ClubRunner



# How do I add bulletin subscribers? (District)

Omar S. - 2021-04-16 - Bulletins

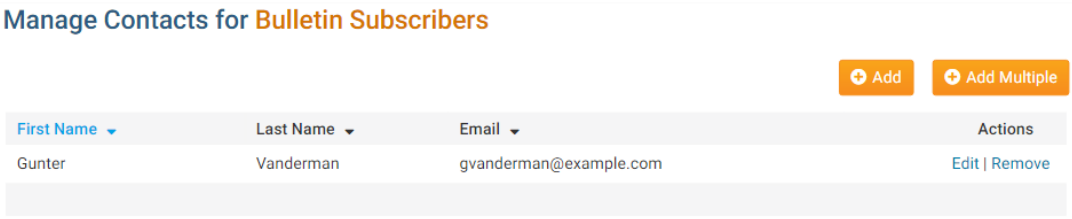
This guide will demonstrate how you can add bulletin subscribers. Bulletins are newsletters that can be sent to your members, other users, friends and online subscribers. These Bulletins can be sent using multiple Recipient Groups, each with a different sub-groups to choose from.

1. In order to **add bulletin subscribers**, you must first log in to your District home page. Once you have done this, click on the **Member Area** link near the top right on the homepage.

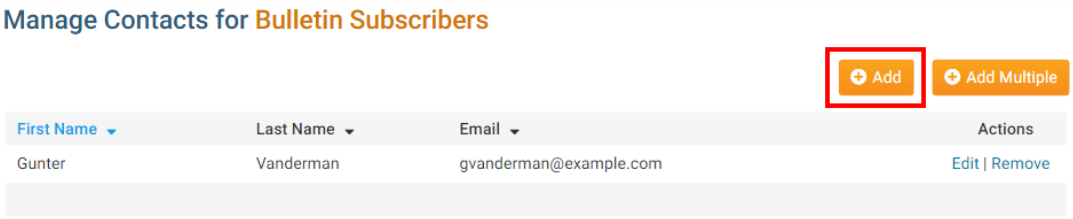
2. You will see a number of tabs running across the screen. Click on the **Communication** tab.

3. Now, click on the **Bulletin Subscribers** link.

4. You are now on the **Bulletin Subscribers** page. Here, you can add or remove contacts, as well as edit the details of existing subscribers.

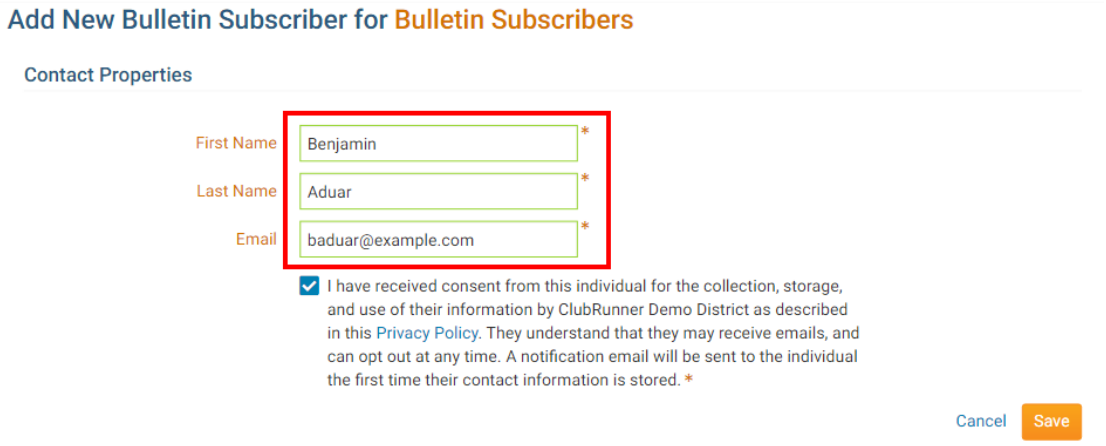



5. To add a subscriber, click on the **Add** button found in the top right.




6. Under the Contact Properties section populate the **three** required fields (First Name, Last Name, & Email).

**Note:** You must have consent from the non-member contact to able to communicate with them.



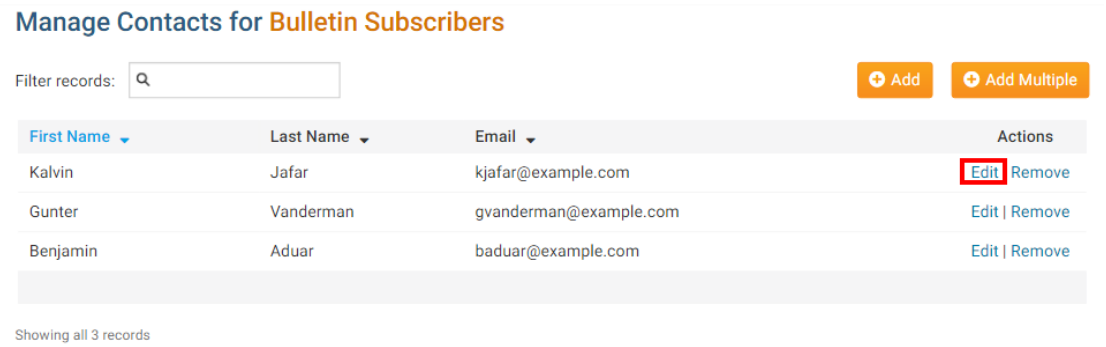

7. Once the fields are populated click **Save** to keep the changes, or **Cancel** to discard them.

8. If the record saved successfully you should see a **Success** message at the top of the Subscribers List.

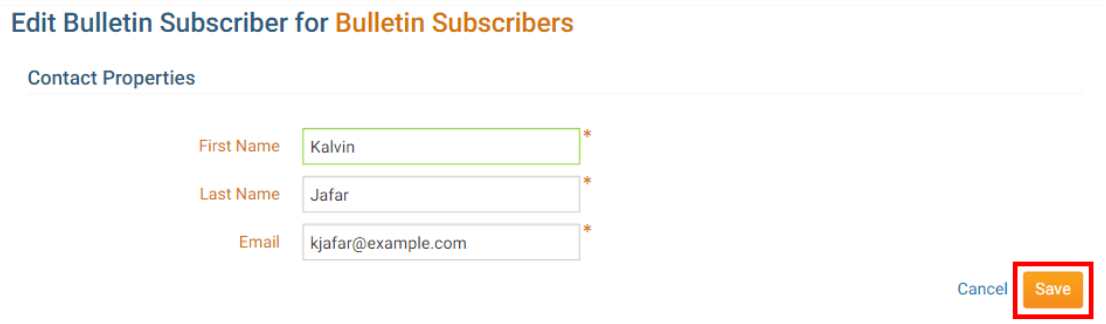
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**How do I edit details for an existing subscriber?**

1. Find the subscriber from the list and click on the **Edit** link found on the right side.




2. Now the contacts **Properties** are displayed. Simply make your changes and click **Save** to keep them, or **Cancel** to discard.

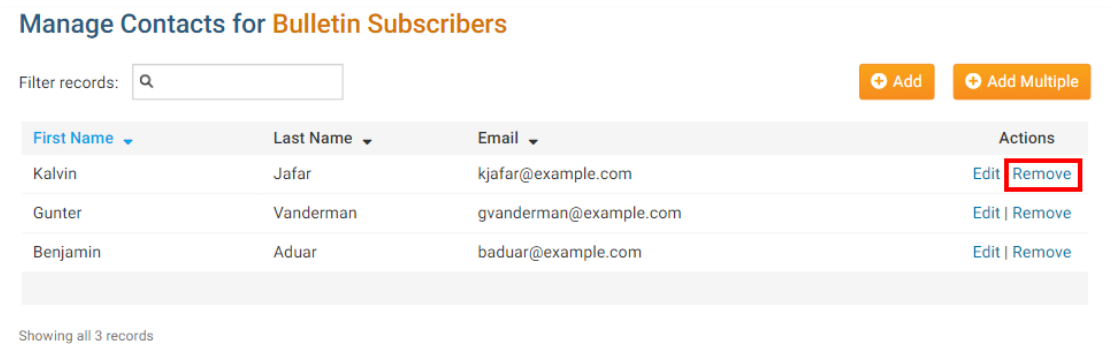



3. You should see the subscriber data updated.

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**How do I remove a bulletin subscriber?**

1. Find the subscriber from the list and click on the **Remove** link found on the right side.




2. A Message Box will pop up. Click **OK** to delete the subscriber or **Cancel** to revert changes.




3. If **OK** was clicked then you should see a **Success** message at the top of the screen.