# ClubRunner

How do I delete a bulletin?

Michael C. - 2022-12-16 - Bulletins

Bulletins are newsletters that can be sent to your members, other users, friends and online subscribers. You can create, edit or delete bulletins as needed.

Warning
Deleted Bulletins are not available for restoration. If you have accidentally deleted a bulletin, please reach out to our Support team, with the Bulletin's title & date.

1. In order to **Delete** a bulletin, you must login to your club's website and then enter the **Member Area**.

2. In the top blue bar from the Member Area, click on the **Bulletin** tab, and then click on the **Manage Bulletins** link in the grey menu just below.

3. Click on the **View All Bulletins** link in the menu on the left side of the page, under the Getting Started section.
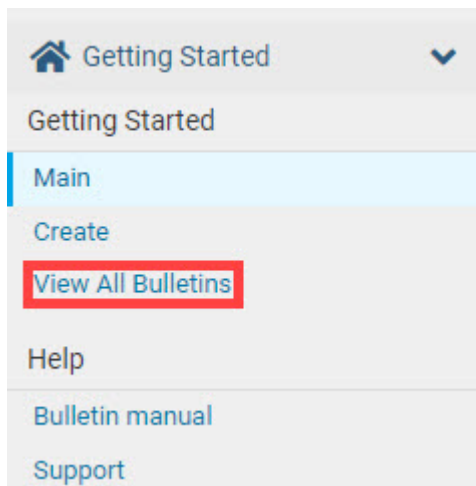
Deleting an Active Bulletin

1. In the Active Bulletins **Grid** view, hover-over the Active bulletin to delete, then click the **dropdown arrow.**
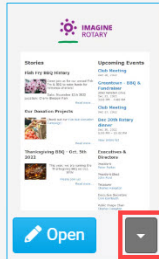
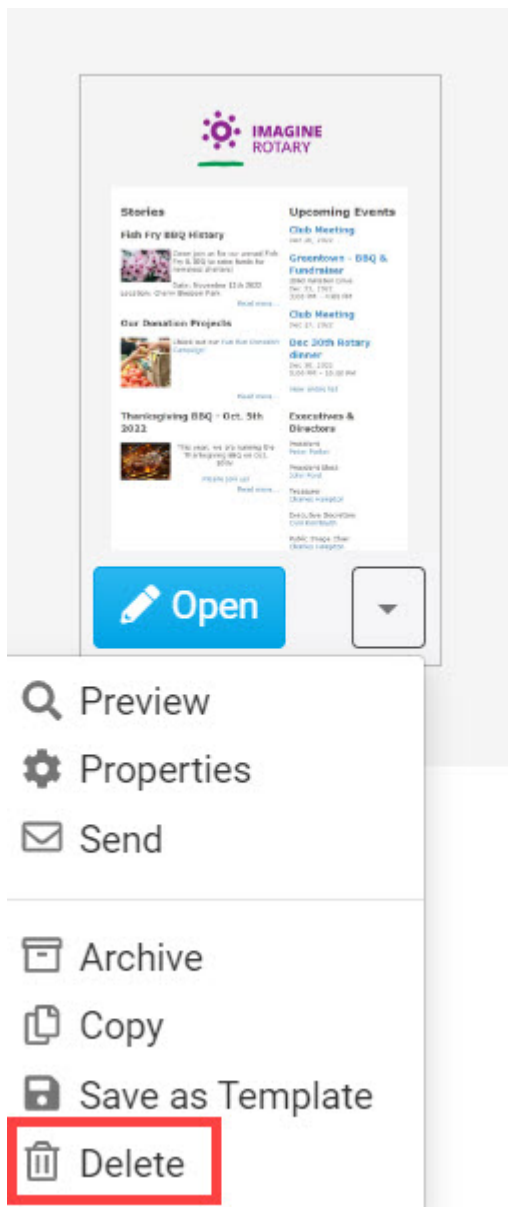## Active Bulletins

Active Bulletins ▾

▦ Grid ☰ List   Create Bulletin

General   Website Inquiry   My Templates

✏ Open   ▾

1. In the dropdown options, click **Delete**.

1. A warning message will appear to confirm your selection. Click **Ok** to delete the active bulletin.

content.clubrunner.ca says

Are you sure you want to delete the "Dec. 7th - The Green Town Newsletter" bulletin?
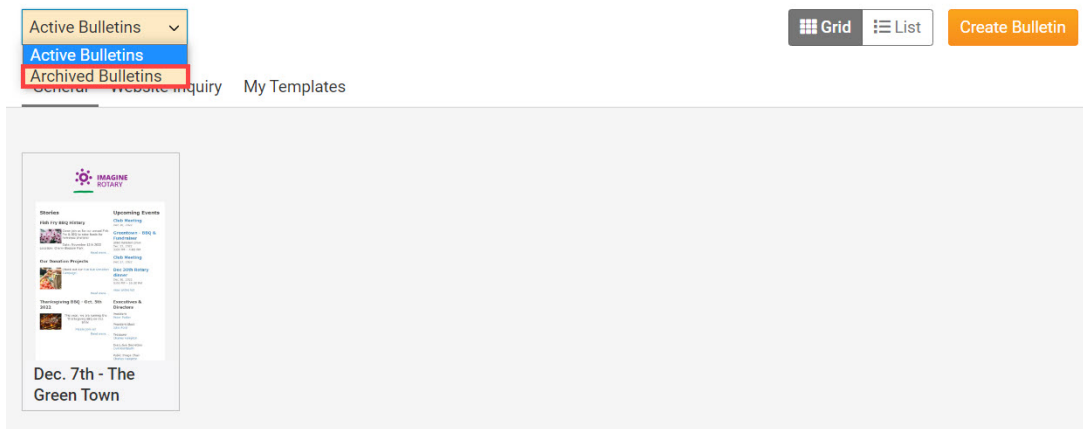
OK   Cancel

Deleting an Archived Bulletin

1. On the Active Bulletins page, click the **Active Bulletins dropdown** just below the page title, then click **Archived Bulletins**.

1. On the Archived Bulletins List page, locate the bulletin to delete within the list, then click the Actions **dropdown arrow** on the right side of the page.

1. From the dropdown options, click **Delete**.

Q View

⚙ Properties

✉ Send

⌀ Hide

⎘ Copy

🗑 Delete

1. A warning message will appear to confirm your selection. Click **Ok** to delete the archived bulletin.

content.clubrunner.ca says

Are you sure you want to delete the "Dec. 7th - The Green Town Newsletter" bulletin?

OK   Cancel