

ClubRunner

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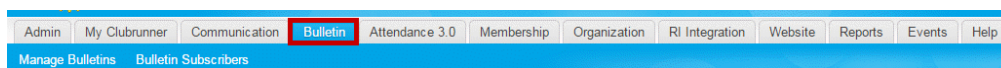
How do I print my bulletins?

Michael C. - 2021-03-12 - Bulletins

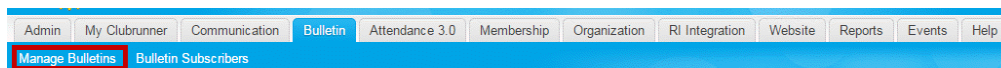
ClubRunner's eBulletin feature allows you to easily email your club bulletin and post it on your website. However, it is often desirable to have a hard copy of the bulletin. This can be distributed to members who don't have email, or to members of the public at club functions. You can access a printable copy of your club bulletin through the **Archived Bulletin** menu.

Note: Bulletins must be archived before they can be printed. To find out how to archive a bulletin, refer to [this article](#)

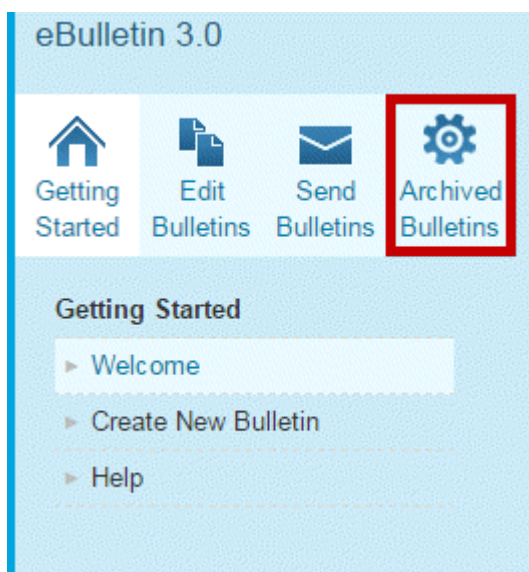
1. To print a bulletin, you must be logged in to your club website. Once this is done, click the **Bulletin** tab.



2. Next, click on **Manage Bulletins**.



3. This brings you to the bulletin welcome screen. On the left side of the screen, under the **eBulletin 3.0** heading, click the **Archived Bulletins** links.



4. You're now on the **Archived Bulletins** page. Here, you can view a list of archived bulletins. Select the bulletin you wish to print, and click the **View** link under the **Actions** column.

Archived Bulletins

Click on Hide/Show to make the bulletin visible or not visible on your website.

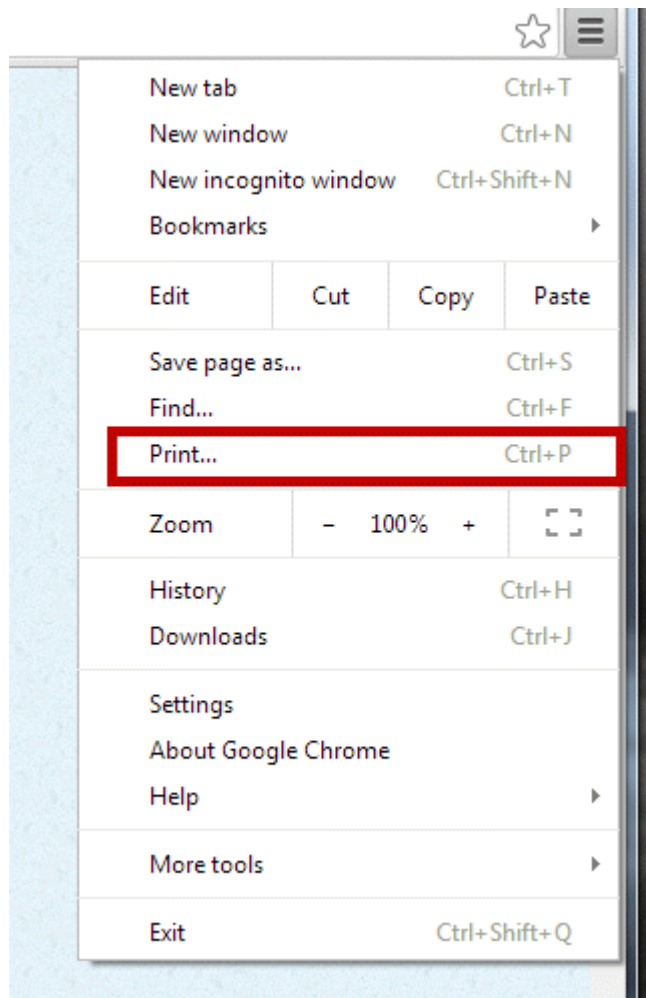
Search:

Date	Name	Last Sent On	Archived On	Visible on Website	Actions
Non-Member News					
Jan 28, 2015	Non-Member News	Jan 28, 2015	Feb 05, 2015		Show View Copy Send Delete
General					
Nov 17, 2014	Green Town Rotary News		Feb 06, 2015	✓	Hide View Copy Send Delete
Dec 11, 2014	Spring Fling		Jan 28, 2015	✓	Hide View Copy Send Delete

5. A preview of the bulletin is launched in a new browser tab.

The screenshot displays the Green Town Rotary website. At the top left is the Rotary International logo. The main header features the motto "Service Above Self." and the club name "Green Town Rotary". To the right is a red "END POLIO NOW" banner. Below the header, there are several sections: "Executives & Directors" with links for Leigh Brackett (President) and Fred Pohl (Public Relations); "Club Information" with a "Welcome to our Club!" message, a "Service Above Self" section detailing meeting times (Tuesdays at 7:00 PM) and location (Eugene V. Debs Memorial Hall, 4 Sinclair Street, Green Town, WI 54459, United States), and links for "District Site" and "Venue Map"; a "Stories" section with a link for "Reversing the Recruitment Chill"; and a "Sage Credit Card Processing that Gives Back!" advertisement. The "View" button in the table above is highlighted with a red box, indicating the action taken to launch this preview.

6. To print the bulletin, access your browser's print function. On a Windows computer, this is usually CTRL-P, and CMD-P on Mac computers. You may also access a print function through the browser menu.



Related Content

- [How do I use the bulletin archive?](#)