

Managing scheduled reminders for your team

You can get reminders in Slack when your team has pull requests waiting for review.

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About scheduled reminders for teams

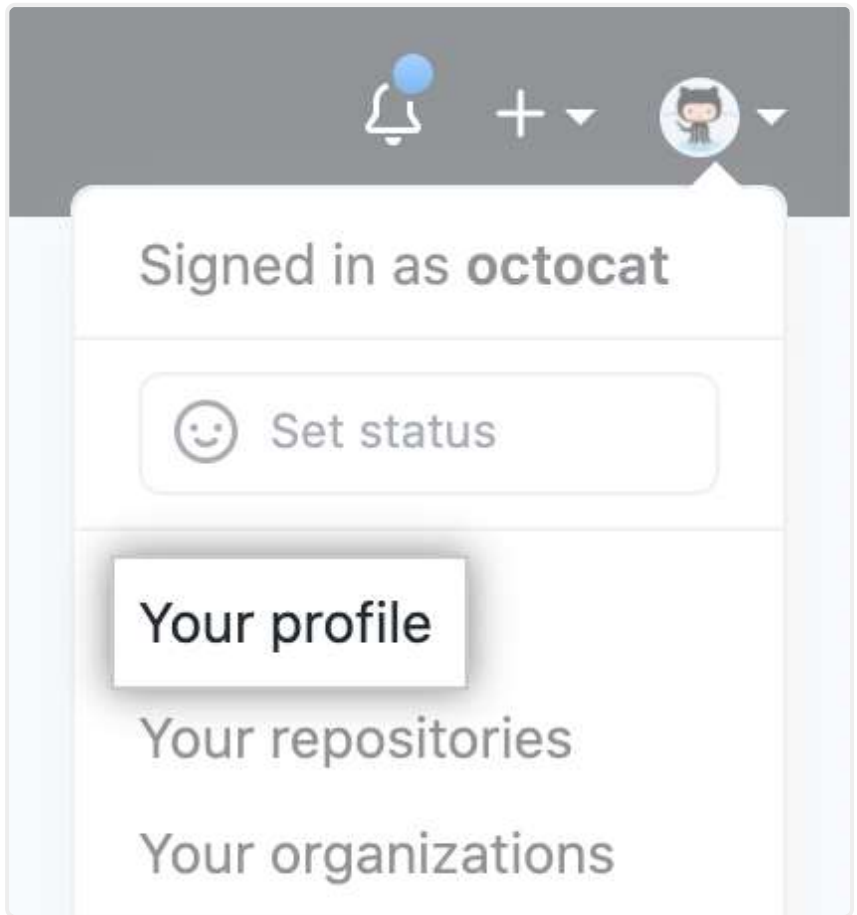
Scheduled reminders help teams focus on the most important review requests that require their attention. Scheduled reminders for pull requests will send a message to your team in Slack with all open pull requests that you or your team have been asked to review, at a specified time. For example, you can create a scheduled reminder to send a message to your team's main communication channel in Slack, including all open pull requests

that the team is requested to review, every Wednesday at 9:00 a.m.



Team maintainers and organization owners can set scheduled reminders for any pull requests that a team has been requested to review. Before you can create a scheduled reminder for your team, an organization owner must authorize your Slack workspace. For more information, see "[Managing scheduled reminders for your organization](#)."

Creating a scheduled reminder for a team

In the top right corner of GitHub, click your profile photo, then click **Your profile**.



On the left side of your profile page, under "Organizations", click the icon for your organization.



The Octocat

octocat

Edit profile

👤 3.1k followers · 9 following · ☆ 3

📱 @github

📍 San Francisco





✉ octocat@github.com

🔗 <https://github.blog>

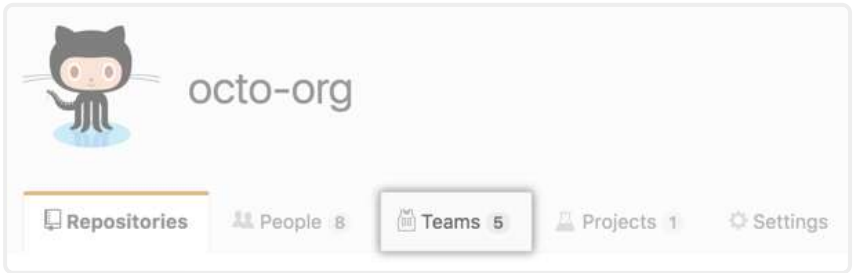
Highlights

☆ PRO

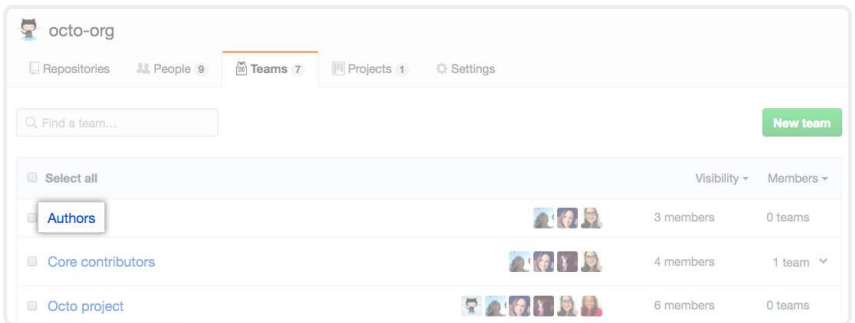
Organizations




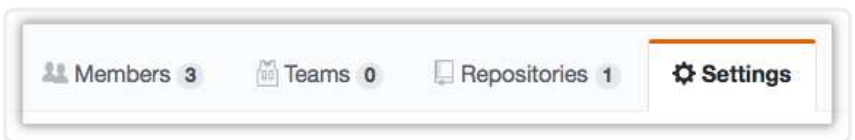
Under your organization name, click 🧑‍🤖 Teams.



On the Teams tab, click the name of the team.



At the top of the team page, click  **Settings**.



In the left sidebar, click **Scheduled reminders**.

General

Code review assignment

Scheduled reminders

Under "Scheduled reminders", click **Add your first reminder**.



No scheduled reminders created.

To keep projects moving, you can now remind your team about pull requests they need to review.

Add your first reminder

Under "Slack workspace", click **Authorize Slack workspace** and follow the instructions.

Slack workspace

Authorize Slack workspace

Under "Slack channel", type the name of the Slack channel where you'd like to receive notifications.

Slack channel

test-channel|

Under "Days", click **Weekdays** ▼ to select one or more days you'd like to receive scheduled reminders.

Days

Weekdays ▾

✓ Monday

✓ Tuesday

✓ Wednesday

✓ Thursday

✓ Friday

Saturday

Sunday

Under "Select Time(s)", click **9:00 AM ▾** to select one or more times you'd like to receive scheduled reminders. Optionally, to change your timezone, click ▾ next to your current timezone and select a different time zone.

Select Time(s)

9:00 AM, 10:00 AM ▾ (GMT -07:00) Pacific Time (US & Canada) ▾

✓ 9:00 AM	
9:30 AM	
✓ 10:00 AM	


Under "Tracked repositories," choose which repositories you'd like the team to receive pull request review reminders for.

- To receive reminders for all repositories that the chosen team has access to, click **All repositories**.
- To receive reminders for a subset of repositories, click **Only select repositories**, then select one or more repositories that the chosen team has access to.

Tracked repositories


☐ **All repositories**
This applies to all current *and* future repositories.

☒ **Only select repositories**

 **Select repositories ▾**

Search for a repository

Filter

 octo-org/**octo-docs**
This repository contains the octo docs.

Optionally, to exclude draft pull requests from scheduled reminders, select **Ignore drafts**. For more information, see "[Draft pull requests](#)."



Ignore drafts

Only include pull requests that aren't in Draft mode

Optionally, to only include pull requests where a review is specifically requested from the team or a team member, select **Require review requests**. If you don't select this option, all pull requests are included in the scheduled reminder.



Require review requests

Only include pull requests that have review requests

Optionally, to send reminders to the pull request authors after the review requests have been fulfilled, select **Remind authors after reviews** and choose the number of reviews required before a reminder is sent.

☒ **Remind authors after reviews**

Show reminders for PR authors when review requests are fulfilled

Authors must re-request reviews to switch PRs back to "Waiting for review"

After all review requests are fulfilled ▾



✓ After all review requests are fulfilled

After one review

After two reviews

After three reviews

Min

0

Limit pull requests in reminders by how old they are

Optionally, to turn off scheduled reminders for pull requests that have already been reviewed and approved, select **Ignore approved pull requests**. Then, click the **Ignore with 1 or more approvals** to choose how many approvals a pull request must have to be ignored.

☒ **Ignore approved pull requests**

Only include pull requests that haven't been approved

Ignore with 1 or more approvals ▾

✓ Ignore with 1 or more approvals

Ignore with 2 or more approvals

Ignore with 3 or more approvals

Under "Minimum age", type the age of a pull request, in hours. Scheduled reminders won't include pull requests that are newer than this age limit.

Minimum age

hours

Limit pull requests in reminders by how old they are

Under "Minimum staleness", type the time since the last activity on a pull request, in hours. Scheduled reminders won't include pull requests whose last activity was more recent than this time.

Minimum staleness

hours

Limit pull requests in reminders by how stale they are

Under "Ignored terms", type a comma-separated list of terms that may appear in titles of pull requests. Scheduled reminders won't include any pull requests that contain one or more of these terms in their titles.

Ignored terms

Comma separated terms in titles to ignore e.g. WIP,Dont merge

Under "Ignored labels", type a comma-separated list of labels. Scheduled reminders won't include any pull requests that have one or more of these labels.

Ignored labels

wontfix

Comma separated labels to exclude e.g. WIP,Dont merge

Under "Required labels", type a comma-separated list of labels. Scheduled reminders will only include pull requests that haven't already been ignored, if they have one or more of these labels.

Required labels

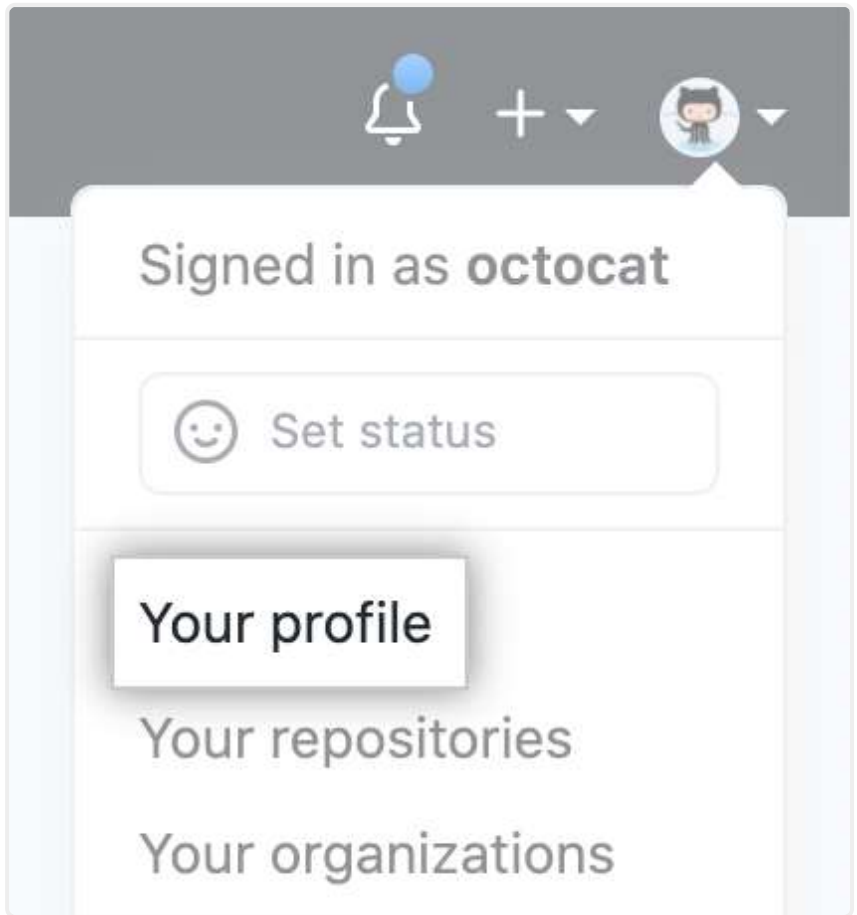
Needs Review

Comma separated labels to require e.g. Needs Review



Click **Create reminder**.

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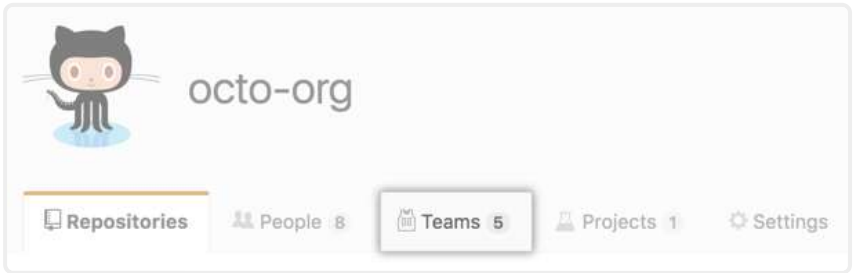
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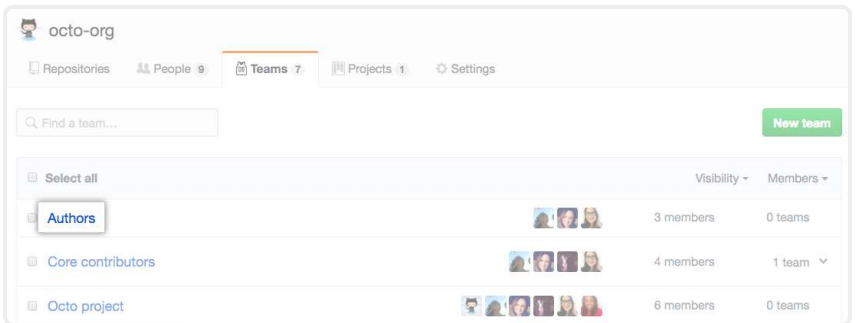
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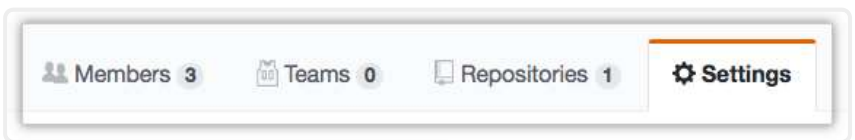
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Code review assignment

Scheduled reminders

Next to the scheduled reminder you'd like to update, click **Edit**.

#general 📢 Weekdays at 9:00 AM MST

Any non-draft pull request with less than 1 approval on all repositories in the octo-org organization

Edit

Make one or more changes to your scheduled reminder.

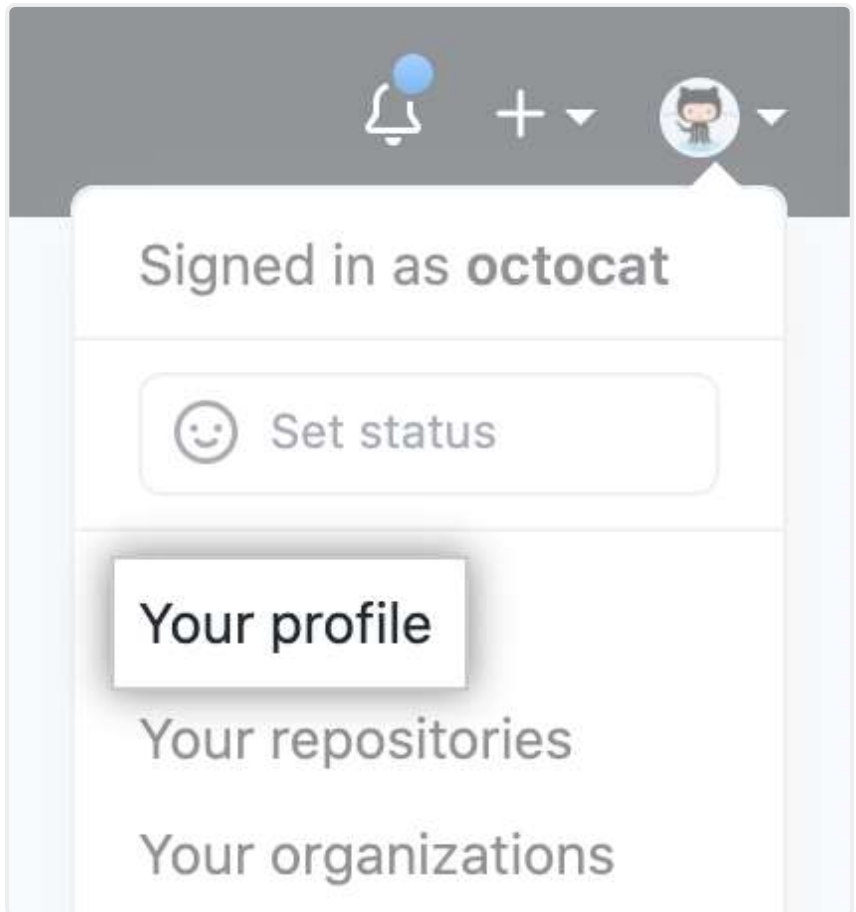
To save your changes, click **Update reminder**. Optionally, to test your changes while updating the changes, click **Update and test reminder**.

Update reminder

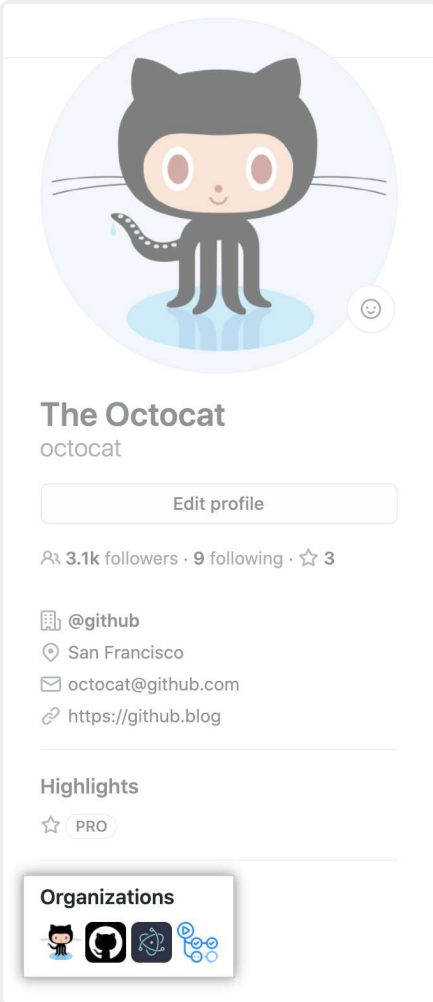
Update and test reminder

Deleting a scheduled reminder for a team

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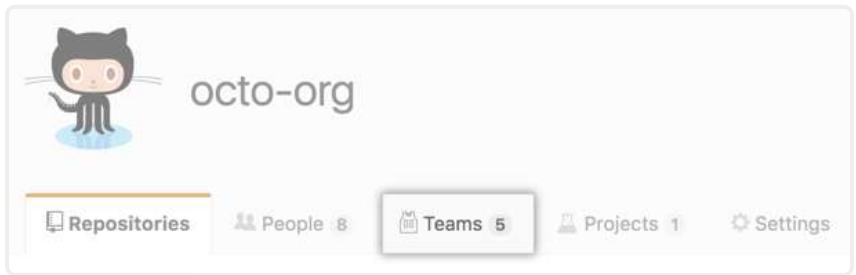
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Organizations

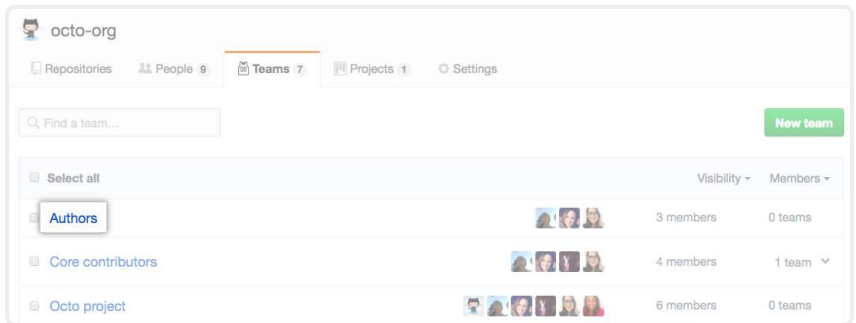



The image shows a GitHub profile card for 'The Octocat' (octocat). It features the Octocat avatar, a bio, a button to 'Edit profile', and statistics: 3.1k followers, 9 following, and 3 stars. Below this are links for '@github', 'San Francisco', 'octocat@github.com', and 'https://github.blog'. A 'Highlights' section shows a 'PRO' badge. At the bottom, an 'Organizations' section displays icons for GitHub, Octocat, and other organizations.

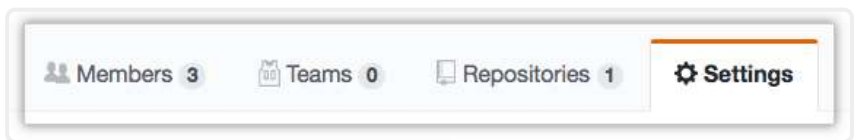
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General

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At the bottom of the page, click **Delete this reminder**.

Delete this Reminder
Once deleted, it will be gone forever. Please be certain.

Delete this reminder

To confirm that you want to delete the scheduled reminder, click **OK**.