

ClubRunner

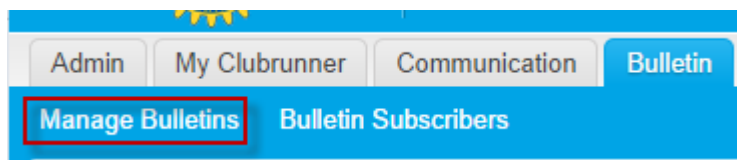
Help Articles > Club Help > Club - Administration Guide > Bulletins > How do I add the Duty Roster to my bulletin?

How do I add the Duty Roster to my bulletin?

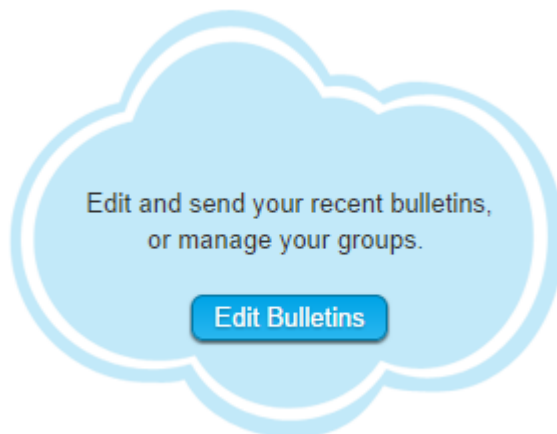
Michael C. - 2021-03-22 - Bulletins

The following instructions will demonstrate how to add Duty Roster Widget to the Bulletin.

1. **Login** to the **Admin** page.
2. Tap on the **Bulletin** tab and click the **Manage Bulletins** link.



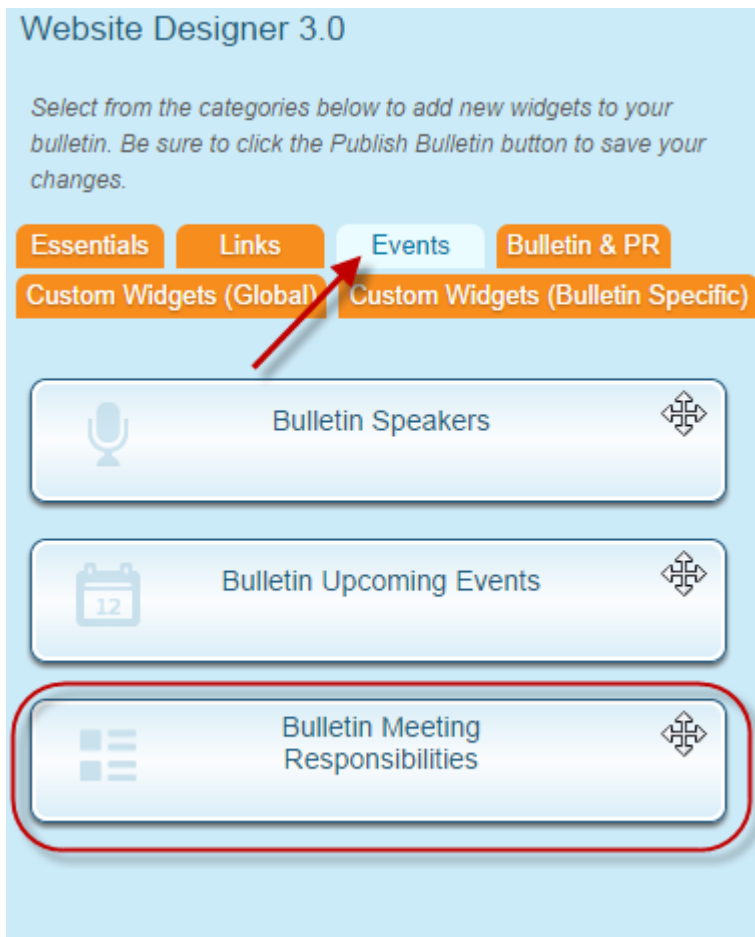
3. Click on the **Edit Bulletins** button



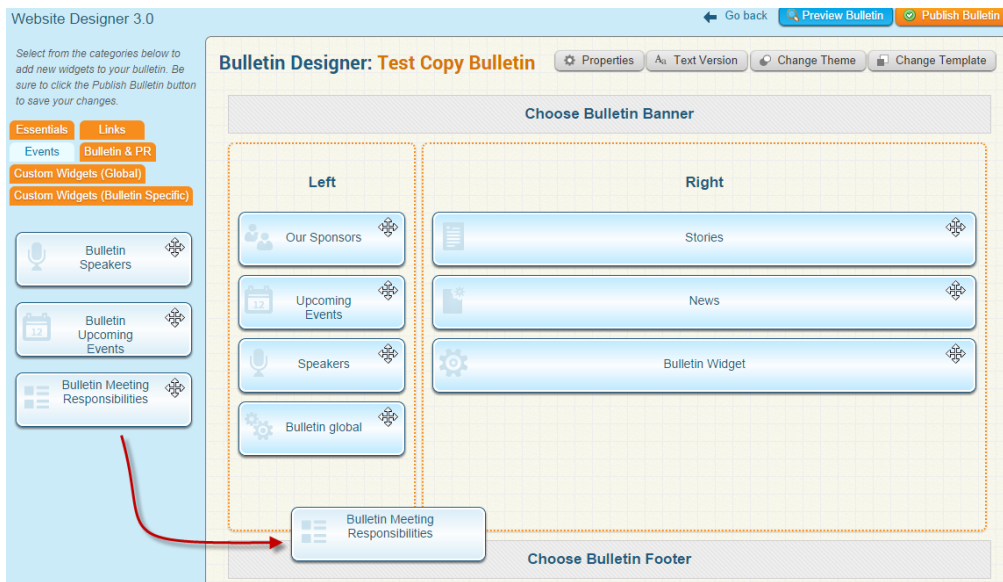
4. Click on **Edit** next to the bulletin you wish to modify

| Date | Name | Last Sent | Published On | Visible on website | Actions |
|----------------|------------------------------------|--------------|--------------|--------------------|--|
| General | | | | | |
| Apr 08, 2015 | New Testing Bulletin by Zoia | Mar 06, 2014 | Sep 30, 2014 | ✓ | Edit Live Preview Copy Send Delete Archive |
| May 15, 2014 | Bulletin Migrated From V2 | | May 15, 2014 | | Edit Live Preview Copy Send Delete Archive |
| Apr 29, 2014 | Some New Bulletin - April 29 2014 | Apr 29, 2014 | Sep 30, 2014 | ✓ | Edit Live Preview Copy Send Delete Archive |
| May 01, 2014 | Bulletin Image Test - May 01, 2014 | Aug 08, 2014 | Sep 30, 2014 | ✓ | Edit Live Preview Copy Send Delete Archive |

5. Click on the **Events** tab



- Left click and hold your left mouse button over the widgets and drag the widget from the left and drop it within the Bulletin. Depending on where you drop the widget it will resize.



- Click the **Publish** button to finalize the changes on the website.

