# How do I cancel a scheduled bulletin?

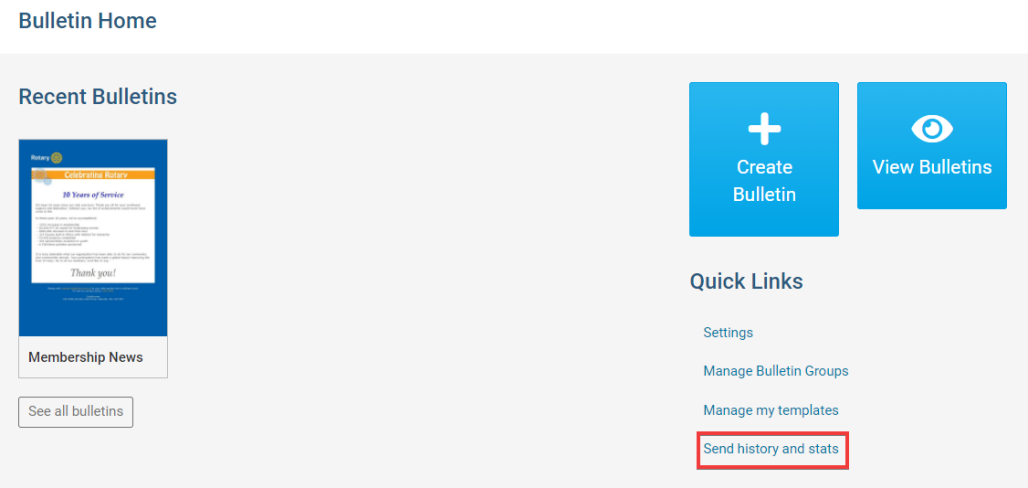
Michael C. - 2022-11-14 - Bulletins

Sometimes, you may need to cancel a scheduled bulletin. For example, you may notice an error within your bulletin that needs to be addressed before it is sent out.

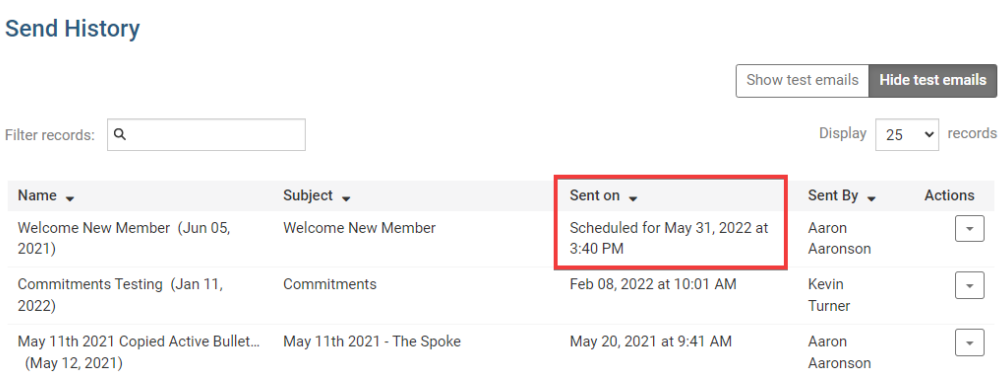
1. You can cancel a scheduled email by using the bulletin's **Send History** page. To access the page, you must first login to your website.

2. Once you have logged in, click on **Bulletin** in the primary navigation menu at the top of the page, and then click on **Manage Bulletins** in the secondary navigation menu just below.

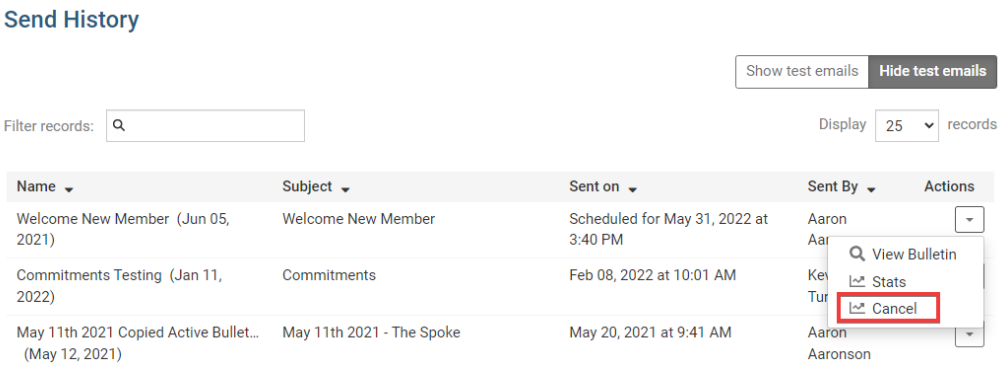
3. This brings you to the Bulletin Home page, where you can see a list of recent bulletins you had worked on. Click on the **Send history and stats** link underneath the Quick Links heading.




4. You are now on the **Send History** page, which displays a list of previous bulletins that had been sent out by the club. You can quickly identify a scheduled email by looking at the information displayed on the **Sent on** field.




5. To cancel a scheduled bulletin, click on the **Actions** dropdown menu, and then select **Cancel.**




6. You will be asked to confirm your cancellation by a pop up window. Click **OK** to confirm, or **Cancel** to restore the scheduled email.

