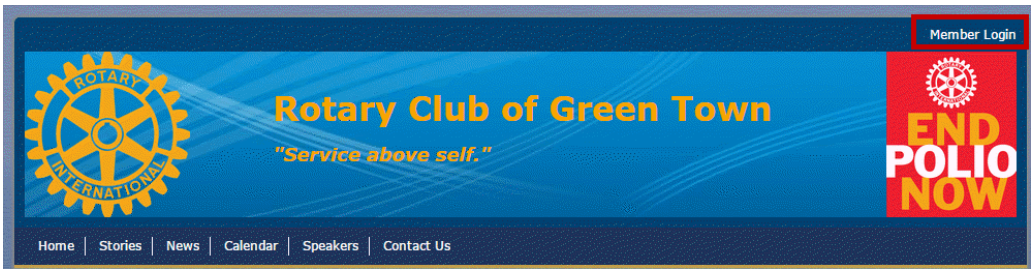
ClubRunner

How do I access the send bulletin section?

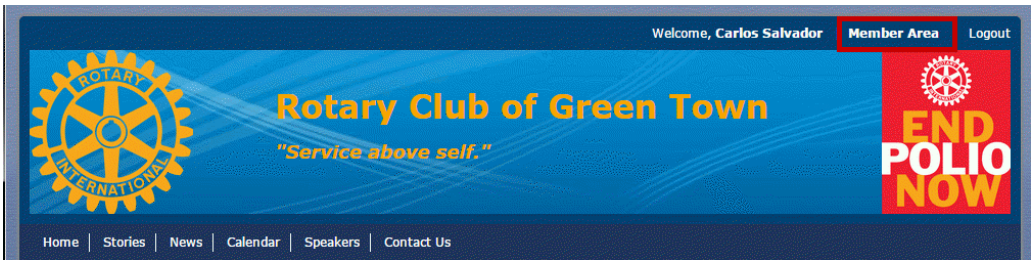
Michael C. - 2021-02-03 - Bulletins

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

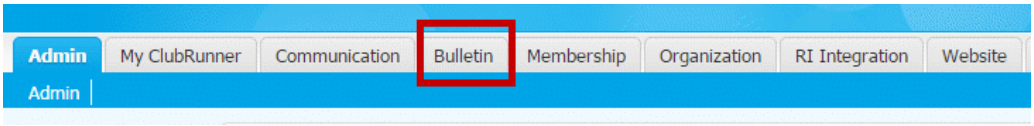
1. To access the Send Bulletin feature, you must go to your club homepage and login. Click **Member Login** at the top right.



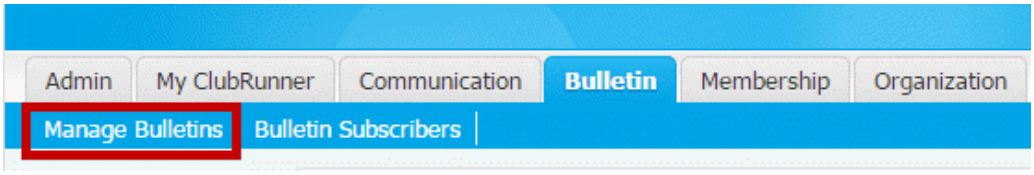
2. After you have entered your login details, access your ClubRunner page by clicking on **Member Area**.



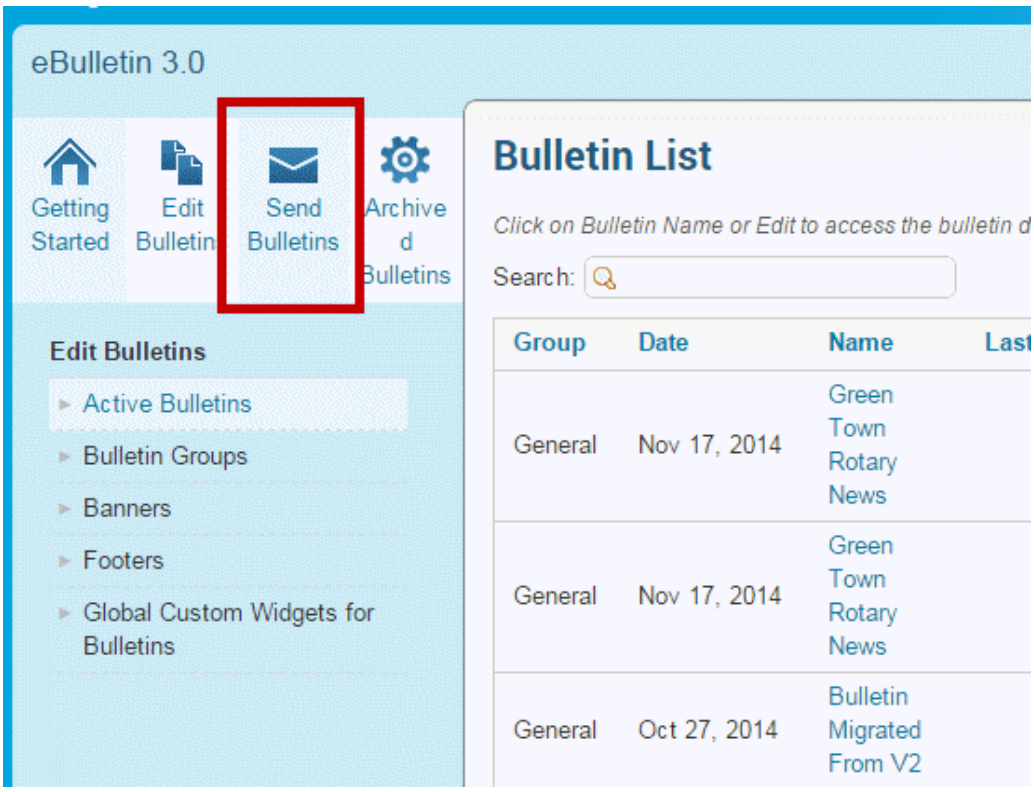
3. Along the top of the screen you will see several tabs. Click on the **Bulletin** tab.



4. Next, click on **Manage Bulletins**.



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.



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.

