How do I print my bulletins?

Michael C. - 2023-11-24 - Bulletins

ClubRunner's Bulletin 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. In the Member Area, click the **Bulletin** tab, and then click on **Manage Bulletins**.

2. This brings you to the bulletin welcome screen. On the left side of the screen, under the Getting Started heading, click the **View All Bulletins** link.



1. On the **Active Bulletins** page, on the left-hand side of the screen, click the drop down menu, and select **Archived Bulletins.**



1. On the **Archived Bulletins** page, click the actions **drop down arrow**, then click **View** from the options.



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



1. To print the bulletin, access your browser's print function. On a Windows computer, this is usually done with the keyboard shortcut, CTRL and P, pressed at the same time, and CMD and P on Mac computers. You may also access a print function through the browser menu, typically in the top left or top right of your browser.

Related Content

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