Early Tree

EARLY TREE SUPPORT · GUIDE

# Notifications

What you get and how

EARLY TREE VERSION
2026.11

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FOR
Everyone who uses Early Tree

ONLINE
help.earlytree.co.uk

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Screenshots show a fictional nursery and people.

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**Reading the screenshots.** The orange numbers 1 on a picture match the numbers in the step text, and an orange box marks the part of the screen a step is about. Every guide is also online, with search, at help.earlytree.co.uk.

NOTIFICATIONS

# Notifications: what you get and how

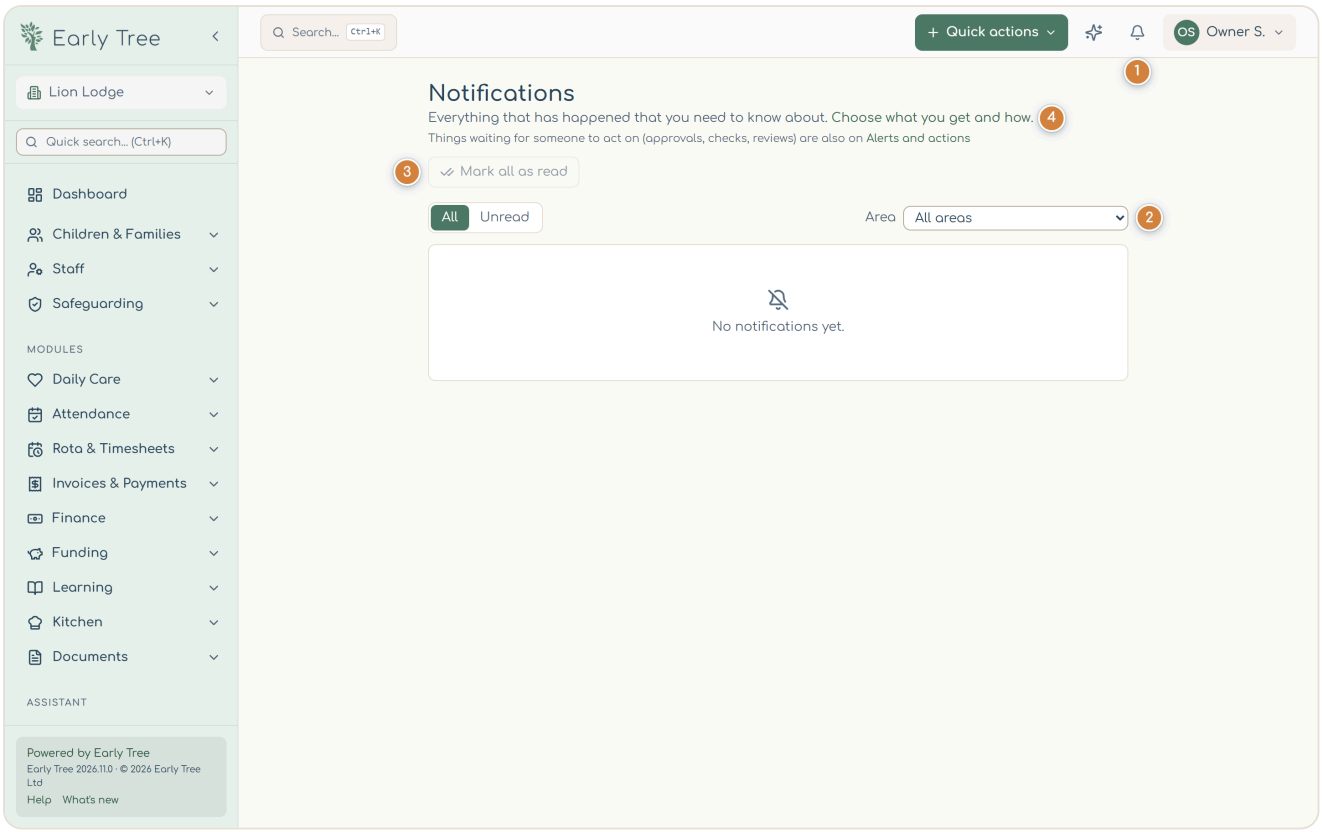
| WHO IT'S FOR | WHERE TO FIND IT | TIME |
| --- | --- | --- |
| Everyone · Owner (defaults) | **Notifications** | 5 minutes |

## Purpose

See everything that has happened that you need to know about, and choose how it reaches you: in Early Tree, by email, or by text.

## The notification centre

1. The bell 1 at the top shows how many unread notifications you have. Open it for the latest, or select **View all notifications**.
2. In the notification centre, choose **All** or **Unread**, and filter by **Area** 2, such as Daily care, Billing and payments or DBS and compliance.
3. Select **Mark all as read** 3 to clear them, or mark one at a time.
4. **Choose what you get and how** 4 takes you to your notification choices.

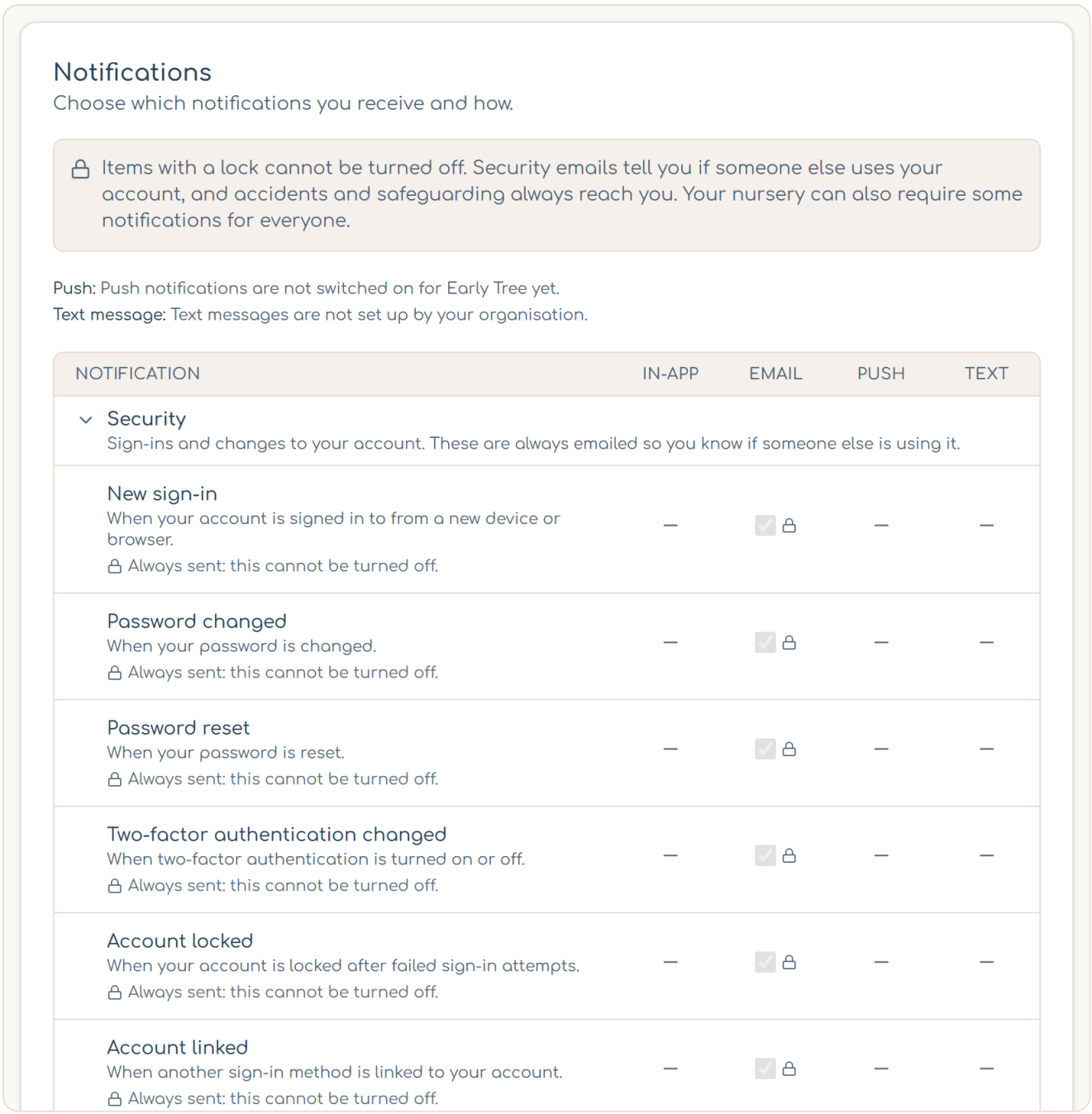



The notification centre.

Things waiting for someone to act on, such as approvals, checks and reviews, are also on **Alerts and actions**.

## Choose your notifications

1. Open your name, then **Settings**, and go to **Notifications**.
2. For each kind of notification, tick **In-app**, **Email**, **Push** or **Text**. Items with a lock can't be turned off: security emails tell you if someone else uses your account, and accidents and safeguarding always reach the people who need them. Your nursery can also require some notifications for everyone.
3. Turn on **quiet hours** to hold back notifications overnight, for example from 21:00 to 07:00.
4. Under **Email summary**, choose **Send each email as it happens**, **Once a day** or **Once a week**.
5. Select **Save notification settings**.

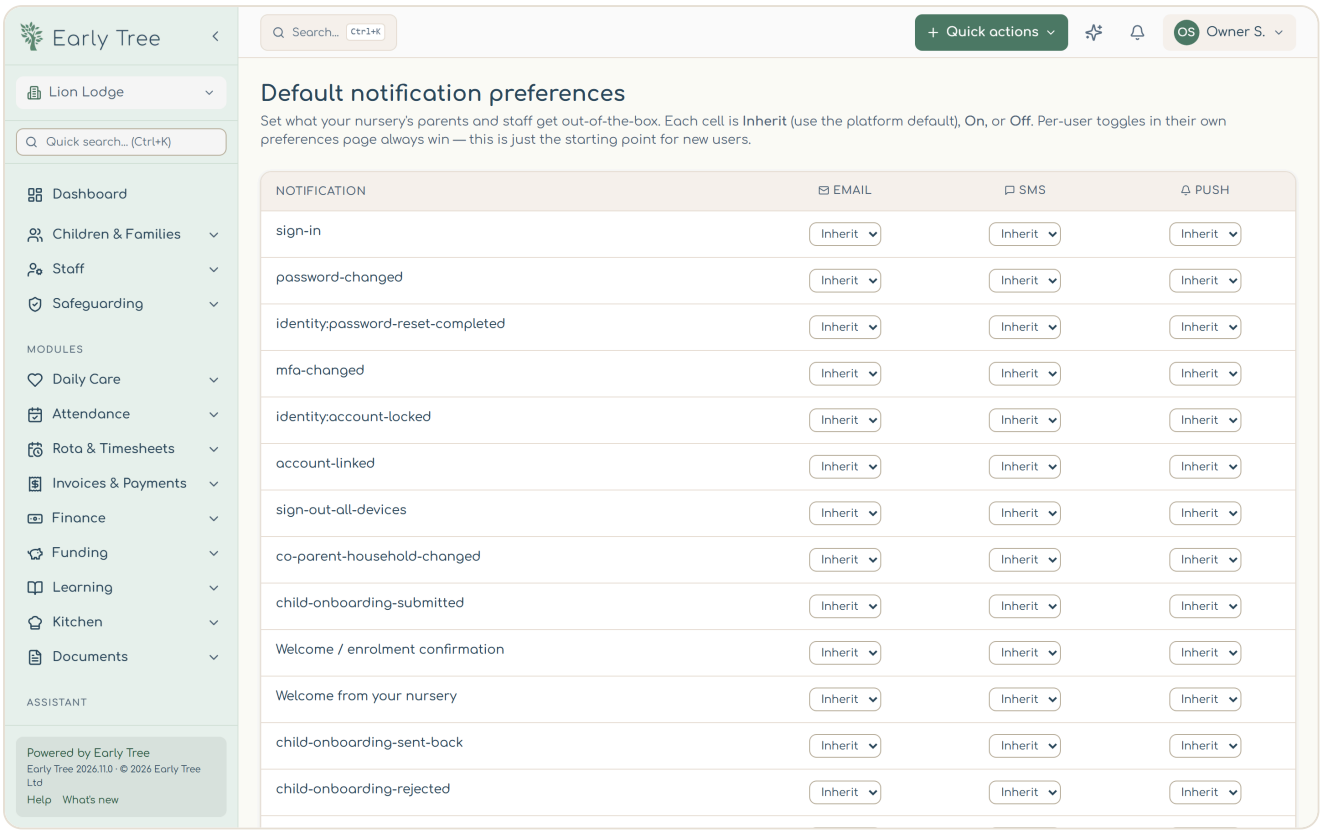



Choosing your notifications.

Text messages only work once the owner has set them up under **Settings › Text messages** (your organisation uses its own Twilio account). Add your mobile number under **Phone number for SMS** and verify it with the code you're sent.

## Set your nursery's defaults

Owners can choose the starting point for everyone: select **Settings › Notifications › Nursery defaults**. For each notification, choose **Inherit** (Early Tree's default), **On** or **Off** for email, text and push, then select **Save defaults** 1. People's own choices always win; defaults apply to anyone who hasn't chosen.




Your nursery's notification defaults.

## Common problems

**I'm not getting emails.**

Check your choices and your email summary setting, and your junk folder.

**I can't turn a notification off.**

It has a lock: it's always sent, or your nursery requires it.

## Related guides

- Finding your way around