

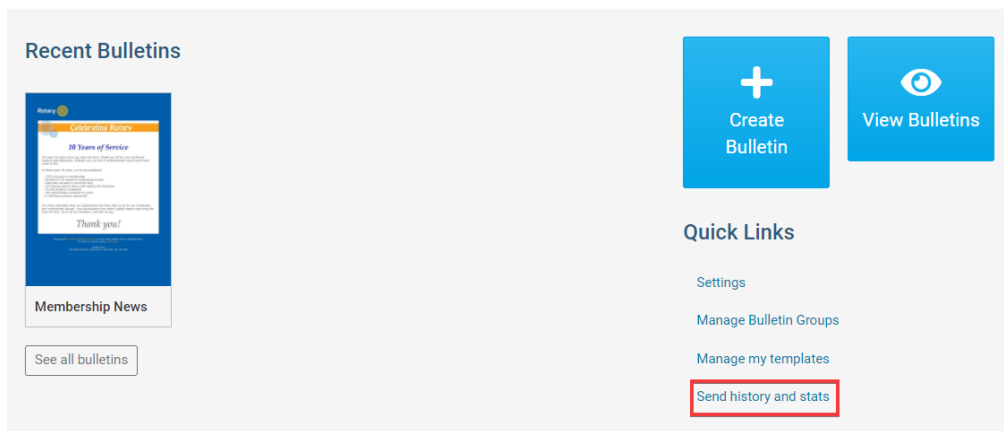
How do I cancel a scheduled bulletin?

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.

Bulletin Home



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.

Send History

Show test emails

Hide test emails

Filter records:

Display 25 records

Name ▾	Subject ▾	Sent on ▾	Sent By ▾	Actions
Welcome New Member (Jun 05, 2021)	Welcome New Member	Scheduled for May 31, 2022 at 3:40 PM	Aaron Aaronson	▾
Commitments Testing (Jan 11, 2022)	Commitments	Feb 08, 2022 at 10:01 AM	Kevin Turner	▾
May 11th 2021 Copied Active Bullet... (May 12, 2021)	May 11th 2021 - The Spoke	May 20, 2021 at 9:41 AM	Aaron Aaronson	▾

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

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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.

