

ClubRunner

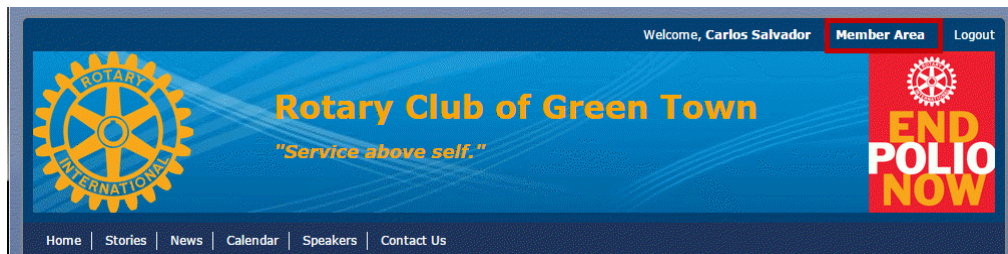
Help Articles > Club Help > Club - Administration Guide > Bulletins > How do I create bulletin groups?

How do I create bulletin groups?

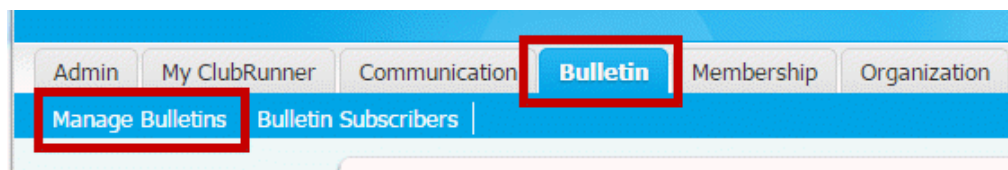
Michael C. - 2021-08-13 - Bulletins

The Bulletin Groups function gives you the ability to create multiple lists of Groups which you can use to organize your bulletins. To begin creating bulletin groups, please use the following directions below.

1. To access the **Bulletin Groups** function, you must login to your club's webpage and then access the **Member Area**.



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



3. Under the heading **Edit Bulletins**, click on **Bulletin Groups**.

eBulletin 3.0

Getting Started Edit Bulletins Send Bulletins Archived Bulletins

Edit Bulletins

- ▶ Active Bulletins
- ▶ **Bulletin Groups**
- ▶ Banners
- ▶ Footers
- ▶ Global Custom Widgets for Bulletins

Bulletin List

Click on Bulletin Name or Edit to access the bulletin.

Search:

Group	Date	Name
General	Nov 17, 2014	Green Town News
General	Oct 27, 2014	Bulletin Migr From V2

Showing 1 to 2 of 2 entries

4. You are now on the **Bulletin Groups** page, where you can create a new bulletin group or edit an existing one. Click on the **Add Group** button.

Note: The Bulletins module can contain up to a maximum of 5 bulletin groups.

Bulletin Groups

Click the Add Group button to create a new bulletin group. You can drag and drop the groups to change the order in which they are displayed on your website.

Click on Edit to change the settings and customize the email greeting for each group. Click on Delete to remove a Bulletin Group. Please note: When you delete a group you will also delete all active and archived bulletins included in that group.

Add Group

Group Name	Visible on Website	Bulletins To Show	Total	Published	Actions
General		0	2	1	Edit Delete

5. You are now on the **Add Bulletin Group** screen. You can use this tool to create groups for your bulletins.

6. First, enter a **Group Name**. This title will show up in the group list.

Add Bulletin Group

Bulletin Group Settings

Group Name:

Number of Bulletins to Show:

Visible on Website: ☒

Access Level: ☒ Public ☐ Requires Login

7. Next set the **Number of Bulletins To Show**.

Note: The maximum number per group is 24 bulletins.

Add Bulletin Group

Bulletin Group Settings

Group Name:

Number of Bulletins to Show:

Visible on Website: ☒

Access Level: ☒ Public ☐ Requires Login

8. **Visible on Website:** To make the Group visible on the website, enable the checkbox. To have the group hidden uncheck the option.

Add Bulletin Group

Bulletin Group Settings

Group Name: *

Number of Bulletins to Show:

Visible on Website: ☒

Access Level: ☒ Public ☐ Requires Login

9. You have the option to create a **Custom Email Greeting** for your new group. Simply enter it in the editing field provided, using the using the editing tools and mail merge functions to customize it as you wish.

Create your own custom email greeting for this group. You can use the optional [mail merge fields](#), or simply type your message in the editor.

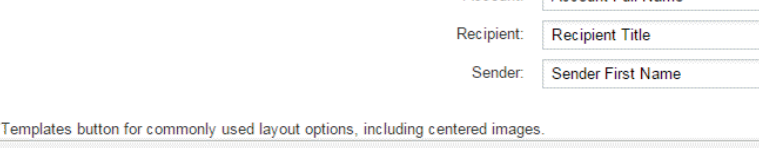
Email Greeting

Account: [Add](#)

Recipient: [Add](#)

Sender: [Add](#)

Click on the **Templates** button for commonly used layout options, including centered images.



10. Once you have finished entering this information, click the **Save** button. Or, click **Cancel** to discard it.



11. Once the new Bulletin Group has been saved, you will return to the **Bulletin Groups** page. Here, you have the following options:

- **Edit:** allows you to go back and make changes to the settings set out when creating the group.
- **Delete:** Use this link to delete a group.

Group Name	Visible on Website	Bulletins To Show	Total	Published	Actions
General		0	2	1	Edit Delete
Non-Member News	✓	12	0	0	Edit Delete