

ClubRunner

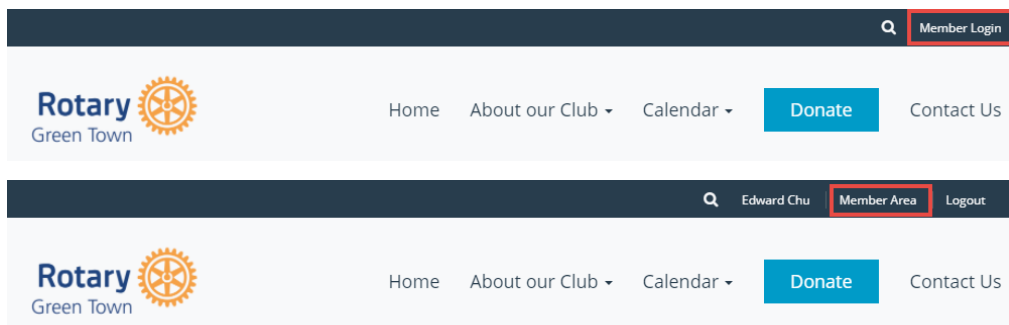
Help Articles > Club Help > Club - Administration Guide > Bulletins > How do I send a bulletin?

How do I send a bulletin?

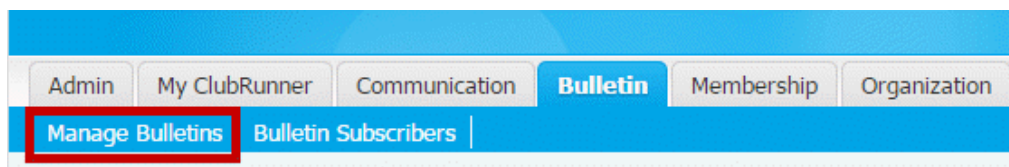
Michael C. - 2021-03-22 - Bulletins

Bulletins are newsletters that can be sent to your members, other users, friends and online subscribers. These Bulletins can be sent using multiple Recipient Groups, each with a different sub-groups to choose from.

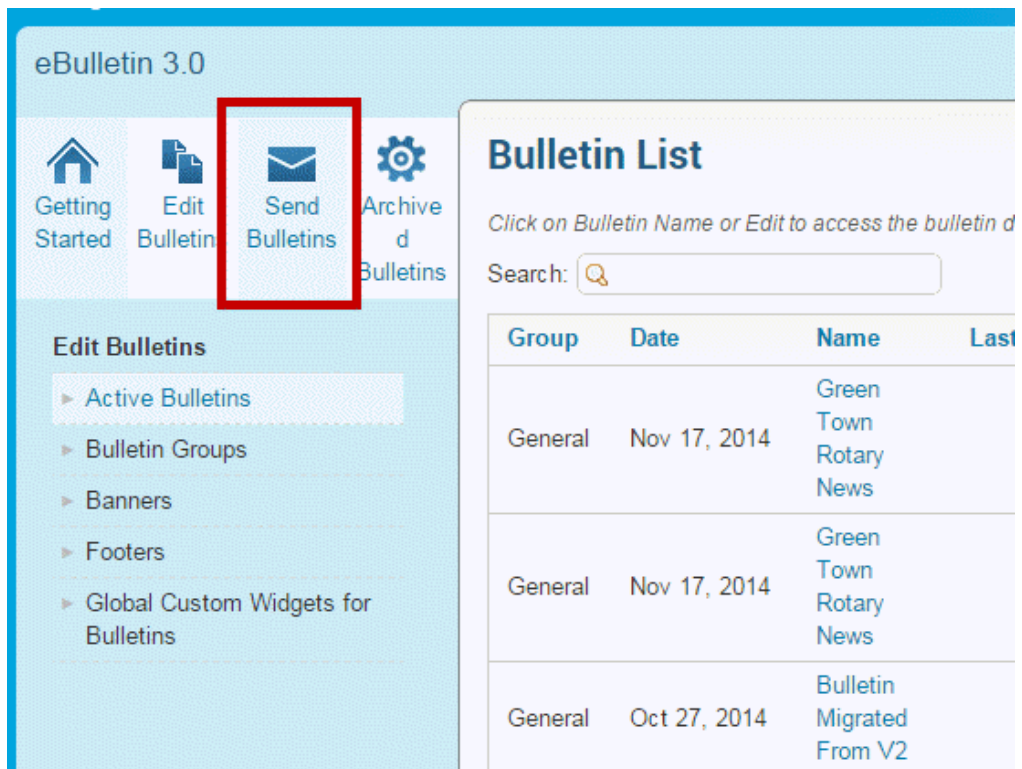
1. In order to **Send** a bulletin, you must login to your club's webpage and then access the **Member Area**.



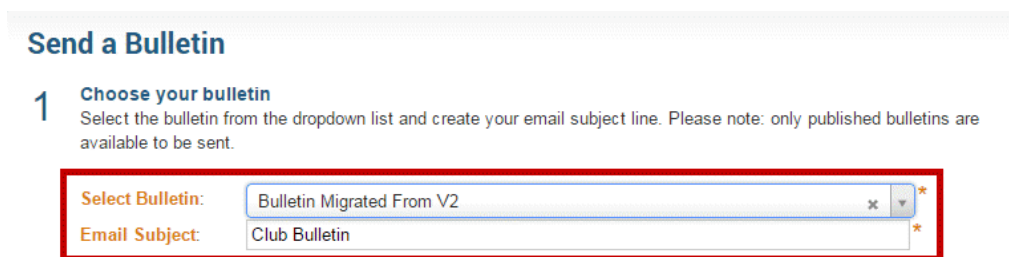
2. Click on the **Bulletin** tab, and then on the **Manage Bulletins** link.



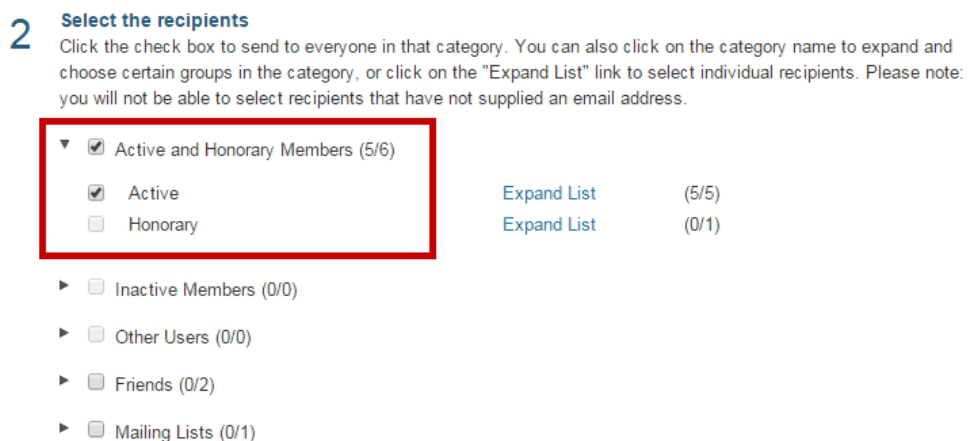
3. Click on the **Send Bulletins** button found on the left side, under the eBulletin 3.0 header.



- You are now on the **Send a Bulletin** page. Click on the **Select Bulletin** drop-down menu and select the published bulletin you would like to send. Once the bulletin is selected, enter the bulletin subject line in the **Email Subject** window.



- Next, you can **Select the Recipients**. Click the check box next to the category name to select all the members that belong to that category. You can also click on the category name to expand it and choose the sub-groups in the category.



6. Furthermore, you can click on the **Expand** link to open the **Member List** window where you can search and select individual recipients.

2 Select the recipients

Click the check box to send to everyone in that category. You can also click on the category name to expand and choose certain groups in the category, or click on the "Expand List" link to select individual recipients. Please note: you will not be able to select recipients that have not supplied an email address.

▼ Active and Honorary Members (5/6)

Active [Expand List \(5/5\)](#)

Honorary [Expand List \(0/1\)](#)

▶ Inactive Members (0/0)

▶ Other Users (0/0)

7. Next, you need to schedule your bulletin. You have the option to send your bulletin immediately or to schedule it to be sent at a later time. By default, the option **Send right now** is set by the system

3 Schedule

You can send the bulletin right now, or click on schedule to choose when you would like to send it.

Send right now

Schedule

8. To schedule your bulletin, simply click the **Schedule** radio button to choose the date and time when to send your bulletin:

Note: Some widgets need to update on a daily basis to show the most current information. During this update if the bulletin is sent out it may not show the latest information. If the scheduled time falls within one of our update periods a warning message will be displayed under the scheduled date and time indicating that you may want to avoid that date and time.

3 Schedule

You can send the bulletin right now, or click on schedule to choose when you would like to send it.

Send right now

Schedule

Choose the date and time when this bulletin will be scheduled to be sent to the selected recipients. You still can use "Send to Myself" to preview the bulletin in email format.

The bulletin scheduler will send your bulletin with the content that is in place at the time the schedule was set. Once scheduled, any changes made to the bulletin will not be included. If your bulletin hasn't started sending, you can cancel it and set up a new schedule to include the changes to your bulletin. Please note, once the bulletin has been sent, it can't be stopped or recalled.

 at 

9. By default the **Copy me on this bulletin** is checked. If you do not want to receive the bulletin, uncheck this. Before sending your bulletin to the members, you can send a proof email to yourself to verify the bulletin content and design works for you and if not, make changes if necessary. Simply click the **Send to Myself** button to receive the preview version in your inbox. Once you are ready to send the live

bulletin, click the **Send** button. Click **Cancel** if you do not wish to send the bulletin.

4 Send your bulletin

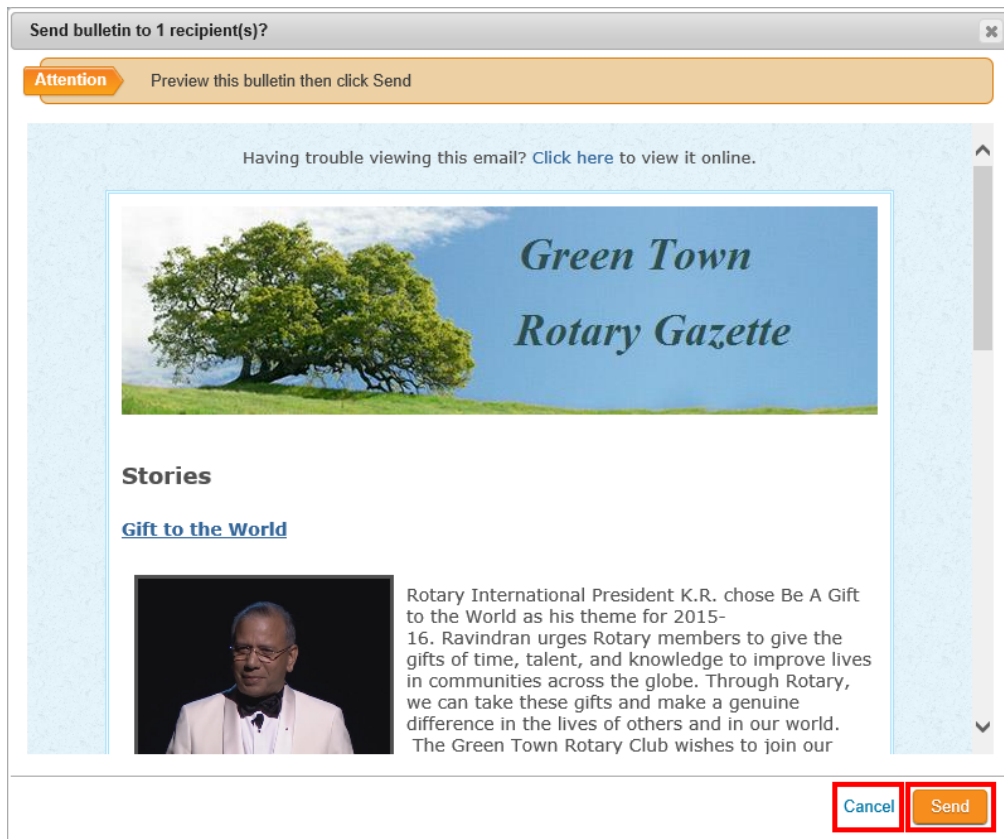
Click on Send to Myself to email the bulletin to yourself and preview what it looks like in email format. Click on Send to email bulletin to the recipients you have selected.

Click the checkbox to automatically Archive your bulletin immediately after it is sent. Please note, if you have scheduled your bulletin to be sent later, it will still be archived now.

Copy me on this bulletin.



10. Just before sending out the bulletin you can check the option on step 4 to **automatically archive the bulletin** after sending it. This will help you stay organized and manage your active bulletins more effectively.
11. After you click **Send** you will see a preview of the bulletin that will be sent. If you need to make any changes or if the bulletin is blank and needs to be published you can click **Cancel** then click **Edit Bulletins** found on the left side and click **edit** on the bulletin you would like to edit. Please click the orange **Publish Bulletin** button once you are done making changes.



Note: If the bulletin is scheduled to be sent at a later time, the bulletin will still be archived after clicking the send button.

Related Content

- [How do I send bulletins to a custom contact group?](#)
- [VIDEO: Bulletin essentials webinar](#)