ClubRunner

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How do I access the bulletin send history?

Michael C. - 2021-02-04 - Bulletins

All your previously distributed bulletins are archived in the Send History. Bulletins are displayed according to email subject, and according to the email group to which it has been sent.

1. To access the Bulletin Send History, you must login to your member page. Click on **Member Area** at the top right of your home page.



2. Click on the **Bulletin** tab on the top Menu bar of the Administration page and then click **Manage Bulletins**.

 Admin	My Club	Runner	Communication	Bulletin	Membership	Organization
Manage Bulletins		Bulletin Subscribers				

3. You will be taken to the **Bulletin** welcome page. Click on the **Send Bulletins** icon under the **eBulletin 3.0** header.

eBulletin 3.0	
Image: Getting StartedImage: Getting Edit BulletinImage: Getting Send BulletinsImage: Getting Send Send Bulletins	Bulletin List Click on Bulletin Name or Edit to access the bulletin d Search: Q
Edit Bulletins	Group Date Name Last
 Active Bulletins Bulletin Groups Banners 	General Nov 17, 2014 General Nov 17, 2014 Rotary News
 Footers Global Custom Widgets for Bulletins 	General Nov 17, 2014 General Nov 17, 2014 Rotary News
	General Oct 27, 2014 Bulletin From V2

4. Now click on the Send History link under the Send Bulletins menu on the left.



5. Bulletins on the **Send History** page are displayed according to the date they were mailed. You may select to organize them instead by name or sender by clicking on the relevant options over the list.

Note: Scheduled bulletins will appear at the top of your Send History list along with the date of scheduled delivery.

Sent On 🔻	Sent By 🔻	Actions
Scheduled for Jun 30, 2015 at 9:07 AM	Edward Smith	View Bulletin Stats Cancel
Apr 27, 2015 at 4:09 PM	Edward Smith	View Bulletin Stats
Apr 15, 2015 at 3:07 PM	Edward Smith	View Bulletin Stats
Apr 14, 2015 at 2:29 PM	Edward Smith	View Bulletin Stats
Apr 13, 2015 at 3:23 PM	Edward Smith	View Bulletin Stats
	Sent On ▼ Scheduled for Jun 30, 2015 at 9:07 AM Apr 27, 2015 at 4:09 PM Apr 15, 2015 at 3:07 PM Apr 14, 2015 at 2:29 PM Apr 13, 2015 at 3:23 PM	Sent On ▼ Sent By ▼ Scheduled for Jun 30, 2015 at 9:07 AM Edward Smith Apr 27, 2015 at 4:09 PM Edward Smith Apr 15, 2015 at 3:07 PM Edward Smith Apr 14, 2015 at 2:29 PM Edward Smith Apr 13, 2015 at 3:23 PM Edward Smith

6. You can **Search** the list of bulletins by the email subject or sender.

Send H	listory			
earch: 🔍				
Group	Email Subject	Sent On	Sent By	Actions
Bulletin M	ligrated From V2 (Oc	rt 27, 2014)		
				March Ball of Long

7. You can view the sent bullet in by clicking on $\ensuremath{\textbf{View Bulletin}}$.

Send History				
Search: 🔍				
Group	Email Subject	Sent On	Sent By	Actions
Bulletin M	ligrated From V2 (Oc	rt 27, 2014)		
General	Club Bulletin	Dec 11, 2014 at 9:26 AM	Carlos Salvador	View Bulletin Stats