



Setting Your Activity Schedule

Choose which activities run each week, set the day each one goes out, and control exactly when the matching emails land.

Open Schedule settings

Your whole weekly rhythm is set in one place, on the Fundamentals page in the Admin Panel.

1

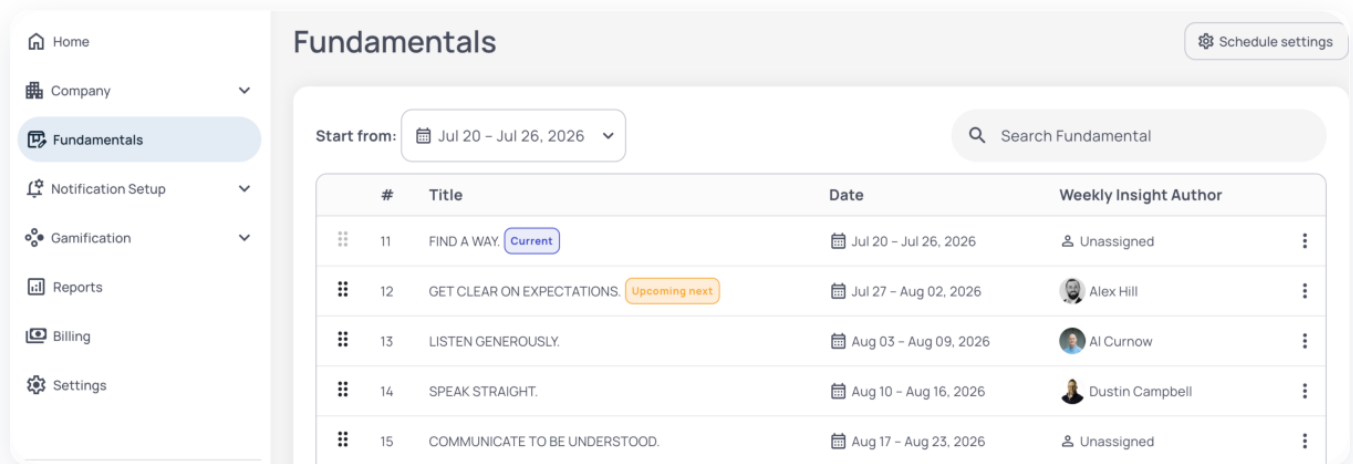
Go to the Fundamentals page

In the Admin Panel, select **Fundamentals** from the left-hand menu.

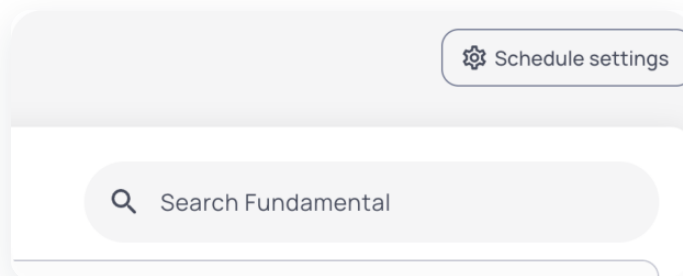
2

Open Schedule settings

Click **Schedule settings** in the top-right corner of the page.



The Fundamentals page: Schedule settings sits in the top-right corner.



A closer look at the Schedule settings button.

Choose your activities and their days

Turn each activity on or off, then pick the day it goes out. These choices drive what your team sees every week.

3

Set your QuickTip days

QuickTips are daily nudges. Select the days you want them to run. Highlighted days are active.

4

Toggle activities on or off

Weekly Insight, Coaching Guide, Lesson, Pulse Survey, and Kudos! each have their own switch. Keep what fits your culture, switch off what doesn't.

5

Choose the day for each activity

Use the dropdown beside each activity to set the day it's released. Your changes aren't live until you save. That's the last step.

GOOD TO KNOW

New activities and features arrive on the weekly schedule **turned off** by default. Toggle them on whenever you're ready to start using them.

Schedule settings

QuickTips

Daily inspiration

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Today's activity schedule

Weekly Insight

Peer story, tied to Fundamental

Monday

Coaching Guide

Content for reflection and discussion

Tuesday

Lesson

Weekly learning activity

Wednesday

Pulse Survey

Weekly feedback

Thursday

Kudos!

Appreciations and recognitions

Friday

☒ Apply this schedule to emails

Cancel

Save

Schedule settings: a switch and a day for every activity.

Keep your emails in step

The same schedule can drive your email timing, so nothing reaches your team out of sequence.

6

Apply this schedule to emails

Tick **Apply this schedule to emails** to have each activity's email send out on the same day as the activity itself.

7

Save your schedule

Click **Save** to put your schedule live.

☒ Apply this schedule to emails

Cancel

Save

Tick the box, then Save.

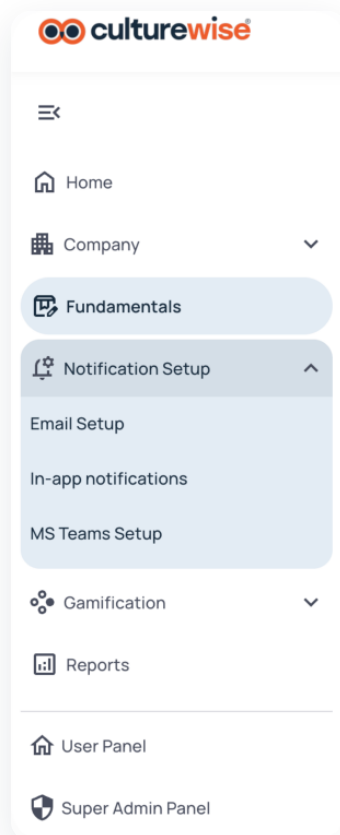
Find your email settings

Your email options live in their own area of the Admin Panel, alongside in-app notifications and MS Teams.

8

Select Notification Setup

In the left-hand menu, click **Notification Setup** to expand it, then choose **Email Setup**.



Notification Setup expands to Email Setup, In-app notifications, and MS Teams Setup.

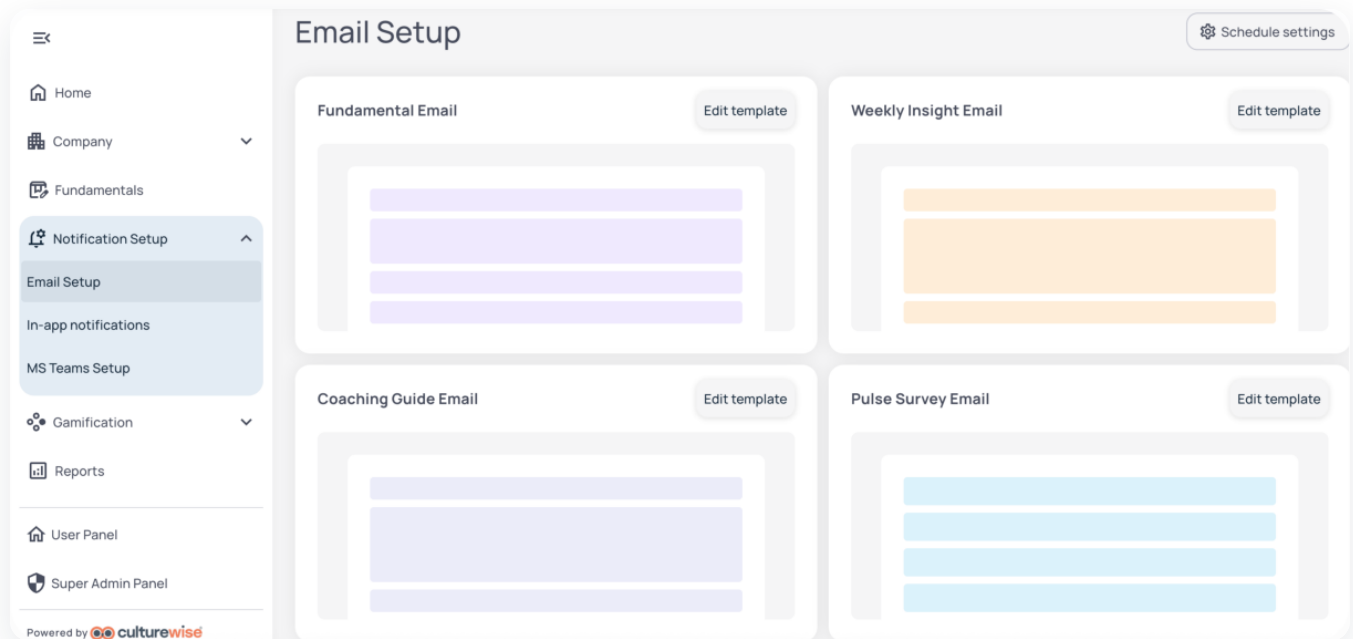
Every email has its own card

Email Setup lists each email your team can receive: Fundamental, Weekly Insight, Coaching Guide, Pulse Survey, and more.

9

Edit any template

Click **Edit template** on a card to customize the wording and layout of that email.



Email Setup: a card and an Edit template button for every email.

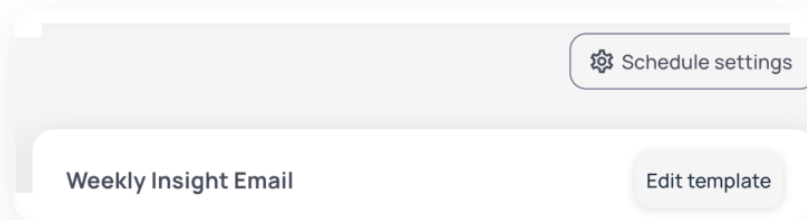
Open the email schedule

Email Setup has its own Schedule settings. This is where you control exactly when each email lands.

10

Click Schedule settings

From the Email Setup page, click **Schedule settings** in the top-right corner.



Schedule settings, top-right of the Email Setup page.

A screenshot of the 'Schedule settings' modal window. At the top, there is a toggle for 'Block all email notifications' which is currently turned off. Below this, a globe icon indicates 'Delivered at your configured local time'. The 'Email schedule' section contains four email types, each with a toggle switch, a description, a 'Mailing day' dropdown, and a 'Time' dropdown. The 'Fundamental email' is planned for Monday at 06:00 AM. The 'Weekly Insight email' is planned for Tuesday at 02:00 PM. The 'Coaching Guide email' is planned for Tuesday at 07:00 AM. The 'Lesson email' is planned for Wednesday.

Email Type	Toggle	Description	Mailing day	Time
Fundamental email	On	Activity planned on Monday	Monday	06:00 AM
Weekly Insight email	On	Activity planned on Tuesday	Tuesday	02:00 PM
Coaching Guide email	On	Activity planned on Tuesday	Tuesday	07:00 AM
Lesson email	On	Activity planned on Wednesday		

The email schedule: every email with its own switch, day, and time.

Choose when each email sends

Every email carries its own switch, mailing day, and send time. Emails tied to an activity also show which day that activity is planned for.

11

Pick a mailing day and time

Use the **Mailing day** and **Time** dropdowns beneath each email. Emails are delivered at your configured local time.

12

Save your email schedule

Click **Save** at the foot of the panel.

GOOD TO KNOW

Some emails (Lesson Reminder, for example) arrive switched off. Toggle one on and its day and time options appear.

The screenshot displays a panel for configuring email schedules. It contains six entries, each with a toggle switch, a title, and a description of the activity day. The first entry, 'Lesson email', is active and shows 'Wednesday' for the mailing day and '07:00 AM' for the time. The second, 'Lesson Reminder email', is inactive. The third, 'Lesson Feedback email', is active and shows 'Wednesday'. The fourth, 'Pulse Survey email', is active and shows 'Thursday' for the mailing day and '07:00 AM' for the time. The fifth, 'Kudos email', is active and shows 'Friday' for the mailing day and '07:00 AM' for the time. The sixth, 'Weekly Digest', is active and shows 'Friday' for the mailing day and '04:00 PM' for the time.

Email Type	Status	Mailing day	Time
Lesson email	On	Wednesday	07:00 AM
Lesson Reminder email	Off		
Lesson Feedback email	On	Wednesday	
Pulse Survey email	On	Thursday	07:00 AM
Kudos email	On	Friday	07:00 AM
Weekly Digest	On	Friday	04:00 PM

Each email has its own mailing day and time.

Block all email notifications

One switch at the top of the email schedule stops every outgoing email, useful while you're still setting things up.

13

Use the master switch

Leave it **off** and emails send on the individual schedules below. Turn it **on** and all schedulers pause for your organization.

Schedule settings

Block all email notifications

Emails are sent per individual schedule settings below.

☐

Delivered at your configured local time

Off: emails send on their individual schedules.

Schedule settings

Block all email notifications

All schedulers are currently paused for your organization.

☒

Delivered at your configured local time

On: all schedulers are paused for your organization.

Your week, at a glance

Once saved, your schedule drives the weekly view on the dashboard and what appears in each day's Today's Activity.

[Home](#)

Company

Fundamentals

Notification Setup

Gamification

Reports

Billing

Settings

Welcome back!

FUNDAMENTAL I 11 [FIND A WAY.](#)

Weekly planned content

July 20 - 26, 2026

Monday 20.07	Tuesday 21.07	Wednesday 22.07	Thursday 23.07	Friday 24.07	Saturday 25.07	Sunday 26.07
Fundamental I 11						
Weekly Insight	Coaching Guide	Lesson	Pulse Survey	Kudos!		
QuickTip	QuickTip	QuickTip	QuickTip	QuickTip		

Weekly planned content: your schedule, laid out day by day.



That's it. Your activities, your days, and your email timing, **all set in one place.**

Questions?

Your CultureWise team is always here to help. Reach out anytime.