# ClubRunner

What are the bulletin's properties?

Michael C. - 2021-03-22 - Bulletins

Bulletins have several properties that you can change to customize it. Please read below for more information about the Bulletin properties.
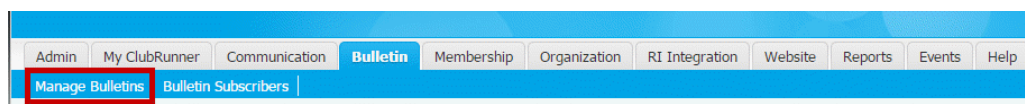
1. First go to your ClubRunner home page and login to **Member Area** at the top right. Once you have done this, click **Member Area** again.

2. You will see several tabs. Click on the tab marked **Bulletin**.
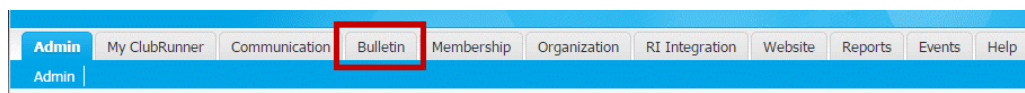
3. Next, click on the **Manage Bulletins** link.

4. On the Bulletin List page click on the **Name** of the bulletin or the **Edit** link on the same row as the bulletin you want to edit.
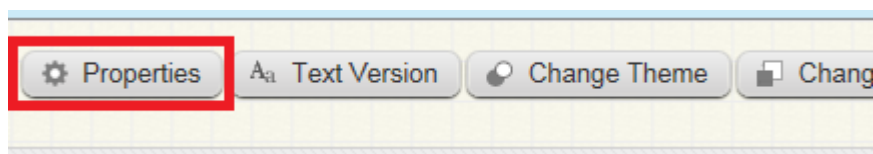

5. Click on the **Properties** button near the top right.

6. This will take you to the **Properties** page.
   - **Name:** The title of the bulletin

- **Permalink:** The name of the bulletin for the address or url
- **Date:** The date of the bulletin
- **Bulletin Group:** The group the bulletin is located in
- **Visible on Website:** Check this to have it show on the website
- **Show Commitments:** Check this to have the receiver's commitments shown at the bottom of the bulletin's email
- **Access Level: Public** is for anyone to see the bulletin. **Requires Login** is for members only.
- **Email Subject:** The subject in the email
- **Editor name:** The name of the editor of the bulletin
- **Editor Email:** The email of the editor of the bulletin
- **Content Template:** The template that is in use for the bulletin
- **Save**: Click **Save** to save the changes of the properties

Name:	July 2015 *
Permalink:	july-2015 *
Date:	Jul 09, 2015 📅 *
Bulletin Group:	General ▾ or create new:
Visible on Website:	☐
Show Commitments:	☑
Access Level:	● Public ○ Requires Login
Email Subject:	July 2015 *
Editor Name:	Type at least 3 letters of first or last name
Editor Email:	
Content Template:	

Cancel   Save