

ClubRunner

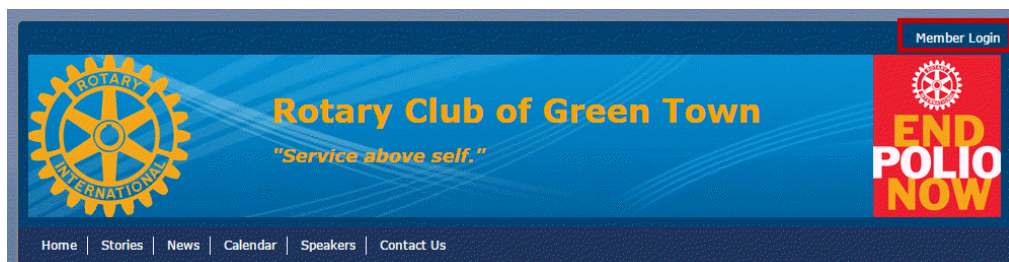
Help Articles > Club Help > Club - Administration Guide > Bulletins > How do I access the send bulletin section?

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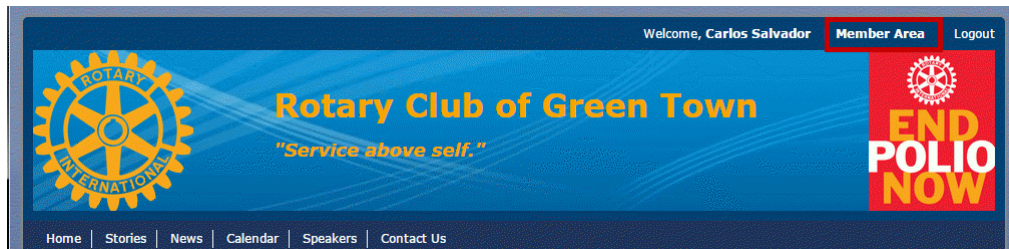
Michael C. - 2021-02-03 - Bulletins

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

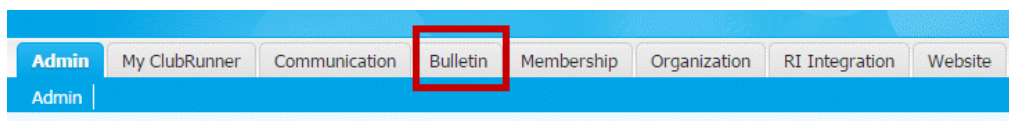
1. To access the Send Bulletin feature, you must go to your club homepage and login. Click **Member Login** at the top right.



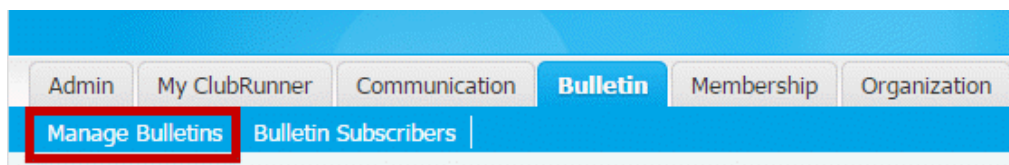
2. After you have entered your login details, access your ClubRunner page by clicking on **Member Area**.



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 **Bulletin 3.0**, you will see an icon labelled **Send Bulletins**. Click on this icon.

eBulletin 3.0

Getting Started | Edit Bulletin | **Send Bulletins** | Archived Bulletins

Bulletin List

Click on Bulletin Name or Edit to access the bulletin details

Search:

Group	Date	Name	Last
General	Nov 17, 2014	Green Town Rotary News	
General	Nov 17, 2014	Green Town Rotary News	
General	Oct 27, 2014	Bulletin Migrated From V2	

Edit Bulletins

- ▶ Active Bulletins
- ▶ Bulletin Groups
- ▶ Banners
- ▶ Footers
- ▶ Global Custom Widgets for Bulletins

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.

Send a Bulletin

1 Choose your bulletin
Select the bulletin from the dropdown list and create your email subject line. Please note: only published bulletins are available to be sent.

Select Bulletin: *

Email Subject:

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)