you belong to. For example, if you are a member of a group where you need to know immediately when there are postings (such as a “friends of the committee group,” or PERTG), you could set that frequency for RealTime, while maintaining the “Weekly” frequency for the General Community.

## Here are the steps for editing your Notification Frequency:

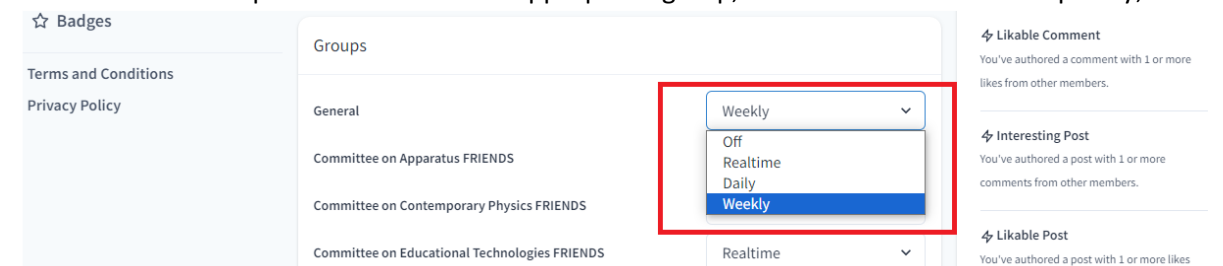
- Once signed into COMMUNITIES, click the Profile button in the upper right corner and select “Edit Profile;



- Click the Notifications button in left margin;



- Click the drop-down menu for the appropriate group, and select the desired frequency;



- Once you have made the selection, the change will save automatically. You're done!

Setting your Notifications allows you to tailor the messaging that you receive from Tradewing for your convenience. If you have any questions, please reach out to Mike Hall at [mhall@aapt.org](mailto:mhall@aapt.org).