# ClubRunner

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# How do I delete a bulletin?

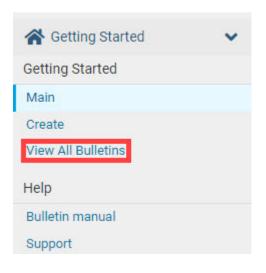
Michael C. - 2022-12-16 - Bulletins

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, <u>please reach out to</u> <u>our Support team</u>, <u>with the Bulletin's title & date</u>.

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

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	Cor Description Projection	Club Meeting No. 15, DNC Dec Joth Rotary diamer Dec 30th Rotary 260 No. 1000 200 No. 1000
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0	Archive	
C	Сору	
	Save as Tem	nplate
	Delete	

1. A warning message will appear to confirm your selection. Click  $\mathbf{Ok}$  to delete the active bulletin.

# content.clubrunner.ca says

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



## **Deleting an Archived Bulletin**

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

#### Archived Bulletins.

#### **Active Bulletins**

Active Bulletins		Grid 🗄 List	Create Bulletin
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Dec. 7th - The Green Town			

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.

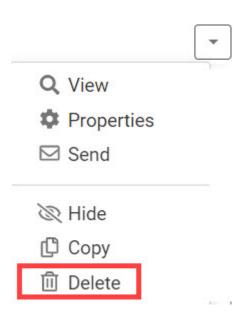
#### **Archived Bulletins**

w to make the bulletin visible or not visible on your v	ebsite.		
۹			Archived Bulletins $\checkmark$
Name	Last Sent On 🚱	Archived On	Actions
Club Bulletin-Oct 12, 2022	Oct 12, 2022	Nov 30, 2022	-
Club Bulletin-Oct 19, 2022		Nov 30, 2022	-
	Q Name Club Bulletin-Oct 12, 2022	Name     Last Sent On ②       Club Bulletin-Oct 12, 2022     Oct 12, 2022	Name     Last Sent On ②     Archived On       Club Bulletin-Oct 12, 2022     Oct 12, 2022     Nov 30, 2022

#### **Archived Bulletins**

Click on Hide/Show	w to make the bulletin visible or not visible on your web	site.		
Filter records:	Q			Archived Bulletins $\checkmark$
Date	Name	Last Sent On 😮	Archived On	Actions
General				
Oct 12, 2022	Club Bulletin-Oct 12, 2022	Oct 12, 2022	Nov 30, 2022	-
Oct 12, 2022	Club Bulletin-Oct 19, 2022		Nov 30, 2022	•

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



1. A warning message will appear to confirm your selection. Click  $\mathbf{Ok}$  to delete the archived bulletin.

# content.clubrunner.ca says

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

