ClubRunner

Help Articles > Club Help > Club - Administration Guide > Bulletins > How do I setup bulletin greetings?

How do I setup bulletin greetings?

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Bulletin Greetings are used for defining the message at the top of a sent Bulletin. They can be customized to relay the message that you want to display.

Location of the Bulletin Greeting Messages

- 1. Login to your ClubRunner site.
- 2. Under the Club eBulletin section click on the Create Bulletin link
- 3. Now click on the **Edit Bulletins** button.
- 4. Under the **Edit Bulletins** section click on the **Bulletin Greetings** link.

How to Create a New Greeting Message

- 1. Click on the **Add** button found in the top right corner.
- 2. Enter a **Title** for the Greeting Message. This message will not be displayed in the bulletin.
- 3. Now create the default message using the editor.
- 4. Feel free to use the Message Merge fields to replace static information. For Example: In the Recipient group select the Recipient First Name to have the system automatically populate with the members first name.
- 5. Once you have the message formulated click on the **Save** button found in the bottom right corner.

Selecting the Default Message:

- 1. Once on the Manage Bulletin Greeting Messages screen you will see all of your created Greetings listed. Find the Greeting that you would like to make default and under the **Actions** column click on the **Make Default** link.
- 2. You should see the Default column checkbox switch to the Greeting that you selected.