## ClubRunner

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## How do I access the send bulletin section?

Michael C. - 2021-02-03 - Bulletins

The following method has been designed to help you access the Send Bulletin screen in ClubRunner.

1. To access the Send Bulletin feature, you must go to your club homepage and login. Click **Member** Login at the top right.



2. After you have entered your login details, access your ClubRunner page by clicking on Member Area.



3. Along the top of the screen you will see several tabs. Click on the **Bulletin** tab.

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1	Admin	My ClubRunner	Communication	Bulletin	Membership	Organization	RI Integration	Website
	Admin							

4. Next, click on Manage Bulletins.

				<u>\</u>		
Admin	Admin My Club		Communication	Bulletin	Membership	Organization
Manage	Manage Bulletins		Subscribers			

5. You are now on the Bulletin management screens. On the left side, under the header**eBulletin 3.0**, you will see an icon labelled **Send Bulletins**. Click on this icon.

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

6. You are now on the **Send Bulletin** screen, where you may choose the bulletin to send, and to whom you wish to send it.

Se	nd a Bulletin	
1	Choose your bulle Select the bulletin fro sent.	<b>≥tin</b> Im the dropdown list and create your email subject line. Please note: only published bulletins are available to be
	Select Bulletin:	Select a Bulletin *
	Email Subject:	*

## Select the recipients

2 Select the recipients Click the check box to send to everyone in that category. You can also click on the category name to expand and choose certain groups in the category, or click on the "Expand List" link to select individual recipients. Please note: you will not be able to select recipients that have not supplied an email address.

- Active and Honorary Members (0/6)
- Inactive Members (0/0)
- Other Users (0/0)