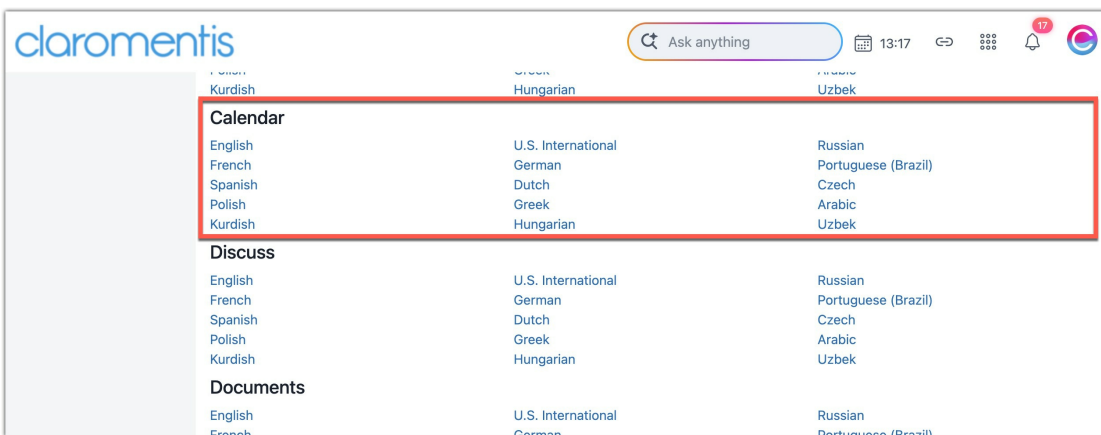


## Calendar Notifications

We will provide an overview of all available Calendar notifications.

Templates for each language can be viewed and [edited](#) from **Admin > System > Localisation > Edit templates > Calendar**



### Notification not sending?

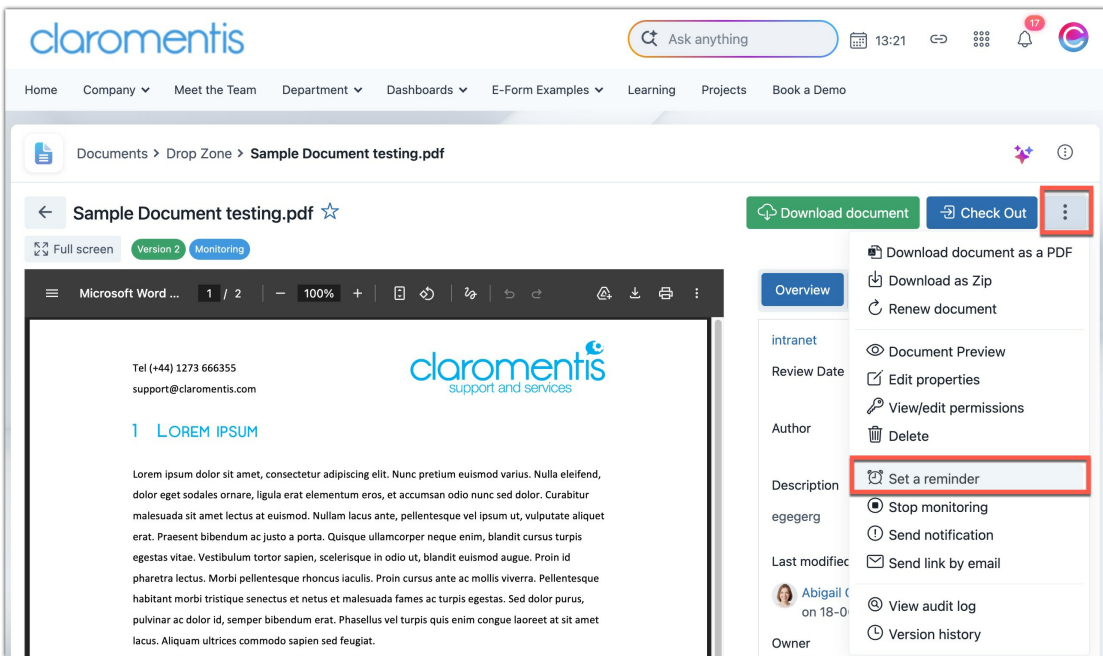
**Remember:** The type of notification received by users e.g. email, in-system, none etc will depend on their preferences as outlined [here](#).

If a notification is not evident, check the recipient's preferences are correct to receive this how they would expect first.

### calendar.document\_notify

This notification will be sent to a user when they set a 'Send reminder' notification on a specific date, for a document.

The 'Send reminder' feature can be located in the Documents application.



### calendar.event\_notify.delete

This notification will fire when a calendar event a user created or was invited to has been deleted.

### calendar.event\_notify.invite

This notification will be sent to a user who has been invited to a calendar event by its creator.

### calendar.event\_notify.uninvite

This notification will be sent when a user is removed from the invitation list of a calendar event by its creator when they were previously invited.

### calendar.event\_notify.update

This notification will be sent to any users invited to a calendar event when the creator edits and saves it.

The below option needs to be enabled by the creator in the calendar event to ensure this fires:

The screenshot shows the calendar event creation form. The form includes fields for 'From' (27-06-2026, 06:30), 'To' (27-06-2026, 07:00), 'Location', 'Calendar' (Social), and 'Description'. There are also options for 'Repeat', 'Set reminder?' (30 min), and 'Are you going?' (Yes, No, Unknown). The 'Send notifications about event changing' checkbox is checked and highlighted with a red box and an arrow.

### calendar.publish\_notify

This notification is a legacy option that will be deprecated in future versions and will no longer appear listed.

### calendar.tool\_kit.reminder

This notification will be sent to all invited users before the calendar event takes place.

The timeframe for this is set by the creator in the calendar event:

The screenshot shows a calendar event creation form. On the left, there are fields for 'From' (27-06-2026, 06:30) and 'To' (27-06-2026, 07:00), a 'Repeat' checkbox, a 'Location' field with a 'Link room' button, a 'Calendar' dropdown set to 'Meetings', a 'Description' field, a 'Set reminder?' checkbox, and an 'Are you going?' section with a radio button for 'Unknown'. A dropdown menu is open over the 'Set reminder?' section, listing options: 'Never', 'On time', '5 min', '10 min', '15 min', '30 min' (selected), '1 hour', '3 hours', '6 hours', '12 hours', '1 day', '3 days', and '1 week'. At the bottom of the dropdown are 'delete' and 'Cancel' buttons. On the right, there is a table with columns 'Name', 'Status', and 'Notification'. The table contains one entry: 'Claromentis Administrator' with status 'Unknown' and notification 'Sent'. Below the table are buttons for 'Add user' and 'Add guests', and a search field labeled 'Select or create a contact'.

### calendar.tool\_kit.system\_reminder

This notification is defunct and will be removed from the list in a future version of Claromentis.

Created on 9 June 2026 by [Hannah Door](#). Last modified on 24 June 2026

Tags: [calendar](#), [notifications](#)