

# ClubRunner

Help Articles > Club Help > Club - Administration Guide > Bulletins > How do I use the bulletin archive?

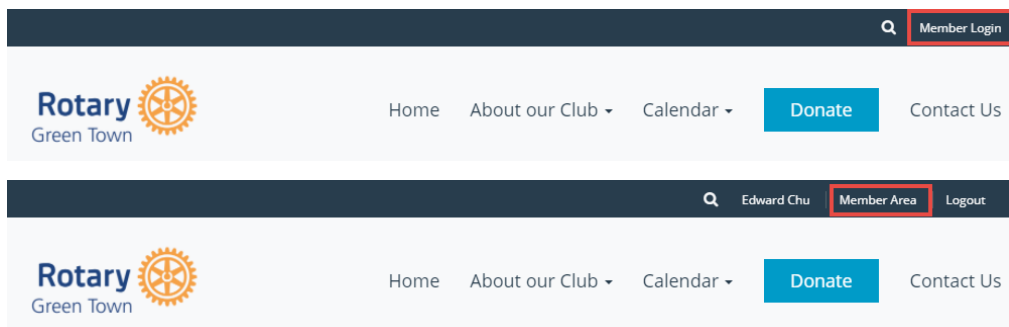
## How do I use the bulletin archive?

Michael C. - 2021-03-22 - Bulletins

After sending a bulletin, you have the option to archive it. Archiving bulletins is a good way to manage your past bulletin list.

**Note:** Once a bulletin has been archived, you will no longer be able to edit it.

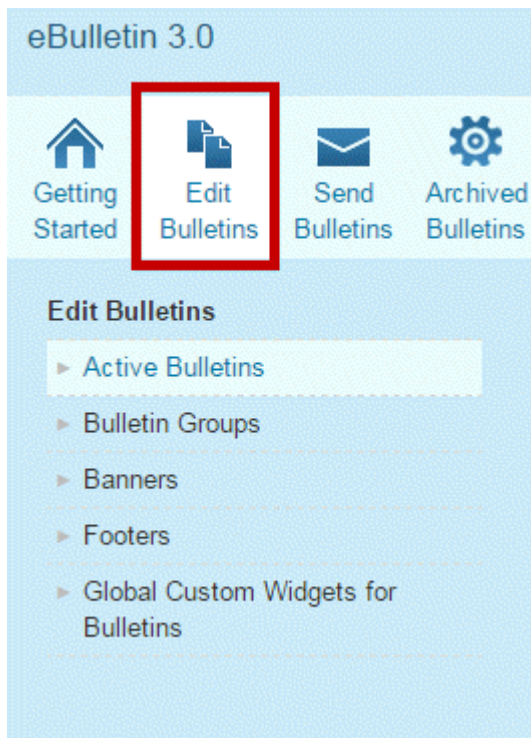
1. To access the Bulletin Archives you must login to your member page. Click on **Member Area** at the top right of your home page.



2. Click on the **Bulletin** tab on the top Menu bar of the Administration page and then click **Manage Bulletins**.



3. You will be taken to the **Bulletin** welcome page. Click on the **Edit Bulletins** icon under the **eBulletin 3.0** header.



- This will bring you to the **Bulletin List**. Here, you can view all your sent bulletins, as well as any that are currently in the process of creation. To archive a sent bulletin, click the **Archive** link under the **Actions** heading.

**Bulletin List**

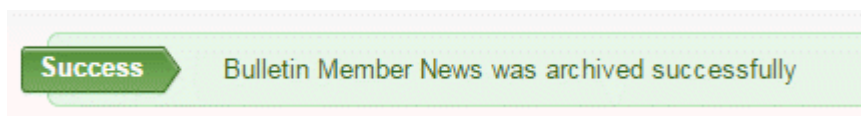
Click on Bulletin Name or Edit to access the bulletin designer.

Filter records:

[+ Create New Bulletin](#)

Date	Name	Last Sent	Published On	Visible on Website	Actions
<b>External Facing Bulletin</b>					
Apr 16, 2016	Member News		Apr 16, 2016	✓	<a href="#">Edit</a>   <a href="#">Stories</a>   <a href="#">Preview</a>   <a href="#">Send</a>   <a href="#">Archive</a>   <a href="#">Copy</a>   <a href="#">Delete</a>
<b>New Group</b>					
Aug 21, 2014	Bulletin				<a href="#">Edit</a>   <a href="#">Stories</a>   <a href="#">Preview</a>   <a href="#">Send</a>   <a href="#">Archive</a>   <a href="#">Copy</a>   <a href="#">Delete</a>
<b>General</b>					
Feb 03, 2016	BULLETIN TEMPLATE-COPY		Apr 16, 2016		<a href="#">Edit</a>   <a href="#">Stories</a>   <a href="#">Preview</a>   <a href="#">Send</a>   <a href="#">Archive</a>   <a href="#">Copy</a>   <a href="#">Delete</a>
Dec 02, 2015	BULLETIN TEMPLATE-COPY ONLY		Apr 16, 2016		<a href="#">Edit</a>   <a href="#">Stories</a>   <a href="#">Preview</a>   <a href="#">Send</a>   <a href="#">Archive</a>   <a href="#">Copy</a>   <a href="#">Delete</a>

- The bulletin is archived and removed from the **Bulletin List**.



- To view an archived bulletin, clicked the **Archived Bulletins** link under the **eBulletin 3.0** heading.



- Once on the **Archived Bulletins** page, you can view all sent bulletins that have been archived. Each bulletin will also indicate when it was last sent, and the date on which it was archived in the relevant columns.

## Archived Bulletins

Click on Hide/Show to make the bulletin visible or not visible on your website.

Search:

Date	Name	Last Sent On	Archived On	Visible on Website	Actions
<b>Non-Member News</b>					
Apr 16, 2016	Member News		Apr 16, 2016	✓	Show   Properties   View   Copy   Send   Delete
<b>General</b>					
Dec 11, 2014	Spring Fling		Jan 28, 2015	✓	Hide   Properties   View   Copy   Send   Delete
Oct 27, 2014	Bulletin Migrated From V2	Dec 11, 2014	Dec 11, 2014		Show   Properties   View   Copy   Send   Delete

8. While you cannot edit an archived bulletin, you can still manipulate them in various ways.

- **Show:** Click here to display archived bulletin on the homepage. If a bulletin is currently active, a checkmark appears under the **Visible on Website** column.
- **Properties:** Click here to edit the bulletin's group, visibility on website, access level, and email subject line.
- **View:** The View link opens a preview of the bulletin.
- **Copy:** Click here to copy the bulletin contents into a new bulletin.
- **Send:** Clicking Send will re-send the bulletin to your subscriber list.
- **Delete:** This will erase the bulletin.

## Archived Bulletins

Click on Hide/Show to make the bulletin visible or not visible on your website.

Search:

Date	Name	Last Sent On	Archived On	Visible on Website	Actions
<b>Non-Member News</b>					
Apr 16, 2016	Member News		Apr 16, 2016	✓	Show   Properties   View   Copy   Send   Delete
<b>General</b>					
Dec 11, 2014	Spring Fling		Jan 28, 2015	✓	Hide   Properties   View   Copy   Send   Delete
Oct 27, 2014	Bulletin Migrated From V2	Dec 11, 2014	Dec 11, 2014		Show   Properties   View   Copy   Send   Delete

## Related Content

- [How do I print my bulletins?](#)
- [VIDEO: Bulletin essentials webinar](#)