ClubRunner

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How do I correct a bulletin that is too wide?

Michael C. - 2021-03-23 - Bulletins

Within ClubRunner Bulletin Designer, the standard width of a bulletin is only 600 pixels wide. In the example below, the bulletin is stretched past this limit. If you experience this problem, please follow the steps below the image to return the web page to the correct width.

1. To correct the overly wide bulletin, login in to your home page.

				٥	Member Login
Rotary Green Town	Home	About our Club -	Calendar -	Donate	Contact Us
			Q Ed	ward Chu Member	Area Logout
Data w					

2. Click on the Bulletin tab, and then the Manage Bulletin link under the tab.

Admin	My Club	Runner	Communication	Bulletin	Membership	Organization
Manage	Bulletins	Bulletin	Subscribers			

3. Click Edit Bulletins.

eBulleti	in 3.0		
Getting Started	Edit Bulletins	Send Bulletins	Archived Bulletins
Edit Bu	lletins		
► Activ	ve Bulletins		
► Bulle	etin Groups		
► Banr	ners		
► Foot	ers		
► Glob Bulle	al Custom V etins	Vidgets for	

 $\label{eq:constraint} 4. \ \mbox{You are now on the $Bulletin List$ page. Click the $Edit$ link next to the bulletin you wish to modify. }$

Bulletin Li	st				
Click on Bulletin N	lame or Edit to access the bulle	tin designer.			
Search: 🔍					Create New Bulletin
Date	Name	Last Sent	Published On	Visible on website	Actions
General					
Dec 11, 2014	Spring Fling		Dec 21, 2014	1	Edit Live Preview Copy Send Delete Archive
Dec 11, 2014	Happy Holidays		Dec 18, 2014	1	Edit Live Preview Copy Send Delete Archive
Nov 17 2014	Green Town Rotary News		Dec 18 2014	1	Edit Live Preview Copy Send Delete Archive

Showing 1 to 3 of 3 entries

5. Hover your mouse over the widget you wish to modify, and click the $\ensuremath{\textbf{Pencil}}$ icon to edit it.

	Drag & Drop to Rearrange Widgets	÷
BUET	Bulletin Widget	÷

6. Within the content editor bar, click on the **Create Table** button.



- 7. Use the following settings:
 - $\circ~$ For two column this side 190px for wide side: 390px
 - Align set to Center
 - Border set to 0

Note: the width of the template will determine how wide you information should be.

8. When you are done, click **OK** to add the table. Once the table is created, add your content inside the table and your content will not pass the edge.