

How do I print my bulletins?

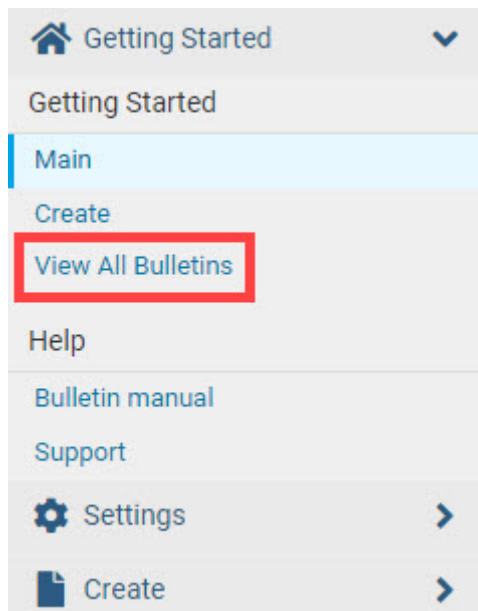
Michael C. - 2023-11-24 - Bulletins

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

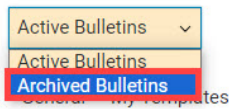
Bulletins must be archived before they can be printed. To find out how to archive a bulletin, refer to this article

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**.

Active Bulletins



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

Archived Bulletins

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

Filter records:

Archived Bulletins

Group	Date	Name	Last Sent On [?]	Archived On	Actions
General	Sep 09, 2023	Follow Us on Social Media	Sep 09, 2023	Sep 09, 2023	<input type="button" value="View"/>
General	Aug 09, 2023	Design Template - Webinar Example	Aug 09, 2023	Aug 09, 2023	<input type="button" value="View"/>
General	May 27, 2023	Announcement Template 1	May 26, 2023	May 26, 2023	<input type="button" value="View"/>
General	May 27, 2023	Bulletin Two Columns	May 26, 2023	May 26, 2023	<input type="button" value="View"/>
General	May 23, 2023	End Polio Now Campaign #2	May 23, 2023	May 23, 2023	<input type="button" value="View"/>
General	Apr 23, 2023	Bulletin Two Columns		Apr 23, 2023	<input type="button" value="View"/>
General	Apr 12, 2023	May Bulletin (Draft)		Apr 23, 2023	<input type="button" value="View"/>
General	Apr 11, 2023	April Bulletin	Apr 11, 2023	Apr 11, 2023	<input type="button" value="View"/>

Showing 1 to 8 of 8 records

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



IMAGINE ROTARY

Bulletin #513 - September 9th 2023

Club Information



Service Above Self

Fridays at 7:30 PM
Dundas Street Grille
5238 Dundas St W
Etobicoke, ON M9B 1A9
Canada

Join us at the Dundas Street Grille on Fridays at 7 pm. All are welcome! Enter meeting through back door.



[Join Us Online](#)

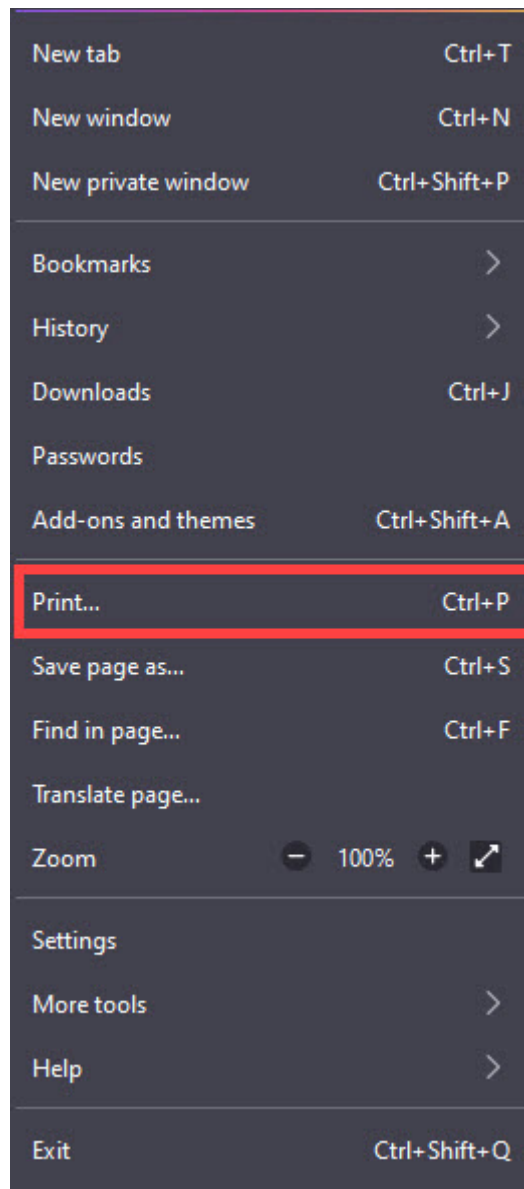


[District Site](#)



[Venue Map](#)

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

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