

# ClubRunner

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

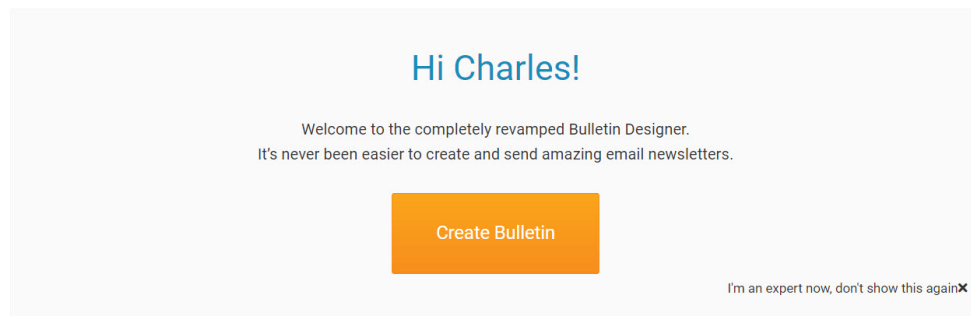
## How do I send a bulletin?

Michael C. - 2022-11-14 - Bulletins

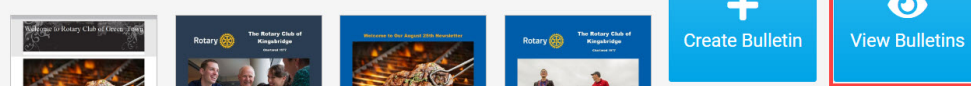
Bulletins are newsletters that can be sent to your members, other users, friends and online subscribers. These Bulletins can be sent using multiple Recipient Groups, each with a different sub-groups to choose from.

1. In order to **Send** a bulletin, you must login to your club's webpage and then access the **Member Area**.
2. In the Member Area, in the top blue bar, click **Bulletin**, then click **Manage Bulletins**, in the grey bar just below.
3. This will take you to the **Bulletin Home** page. From the Bulletin Home, click the blue **View Bulletins** button, in the bottom-right of the page.

### Bulletin Home



### Recent Bulletins

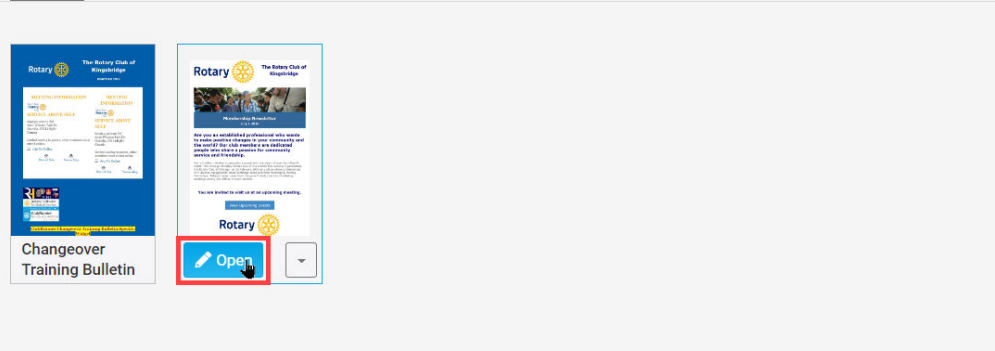


4. On the **Active Bulletins** page, hover-over the bulletin to send, and click the blue **Open** button.

## Active Bulletins

Active Bulletins Grid List Create Bulletin

General Website Inquiry My Templates



Changeover Training Bulletin


Rotary The Rotary Club of Greentown

Open

5. This will open the Bulletin Live Designer. From the designer, click **Preview** above the bulletin.

Create Design Preview Send Save & Exit Next

### Design Membership News



DROP HERE

Rotary The Rotary Club of Greentown

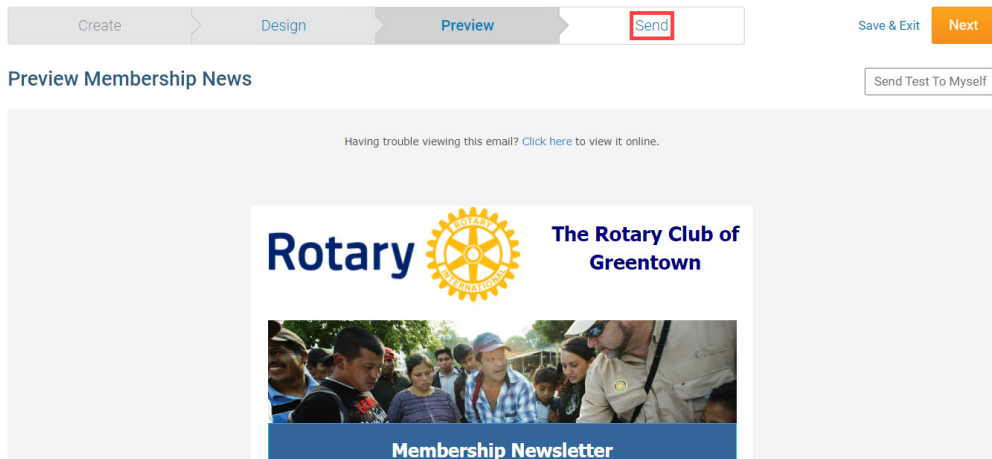
Membership Newsletter

Content Themes Layouts Properties Text

Preformatted Widgets

- Text Only
- Image with Caption
- Single Button
- Article with Left Image

6. To send the bulletin, click **Send** above the bulletin.



7. This will open the **Send** page for the bulletin. From here, click the **Checkbox** to the left of the contact groups to select the recipients for the bulletin.

## Select your recipients

<input checked="" type="checkbox"/>	Active and Honorary Members (13/19)		
<input checked="" type="checkbox"/>	Active	Expand	(13/15)
<input type="checkbox"/>	Active - Corporate	Expand	(0/1)
<input type="checkbox"/>	Honorary	Expand	(0/3)
<input type="checkbox"/>	Other Users (0/8)		
<input type="checkbox"/>	Inactive Members (0/13)		
<input type="checkbox"/>	Club Executives & Directors (Current Year) (0/4)		
<input type="checkbox"/>	Custom Distribution Lists (0/30)		
<input checked="" type="checkbox"/>	Contact Groups (103/119)		

8. Furthermore, you can click on the **Expand** link to open the list of recipients for each contact group where you can search and select individual recipients. Click the orange **Done** button when finished selecting the recipients.

## Select your recipients

Active and Honorary Members (13/19)

- |   |                        |         |
|---|------------------------|---------|
| <input checked="" type="checkbox"/> Active  | <a href="#">Expand</a> | (13/15) |
| <input type="checkbox"/> Active - Corporate | <a href="#">Expand</a> | (0/1)   |
| <input type="checkbox"/> Honorary           | <a href="#">Expand</a> | (0/3)   |

Other Users (0/8)

Inactive Members (0/13)

Club Executives & Directors (Current Year) (0/4)

Custom Distribution Lists (0/30)

Contact Groups (103/119)

Active and Honorary Members - Active. Please s... ×

Select All 13 out of 15 Recipients selected

Filter recipients:

**Member Name** ▾

<input checked="" type="checkbox"/>	Baker, Sue
<input type="checkbox"/>	Brackett, Leigh
<input checked="" type="checkbox"/>	Chu, Eddie
<input checked="" type="checkbox"/>	Dean, John
<input checked="" type="checkbox"/>	Dewy, Mickey
<input checked="" type="checkbox"/>	Draper, Judith
<input checked="" type="checkbox"/>	Hampton, Charles
<input checked="" type="checkbox"/>	Kornbluth, Cyril
<input checked="" type="checkbox"/>	Kuang, Ni
<input checked="" type="checkbox"/>	Parker, Peter
<input checked="" type="checkbox"/>	Stapledon, Olaf
<input checked="" type="checkbox"/>	Trout, Kilgore
<input checked="" type="checkbox"/>	Valentine, John
<input type="checkbox"/>	Woods, Chuck
<input checked="" type="checkbox"/>	Woods, Zach

Showing all 15 recipients

**Done**

9. Next, you can review & update the Bulletin's **Email Subject**, as well as set a number of **Bulletin Options**.

## Options

Email Subject \*

Membership News

Archive bulletin after sending

Yes  No

Copy me on this bulletin

Yes  No

Reply To

Me  Custom

Name \*

Greentown Rotary

Email \*

GreentownRotary@sink.sendgrid.ne

- **Email Subject:** Enter an email subject that will appear in the recipients' inboxes.
- **Archive Bulletin After Sending:** Select **Yes** to automatically send the Bulletin to the Bulletin Archive after sending. Learn more about archiving a bulletin from [this Archiving Bulletins page in our Bulletins Guide](#).
- **Copy me on this bulletin:** When sending the Bulletin, if **Yes** is selected, the Editor sending the bulletin will receive a copy of the bulletin email.
- **Reply To:** This controls which email address the email replies from the bulletin email are sent.
  - **Me:** When set to Me, the Editor's name & email address will appear on the bulletin, and email replies to the bulletin will be sent to the Editor's email address.
  - **Custom:** Use this option to enter a custom **Name** and **Email** for the bulletin to appear from, and send email replies to.

10. 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 now** is set by the system. Click the orange **Send** button to begin sending the bulletin emails.

**When would you like to send your bulletin?**

Send now

Schedule for later

Send Test To Myself

Save & Exit

Send


11. To schedule your bulletin, simply click the **Schedule for later** radio button, then enter the **date** and **time** for when to send the bulletin. To complete scheduling the bulletin email, click the orange **Send** button.

**When would you like to send your bulletin?**

Send now

Schedule for later

Choose the date and time to schedule this bulletin

Oct 11, 2022  at 02:00 PM 

Send Test To Myself

Save & Exit

Send

**Note**

When sending the bulletin, you can also click **Send Test To Myself** to send a test bulletin to only your email address.

12. After clicking Send, click **Ok** on the prompt to send the bulletin, or **Cancel** to cancel the send.

Send bulletin to 116 recipients then archive?

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Cancel

OK

13. After clicking Ok, you will see this page to confirm the Bulletin is sending to the recipients.



# You're Done!

[Go back to Bulletin home](#)



Create another bulletin



See delivery stats

#### Note

You can open the Bulletins' delivery stats by clicking **See delivery stats** from this page. Learn more about reviewing bulletin statistics from [this Bulletin Statistics page in our Bulletins Guide](#).

#### Related Content

- [How do I send bulletins to a custom contact group?](#)