

## I. Introduction

### 1. General Overview

The Dynamic Bulletin is the new and improved bulletin designer from ClubRunner. You now have the ability to customize the bulletin with a personalized design and have the flexibility to configure and customize your bulletin to express your club's unique style.

To make things even simpler, you won't have to worry about converting over your existing content – we've already ported over all your bulletin content to the new designer and selected a default layout to get you started right away! In fact, once you switch to the new design, the '**View Bulletin**' link on your homepage will automatically point to your new dynamic bulletin.

### 2. Getting Started – Activating the Dynamic Bulletin

**Please note, in order to access and activate the Dynamic Bulletin, you must have an access level of 30.**

To activate the Dynamic Bulletin, navigate to the Admin page on your ClubRunner website and click on the "**Dynamic Bulletin**" link found in the "Club eBulletin" section.



This will open the Bulletin Designer 2.0 page. This page will contain three buttons:

**Dynamic Bulletin Designer** **Dynamic Bulletin Designer:** Personalize your layout and add custom content.

**Preview** **Preview:** This button will load the previewed bulletin.

**Activate Dynamic Bulletin** **Activate Dynamic Bulletin:** If you are ready to go live with your new look, click on "**Activate Dynamic Bulletin**" and your ebulletin will automatically convert to the new version. *If you want to revert back to the old version, simply click on the "Deactivate the Dynamic Bulletin" button, which will appear upon switching to the Dynamic bulletin.*

### 3. Adding Widgets to Your Dynamic Bulletin



Just like in Website Designer 2.0, the Dynamic bulletin feature also allows you to add widgets alongside your bulletin.

There are three categories of widgets, which are linked to pre-determined menu selections:



**Essentials:** Provides information that is important to the clubs organization.

**Information:** Provides access to general club information, links to club affiliates, Club Sponsors, etc.

**Public Relations:** Provides access to information intended to be viewed by the general public (Bulletin Story All Details, Newsletter, Bulletin Stories, Bulletin News, Bulletin Events, RSS, Photo Albums).

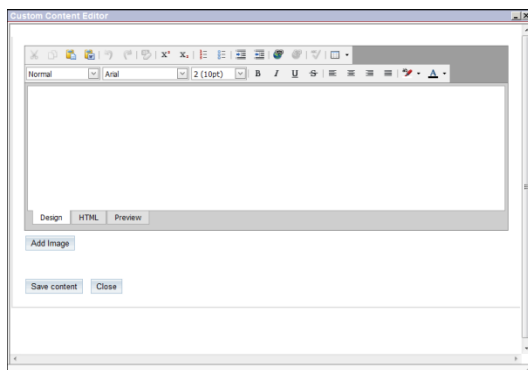
To add your widget selection to your Dynamic bulletin, click on the check box next to your option and then click on the **“Add Widget”** button. Within the preview page, you can now select whether to move your widget up or down the column by clicking on the up or down arrows. Click on **“Publish”** to update your Dynamic bulletin.

## 4. Adding Custom Content

**To Add Custom Content:** Click on the **“Add Content”** button to add a customized widget to your bulletin. Clicking this button will open up the *“Custom Content Editor”* window. Within this editor you can add a variety of content to your bulletin.



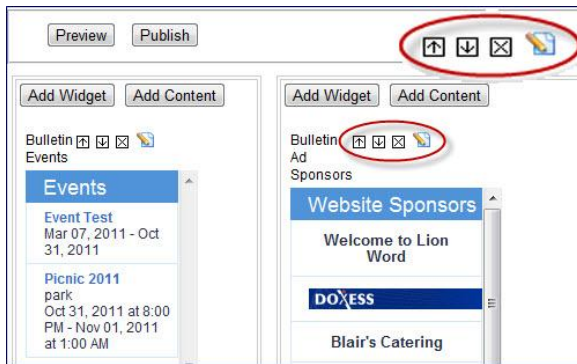
*For example:* Click the **“Add Image”** button to select a picture from either the image library or your computer, to add to the Custom Content box.



### Using HTML:

One of the advanced features of the dynamic bulletin is the ability to use HTML code. *This feature should only be used if you are comfortable working with HTML code.* Within the *Custom Content Editor*, you have the options to view your content in *Design* mode, *HTML* mode or *Preview* mode. To save your changes, click on the **“Save Content”** button. Click on close to exit the content editor screen.

## 5. Organizing Your Widgets



Upon adding widgets and custom content boxes to your Dynamic bulletin, you will notice a tool bar containing 4 icons, above each widget in the preview screen.

These tools are used to make adjustments to the position and title of the widgets.

↑ ↓ Move the widgets up and down the column.

✕ Deletes the widget from the Dynamic Bulletin

✎ Allows you to edit the each widget

## 6. Bulletin Banner Designer

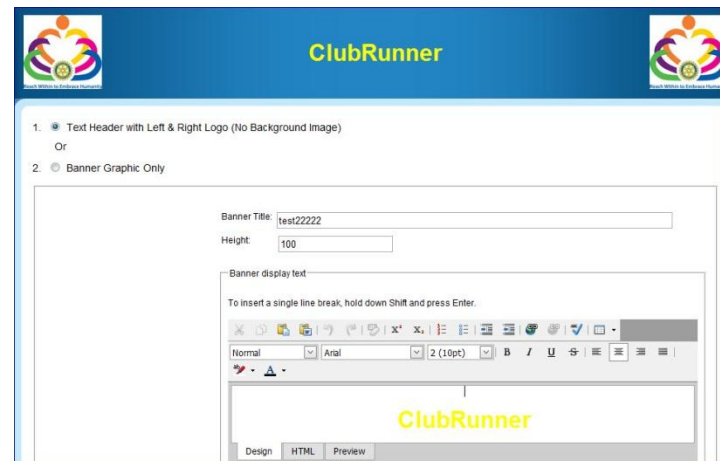
The **banner design** section is used to customize the header on the bulletin. The banner being currently used will be indicated by a ✓ **Check Mark** on the left side of the banner.

### Banner Selection, Deletion and Editing

To select the banner, click the ✓ icon located to the right of the banner. This will select the banner to appear on the bulletin.

To delete a banner click the ✕ icon to the right of the banner.

To edit a banner click the ✎ icon to the right of the banner to bring the Banner designer window.



### Adding and Editing Your Banner

To add a new banner, click on the **Add New Banner** button, located on the top right of the page. A text box will appear at the bottom of default banner. Enter the title of your banner and click on **“Save”**. You will be then be directed to the Banner Designer.

## Designing Your Banner

The banner designer will automatically show a preview of the banner being created at the top of the page. Any changes made within the designer can be applied by clicking the **Save Banner** button.



Here you will have the following options for your banner:

1.  Text Header with Left & Right Logo (No Background Image)  
Or
2.  Banner Graphic Only

**Banner Title:** Used to label the Banner for selection purposes.

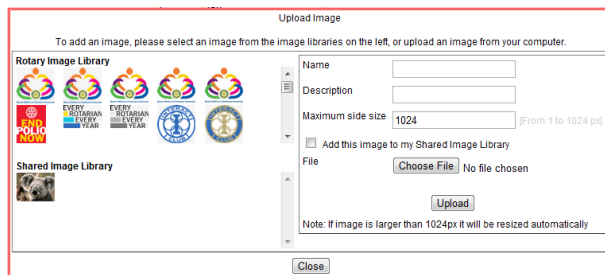
**Height:** Used to modify the height of the banner. The height is measured by pixels.

**Banner display text:** Used to enter the text within the banner. The size, color and position of the text entered within this section will be displayed the same way as they appear on the preview screen above.

**Uploading Images to Banner:** You can add Rotary logos to the left or right of your banner, by clicking the  icon. Click the  icon to delete the image.

Upload images to banner

Left Logo	 
Right Logo	 



**Rotary Image Library:** A library of regularly used Rotary images; when selected, these images can be added to the left or right side of the banner.

You can also upload images from your computer to put on your banner. To upload an image from your computer, click on the **Choose File** button and then

locate the image on your computer. The optimal image size is 1024 pixels. Anything larger will be resized to fit. Once the picture has been selected, click on the **Upload** button to add the image to your banner. Click **Close** to go back to the designer.

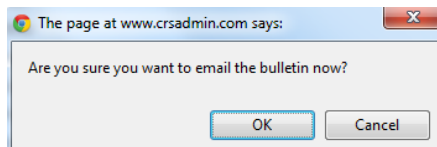
## 7. Send Bulletin

<b>Bulletin Designer</b>
Main
<b>Bulletin Banners</b>
<b>Send Bulletin</b>

To send the new bulletin, simply click on the "**Send Bulletin**" link in the left menu. If you prefer to send the old bulletin version, merely click on the "**Club Bulletin**" link under the *Communication* menu on the top of the page. This option gives you the ability to send the Bulletin to all members, friends and subscribers.

Select your bulletin recipients by clicking on the checkbox (); select the Bulletin **Date** and finally click on **Send**.

Upon clicking the **Send** button, the following message will appear on your screen:



<input checked="" type="checkbox"/> Active + Honorary Members
<input type="checkbox"/> Friends
<input type="checkbox"/> Online Newsletter Subscribers
<input type="checkbox"/> All Other Users
<input type="checkbox"/> Exchange Student
<input type="checkbox"/> Staff
<input type="checkbox"/> Other
<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Corporate Member
<input type="checkbox"/> Prospective Member
<input type="checkbox"/> Visiting Member
<input type="checkbox"/> Interact
<input type="checkbox"/> Rotaract
Bulletin Date: <input type="text" value="10/24/2011"/>
<input type="button" value="Send"/>

Click **OK** to continue. You will then see a preview window displaying the email version of the dynamic bulletin. Here, you will have the options to "**Confirm**" to send the e-bulletin, **Cancel** and **Send Test Email to Yourself**.



## II. Support & Training

Visit our **Support Center** at <http://clubrunner.helpserve.com> to access all resources available, including submitting a support ticket, searching the Knowledge Base, downloading helpful “how-to” documents and viewing on-demand demos. The following is a list of all the various resource guides available to you.

<p style="text-align: center;"><b><u><a href="#">Knowledgebase</a></u></b></p> <p>This is where you will find access to hundreds of articles answering frequently asked questions on how to do virtually everything on ClubRunner.</p>	<p style="text-align: center;"><b><u><a href="#">Downloads</a></u></b></p> <p>This area contains useful documents referenced within this guide, including the Member Cheatsheet, access rights matrix, presentation agenda, and more.</p>
<p style="text-align: center;"><b><u><a href="#">On-Demand Videos</a></u></b></p> <p>For frequently asked questions on how to do certain things on ClubRunner, we have recorded video tutorials available for you to view.</p>	<p style="text-align: center;"><b><u><a href="#">Webinar Training</a></u></b></p> <p>We hold several webinars every week on the various modules of ClubRunner. These are open to any member of your club, and we recommend that you send your board members to attend.</p>
<p style="text-align: center;"><b><u><a href="#">Submit a Ticket</a></u></b></p> <p>For technical support, use our Support Center to submit a ticket, or send an email to <a href="mailto:support@clubrunner.ca">support@clubrunner.ca</a>. Our turnaround time for email tickets is 2 business days.</p>	<p style="text-align: center;"><b><u><a href="#">Community</a></u></b></p> <p>Start a conversation with other ClubRunner customers on best practices, tips and tricks, feature enhancements and more. The discussion forum is a great place to learn how other customers are utilizing ClubRunner to manage their club website.</p>

For the latest ClubRunner updates, follow us on:

