ClubRunner

Help Articles > Club Help > Club - Administration Guide > Bulletins > How to add bulletin subscribers to ClubRunner?

How to add bulletin subscribers to ClubRunner?

Michael C. - 2021-02-04 - Bulletins

This guide will demonstrate how you can add bulletin subscribers with ClubRunner.

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.

 In order to Send a bulletin, you must login to your club's webpage and then access the Member Area.

Rotary Club of Green Town	

2. Click on the **Bulletin** tab, and then on the **Bulletin Subscribers** link.

Admin My Clu	Ibrunner	Communica	ation	Bulletin	Membership	Organization
Manage Bulletins	Bulletin	Subscribers				
			12033030			

3. You are now on the **Bulletin Subscribers** page. Here, you can add or remove contacts, as well as edit the details of existing subscribers.

Manage Contac	ts for Bulletin Sul	etin Subscribers	
Search: 🔍		Show 25 v entries O Ad	d 💿 Add Multiple
First Name 🔻	Last Name 🔻	Email 🔻	Actions
Gunter	Vanderman	gvanderman@example.com	Edit Remove

4. To add a subscriber, click on the **Add** button found in the top right.

Manage Contac	ts for Bulletin Sul	bscribers	
Search: 🔍		Show 25 ▼ entries	dd 💽 Add Multiple
First Name 🔻	Last Name 🔻	Email 🔻	Actions
Gunter	Vanderman	gvanderman@example.com	Edit Remove

 Under the Contact Properties section populate the three required fields (First Name, Last Name, & Email).

Note: You must have consent from the non-member contact to able to communicate with them

 Contact Properties 			
	First Name:	Cordwainer	*
	Last Name:	Smith	*
	Email:	cwsmith@example.com	*
		You must have consent from the contact to be able t them. By checking this box, you confirm that the cor receiving the bulletin. Note, the contact can opt-out a	o communicate with ntact has opted in to it any time.
			Cancel Save

Add New Bulletin Subscriber for Bulletin Subscribers

- Once the fields are populated click Save to keep the changes, or Cancel to discard them.
- If the record saved successfully you should see a Success message at the top of the Subscribers List.

How do I edit details for an existing subscriber?

1. Find the subscriber from the list and click on the **Edit** link found on the right side.

Manage Contacts for Bulletin Subscribers

First Name 🔻	Last Name 🔻	Email 🔻	Actions
Gunter	Vanderman	gvanderman@example.com	Edit Remove
Cordwainer	Smith	cwsmith@example.com	Edit Remove

 Now the contacts **Properties** are displayed. Simply make your changes and click Save to keep them, or Cancel to discard.

Edit Bulletin Subscriber for Bulletin Subscribers

- Contact Properties				
	First Name:	Cordwainer	*	1
	Last Name:	Smith	*	
	Email:	cwsmith@example.com	*	
			Cancel	Save

3. You should see the subscriber data updated.

How do I remove a bulletin subscriber?

1. Find the subscriber from the list and click on the **Remove** link found on the right side.

Add Bulletin Group		
- Bulletin Group Settings		
Group Name:	Non-Member News *	
Number of Bulletins to Show: (2)	12	
Visible on Website: 👔		
Access Level: 🔞	Public Requires Login	

2. A Message Box will pop up. Click **OK** to delete the subscriber or **Cancel** to revert changes.

										Acco	unt:	Acc	ount	t Full I	Name	٠	Add
									F	Recipi	ent:	Re	ipier	nt Title	•	•	Add
										Sen	der:	Ser	nder I	First N	lame	•	Add
konune tem ∕⊡∖na	pares but	ton for co	i	used is	yout op	ee Lin	inclu k at	oing i	cente Cu	med in	Q	5. 62.1	-				
almana 🕅	00	E Emi	eiheld her	D Te	inte la mo	-	0	0			4	8	T				
increal .	Fort		Sine -	D	7 11	-	*	34	T	-	-		-		A .		
de las		100			1 9		~	-	XX	-	-	-	-	ω.	<u>H</u> .		
E 12 77	11 10	6 80	urce														

3. If **OK** was clicked then you should see a **Success** message at the top of the screen.