## ClubRunner

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## 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	1	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	1	Edit   Live Preview   Copy   Send   Delete   Archive

5. Click on the **Events** tab



6. 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.

Website Designer 3.0 Select from the categories below to add new widgets to your bulletin. Be	Bulletin Designer: Test	Copy Bulletin	Go back Properties Aa Text Version & Change Theme	elletin Sulletin Publish Bulletin			
sure to click the Publish Bulletin button to save your changes. Essentials Links Events Bulletin & PR Custom Widgets (Global)	Choose Bulletin Banner						
Bulletin Specific)	Cur Sponsors		Stories	*			
Bulletin I Upcoming	Upcoming Events		News	- ABA			
Bulletin Meeting Responsibilities	Speakers (*)		Bulletin Widget	*			
	Bulletin Meet Responsibilit	ting lies Ch	oose Bulletin Footer				

7. Click the  ${\bf Publish}$  button to finalize the changes on the website.

