

# ClubRunner

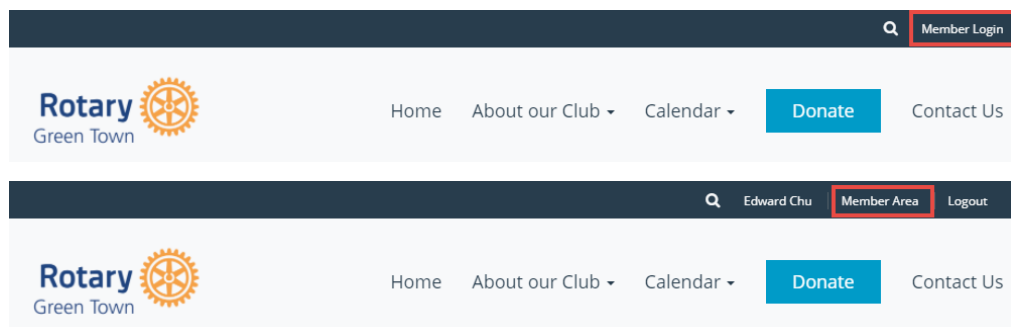
Help Articles > Club Help > Club - Administration Guide > Bulletins > How do I structure a story for a bulletin?

## 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:

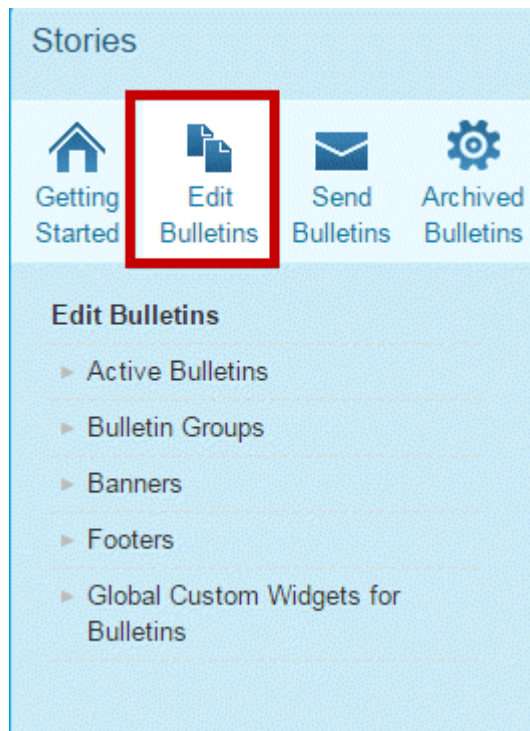
1. To edit the Story Structure, you must login to your member page. Click on **Member Area** at the top right of your home page.



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



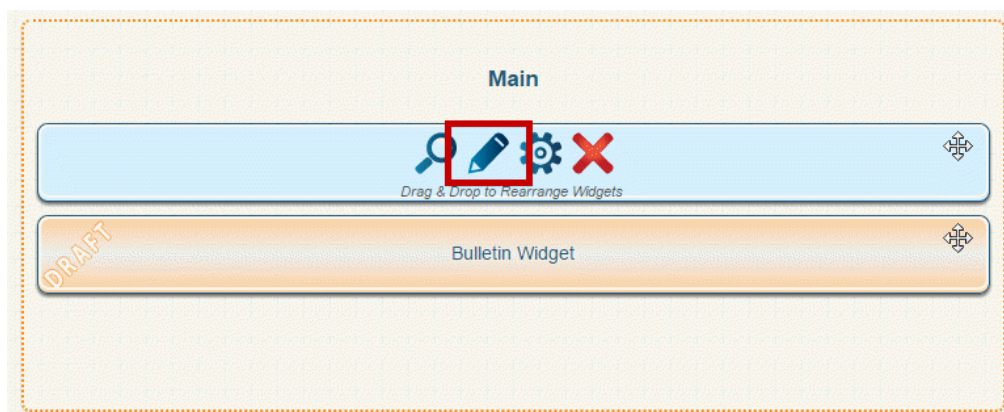
3. Click on **Edit Bulletins** under the **eBulletin 3.0** header.



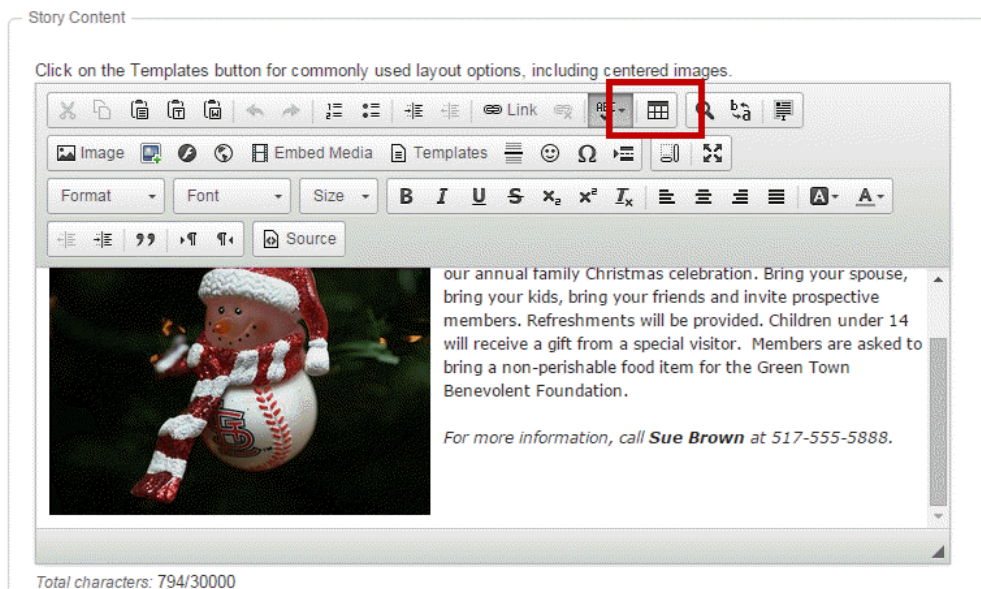
- Click the **Edit** link next to the bulletin you wish work on.



- 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.



- 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