

Bulletin Designer Merge Fields

Ryan A. - 2026-10-08 - [Bulletins](#)

Bulletins created in ClubRunner support merge fields, which are variables that you add in text widgets to get specific data stored in the account to appear on the bulletin. This gives you the ability to create bulletins with data that can be changed based on your overall club account settings.

For example, you're able to add in a variable that will populate the name of the club into the bulletin.

To make this work you add a code from the list below into the text of your bulletin, when you send it out it will be replaced by the data point that it's referencing.

Merge Field Code List:

Code	Display Output
\$ACCOUNT_FULL_NAME\$	Full name of the club.
\$ACCOUNT_SHORT_NAME\$	Shortened name of the club.
\$ACCOUNT_HOME_PAGE\$	Hyperlink to the club's website home page.
\$ACCOUNT_FORMATTED_ADDRESS\$	Full club address on multiple lines, properly formatted regular text.
\$ACCOUNT_FULL_ADDRESS_INLINE\$	Full club address on a single line (inline code style).
\$ACCOUNT_FULL_ADDRESS\$	Full club address on multiple lines (incline code style).
\$MAILING_ADDRESS\$	Full club mailing address, including club name.
\$ACCOUNT_COUNTRY\$	Club country.
\$ACCOUNT_ADDRESS\$	Club address, line 1.
\$ACCOUNT_ADDRESS_2\$	Club address, line 2.
\$ACCOUNT_ADDRESS_3\$	Club address, line 3.
\$ACCOUNT_CITY\$	Club city.
\$ACCOUNT_STATE\$	Club state.
\$ACCOUNT_ZIP\$	Club ZIP / postal code.
\$ADMIN_LOGO_DARK_LARGE\$	Text URL only for the dark large admin logo.
\$ADMIN_LOGO_DARK_SMALL\$	Text URL only for the dark small admin logo.
\$ADMIN_LOGO_LIGHT_LARGE\$	Text URL only for the light large admin logo.
\$ADMIN_LOGO_LIGHT_SMALL\$	Text URL only for the light small admin logo.
\$PORTAL_LOGO_DARK\$	Text URL for the dark portal logo.
\$PORTAL_LOGO_LIGHT\$	Text URL for the light portal logo.
\$TITLE\$	Email recipient's title.
\$FIRST_NAME\$	Email recipient's first name.
\$NICK_NAME\$	Email recipient's nick name.
\$MIDDLE_NAME\$	Email recipient's middle name.

\$LAST_NAME\$	Email recipient's last name.
\$SUFFIX\$	Email recipient's name suffix.
\$SENDER_FIRST_NAME\$	Email sender's first name.
\$SENDER_LAST_NAME\$	Email sender's last name.

If you have any questions on how to use these codes within bulletins, please contact us.