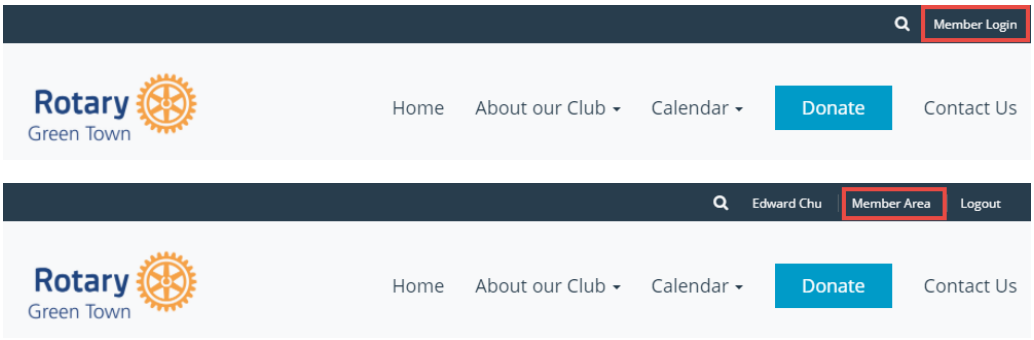
ClubRunner

How do I structure a story for a bulletin?

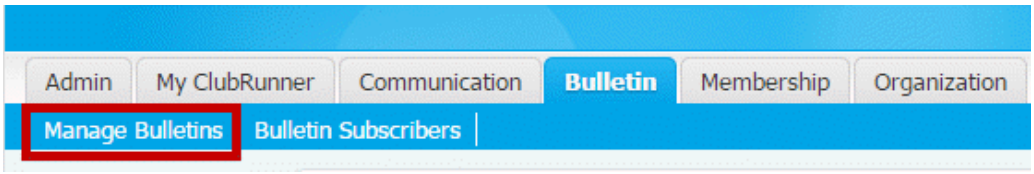
Michael C. - 2021-03-23 - Bulletins

Please use the following steps to structure a story for a bulletin:

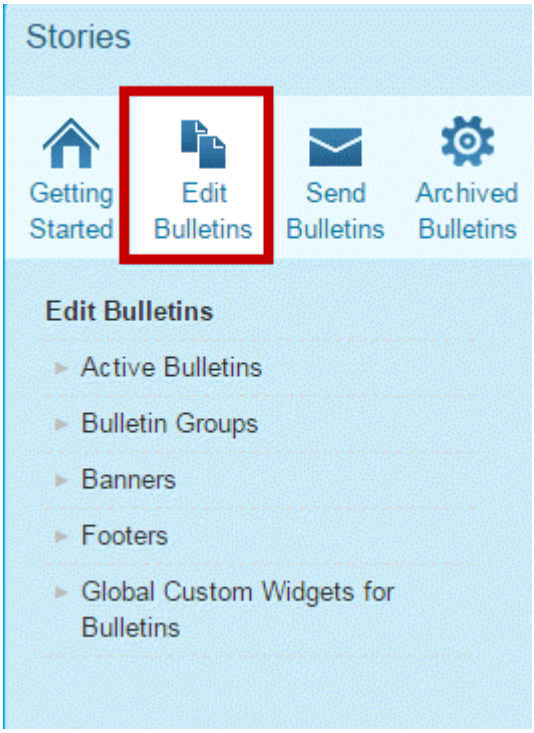
1. To edit the Story Structure, you must login to your member page. Click on **Member Area** at the top right of your home page.



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



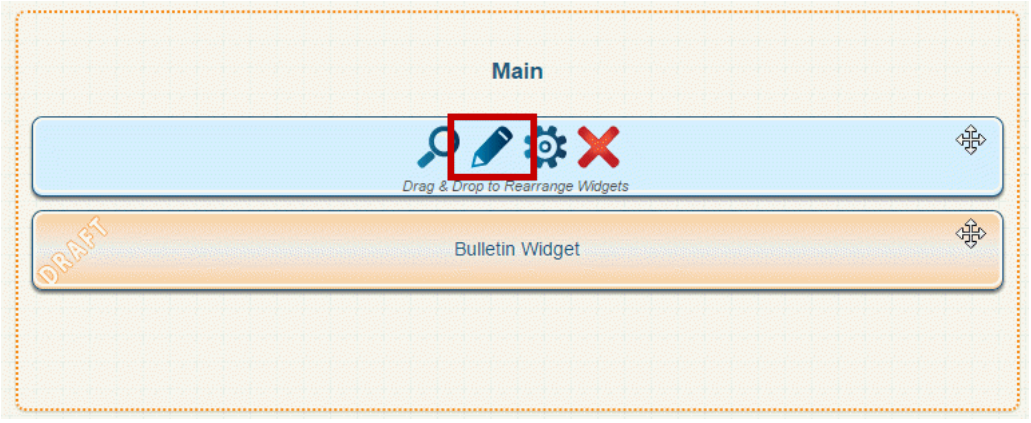
3. Click on **Edit Bulletins** under the **eBulletin 3.0** header.



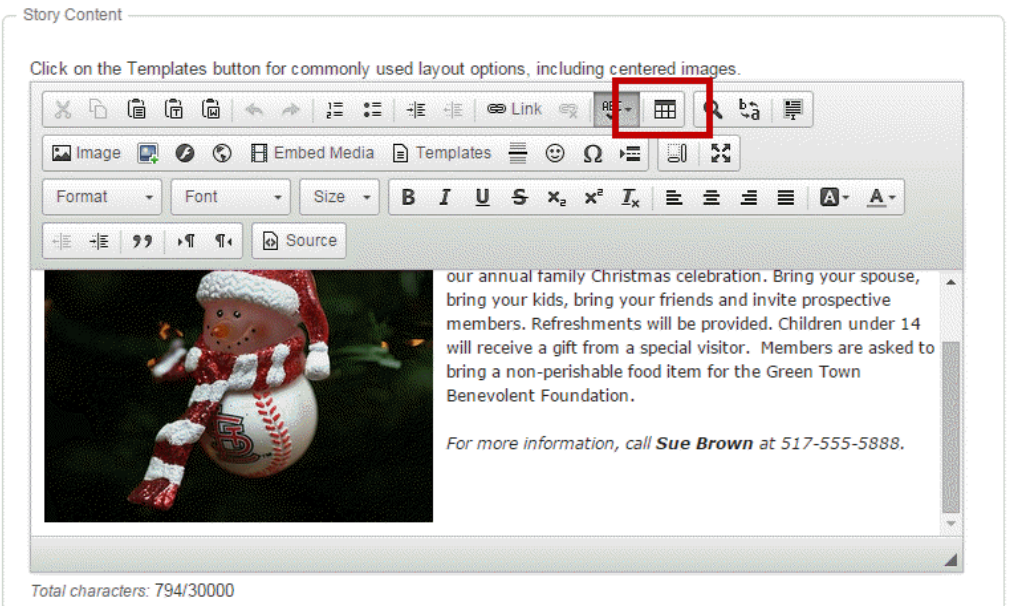
4. Click the **Edit** link next to the bulletin you wish work on.



5. Place your mouse over the **Stories** widget and then click the **Pencil** icon when it appears. Select the edit link on the story you would like to edit.



6. Within the content editor bar, click the **Create Table** icon.



7. Apply the following settings for width:
    - Top: 400px | 200px
    - Bottom: 600px
    - Align to the Center
    - Border set to 0

    Note: The width of the template will determine how wide your information should be.

8. When you are finished, click the **OK** button to add the table