

# ClubRunner

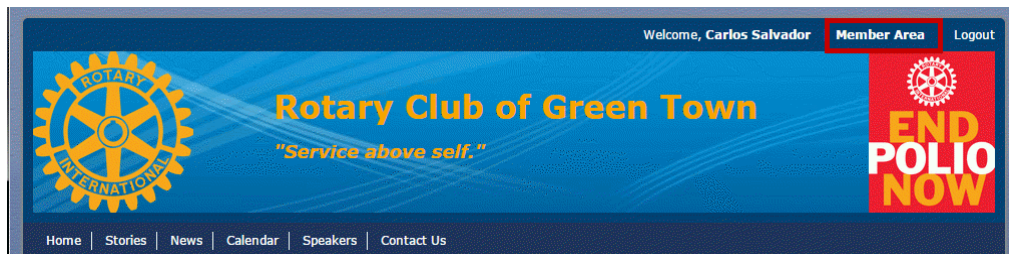
Help Articles > Club Help > Club - Administration Guide > Bulletins > How do I access the bulletin send history?

## How do I access the bulletin send history?

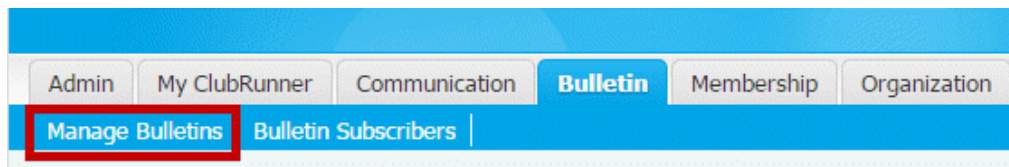
Michael C. - 2021-02-04 - Bulletins

All your previously distributed bulletins are archived in the Send History. Bulletins are displayed according to email subject, and according to the email group to which it has been sent.

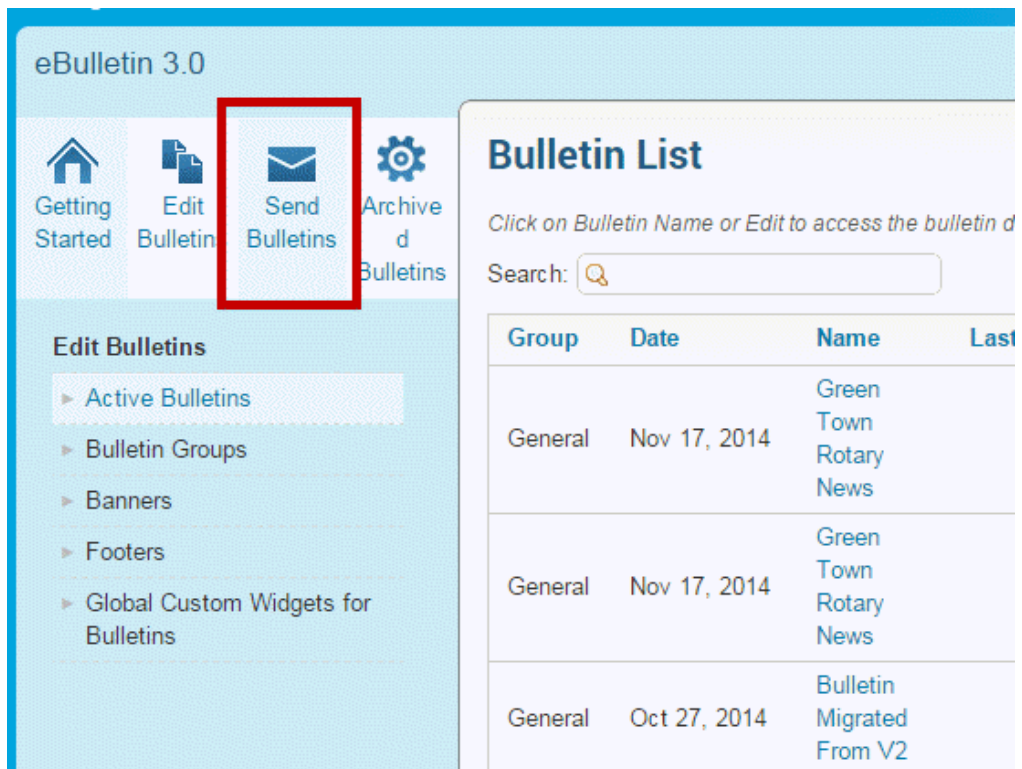
1. To access the Bulletin Send History, you must login to your member page. Click on **Member Area** at the top right of your home page.



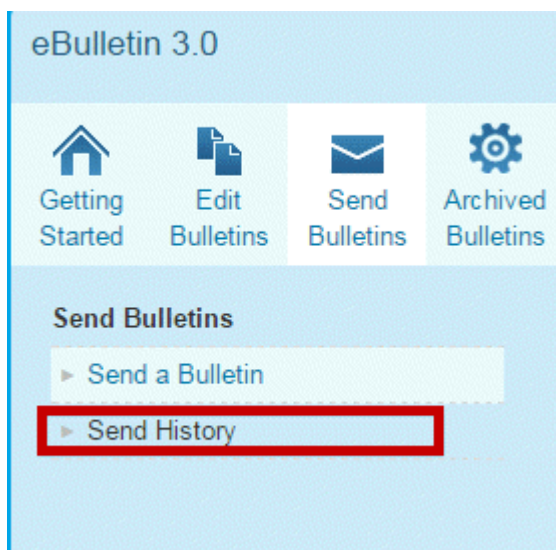
2. Click on the **Bulletin** tab on the top Menu bar of the Administration page and then click **Manage Bulletins**.



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



- Now click on the **Send History** link under the **Send Bulletins** menu on the left.



- Bulletins on the **Send History** page are displayed according to the date they were mailed. You may select to organize them instead by name or sender by clicking on the relevant options over the list.

**Note:** Scheduled bulletins will appear at the top of your Send History list along with the date of scheduled delivery.

Filter records:

Name ▼	Sent On ▼	Sent By ▼	Actions
Community Hall Update (May 19, 2015)	Scheduled for Jun 30, 2015 at 9:07 AM	Edward Smith	<a href="#">View Bulletin</a>   <a href="#">Stats</a>   <a href="#">Cancel</a>
May Bulletin (Apr 27, 2015)	Apr 27, 2015 at 4:09 PM	Edward Smith	<a href="#">View Bulletin</a>   <a href="#">Stats</a>
April 13 Bulletin (Apr 13, 2015)	Apr 15, 2015 at 3:07 PM	Edward Smith	<a href="#">View Bulletin</a>   <a href="#">Stats</a>
April Bulletin (Apr 14, 2015)	Apr 14, 2015 at 2:29 PM	Edward Smith	<a href="#">View Bulletin</a>   <a href="#">Stats</a>
April Bulletin (Apr 13, 2015)	Apr 13, 2015 at 3:23 PM	Edward Smith	<a href="#">View Bulletin</a>   <a href="#">Stats</a>

6. You can **Search** the list of bulletins by the email subject or sender.

**Send History**

Search:

Group	Email Subject	Sent On	Sent By	Actions
<b>Bulletin Migrated From V2 (Oct 27, 2014)</b>				
General	Club Bulletin	Dec 11, 2014 at 9:26 AM	Carlos Salvador	<a href="#">View Bulletin</a>   <a href="#">Stats</a>

Showing 1 to 1 of 1 entries

7. You can view the sent bulletin by clicking on **View Bulletin**.

**Send History**

Search:

Group	Email Subject	Sent On	Sent By	Actions
<b>Bulletin Migrated From V2 (Oct 27, 2014)</b>				
General	Club Bulletin	Dec 11, 2014 at 9:26 AM	Carlos Salvador	<a href="#">View Bulletin</a>   <a href="#">Stats</a>

Showing 1 to 1 of 1 entries