

ClubRunner

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How do I copy a bulletin template?

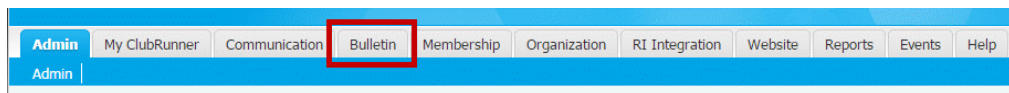
Michael C. - 2021-03-22 - Bulletins

There are two methods to copy an existing bulletin template in ClubRunner 3.0. This functional is useful when you wish to quickly create a bulletin based on a previously created and/or published document.

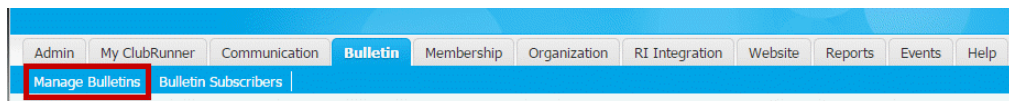
1. Regardless of which method you wish to use, you must be logged in to your ClubRunner home page. Once you have done this, click the **Member Area** link near the top right of your homepage.



2. You will see several tabs. Click on the tab marked **Bulletin**.



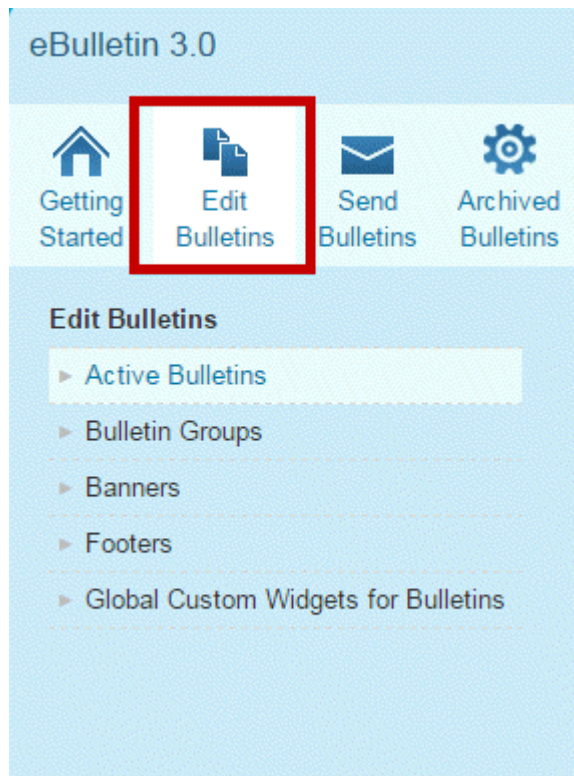
3. Next, click on the **Manage Bulletins** link.



4. Now, choose one of the methods outlined below to copy the bulletin template.

Method One

1. Click on the **Edit Bulletins** Link found under the eBulletin 3.0 header on the left side.



2. This will open the **Bulletin List**. Now locate the bulletin you wish to copy within the list and click the **Copy** link.

Bulletin List

Click on Bulletin Name or Edit to access the bulletin designer.


Search:

[+ Create New Bulletin](#)

Date	Name	Last Sent	Published On	Visible on website	Actions
Dec 11, 2014	Spring Fling	Dec 21, 2014	✓		Edit Live Preview Copy Send Delete Archive
Dec 11, 2014	Happy Holidays	Dec 18, 2014	✓		Edit Live Preview Copy Send Delete Archive
Nov 17, 2014	Green Town Rotary News	Dec 18, 2014	✓		Edit Live Preview Copy Send Delete Archive

Showing 1 to 3 of 3 entries


3. Next, simply fill out the information for the new bulletin. The bulletin will now copy the template selected in the **Copy Bulletin From:** drop down box.

Name: *
Date: *
 Copy Bulletin From: ▾
 Bulletin Group: ▾ or create new:
 Visible on Website: ☒
 Access Level: ☒ Public ☐ Requires Login
 Editor Name:
 Editor Email:
 Content Template: 

You can change this later by clicking the change template button in the Bulletin Designer.

[Cancel](#) [Next](#)

4. Enter the bulletin details and click on **Next** to continue

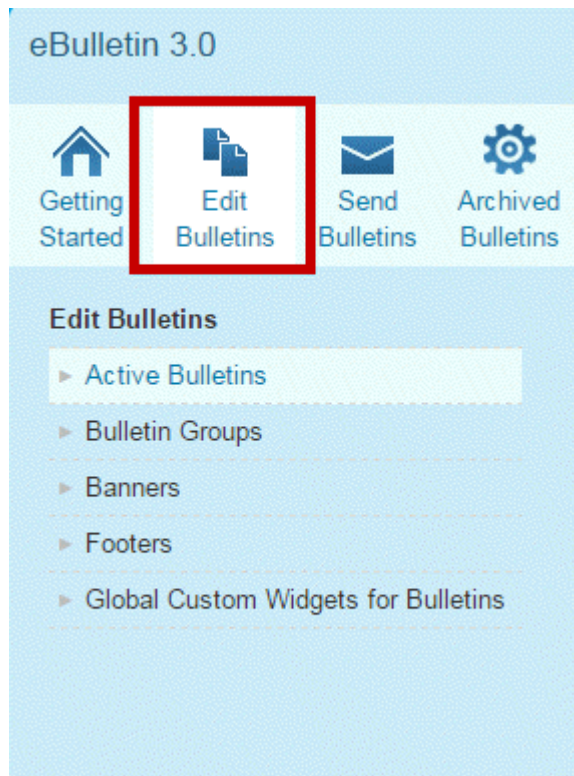
Name: *
Date: *
 Copy Bulletin From: ▾
 Bulletin Group: ▾ or create new:
 Visible on Website: ☒
 Access Level: ☒ Public ☐ Requires Login
 Editor Name:
 Editor Email:
 Content Template: 

You can change this later by clicking the change template button in the Bulletin Designer.

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Method Two:

1. Click on the **Edit Bulletins** Link found under the eBulletin 3.0 header on the left side.



2. This will open the **Bulletin List**. Now, click on the button labelled **Create New Bulletin**.

Bulletin List

Click on Bulletin Name or Edit to access the bulletin designer.

Search:

[+ Create New Bulletin](#)

Date	Name	Last Sent	Published On	Visible on website	Actions
Dec 11, 2014	Spring Fling		Dec 21, 2014	✓	Edit Live Preview Copy Send Delete Archive
Dec 11, 2014	Happy Holidays		Dec 18, 2014	✓	Edit Live Preview Copy Send Delete Archive
Nov 17, 2014	Green Town Rotary News		Dec 18, 2014	✓	Edit Live Preview Copy Send Delete Archive

Showing 1 to 3 of 3 entries

3. Simply fill out the information for the new bulletin. The bulletin will now copy the template you select in the **Copy Bulletin From:** drop down box.

Name: *

Date: *

Copy Bulletin From:

Select a previous bulletin if required. ▼
 Select a previous bulletin if required.
 Spring Fling (Dec 11, 2014)
 Happy Holidays (Dec 11, 2014)
 Green Town Rotary News (Nov 17, 2014)
 Bulletin Migrated From V2 (Oct 27, 2014)

Bulletin Group:

Visible on Website: ☐ Public ☒ Requires Login

Access Level:

Editor Name:

Editor Email:

Content Template:

You can change this later by clicking the change template button in the Bulletin Designer.

[Cancel](#) [Next](#)

4. Click on **Next** to continue.

Name: *

Date: *

Copy Bulletin From: ▼

Bulletin Group: ▼ or create new:

Visible on Website: ☒

Access Level: ☒ Public ☐ Requires Login

Editor Name:

Editor Email:

Content Template:

You can change this later by clicking the change template button in the Bulletin Designer.

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