ClubRunner

How do I copy a bulletin template?

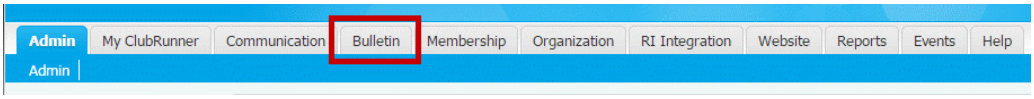
Michael C. - 2021-03-22 - Bulletins

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.

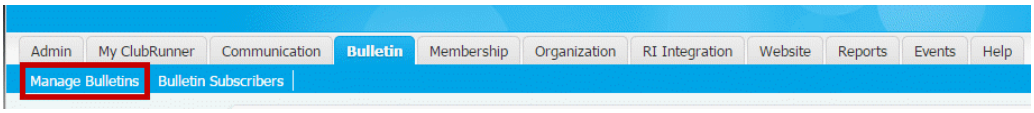
1. Regardless of which method you wish to use, you must be logged in to your ClubRunner home page. Once you have done this, click the **Member Area** link near the top right of your homepage.



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



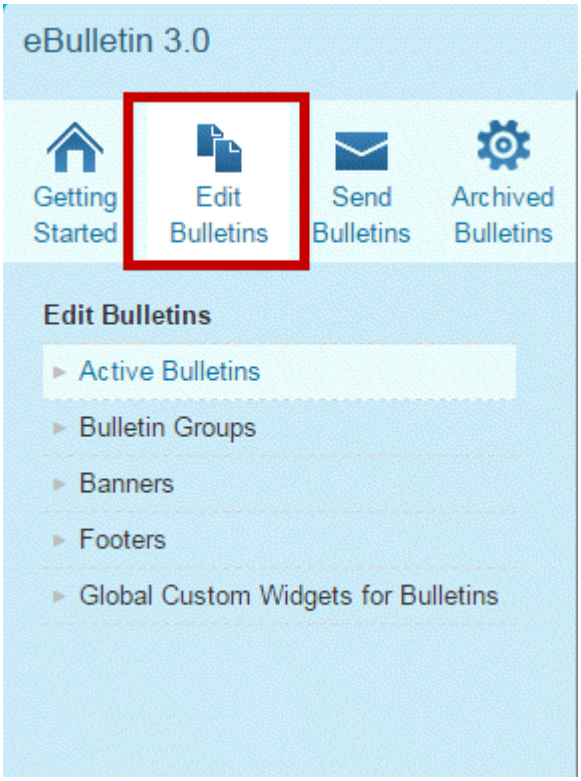
3. Next, click on the **Manage Bulletins** link.



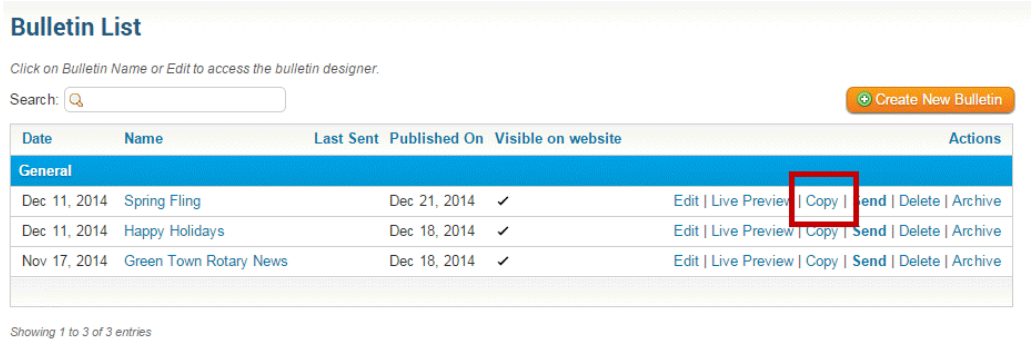
4. Now, choose one of the methods outlined below to copy the bulletin template.

Method One

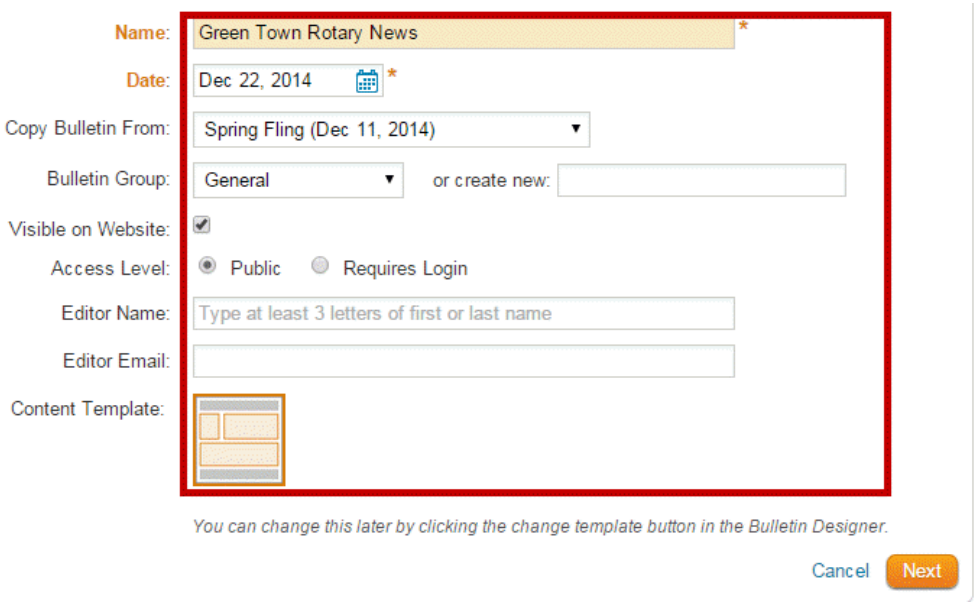
1. Click on the **Edit Bulletins** Link found under the eBulletin 3.0 header on the left side.



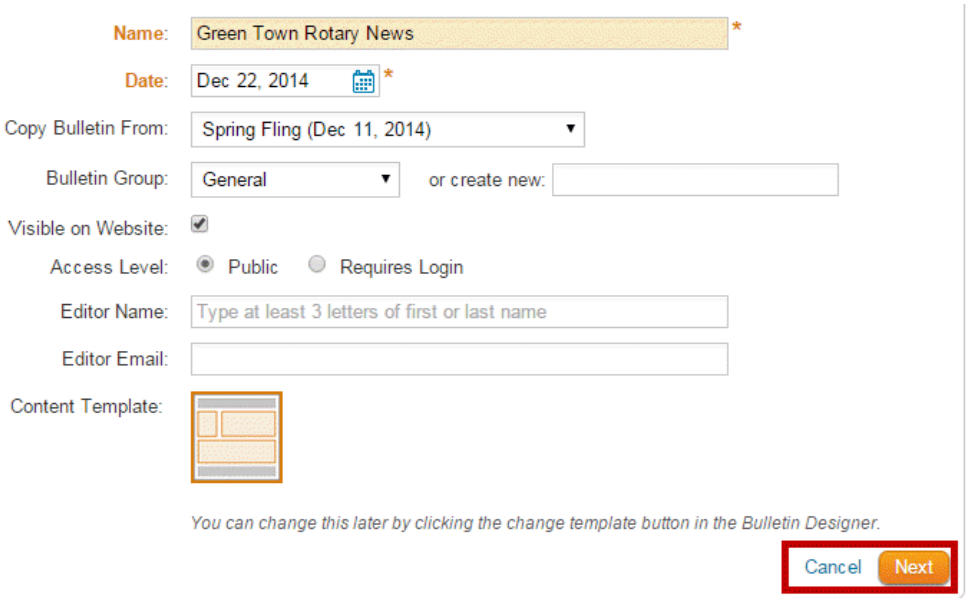
2. This will open the **Bulletin List**. Now locate the bulletin you wish to copy within the list and click the **Copy** link.



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.

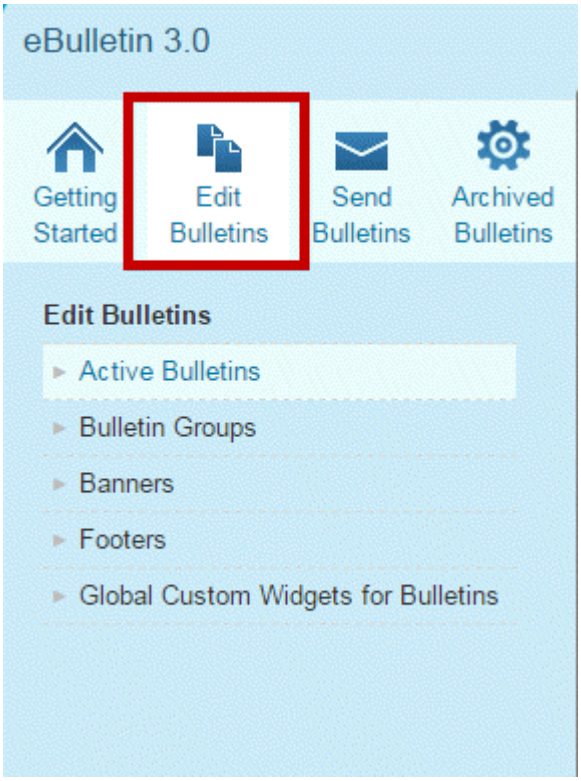


4. Enter the bulletin details and click on **Next** to continue

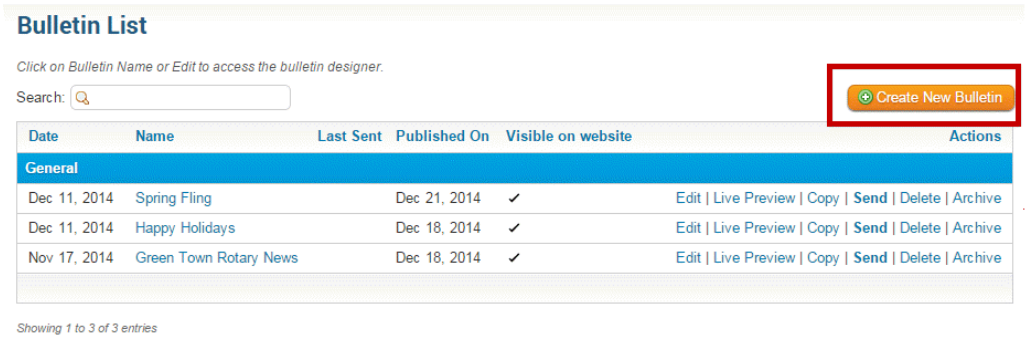


Method Two:

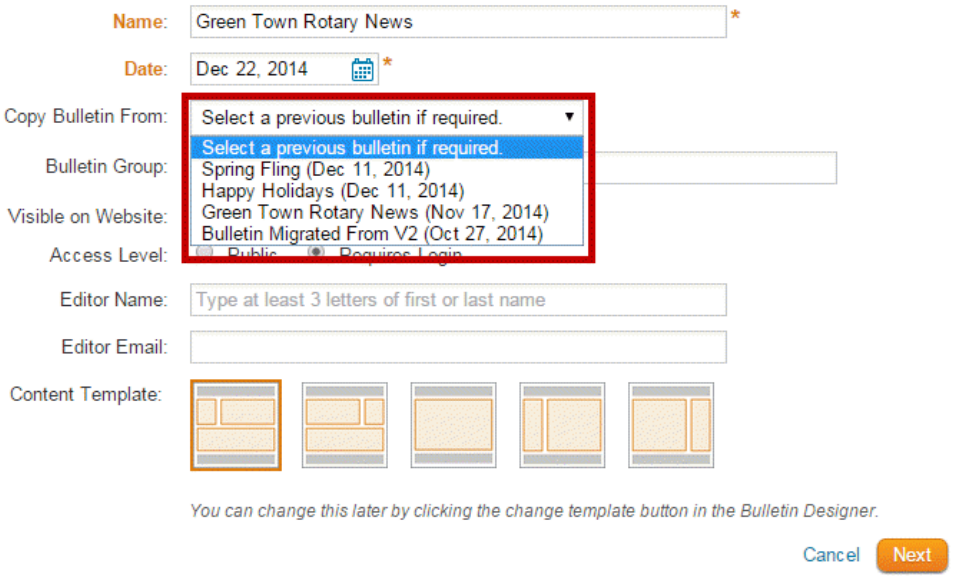
1. Click on the **Edit Bulletins** Link found under the eBulletin 3.0 header on the left side.



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



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.



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

