

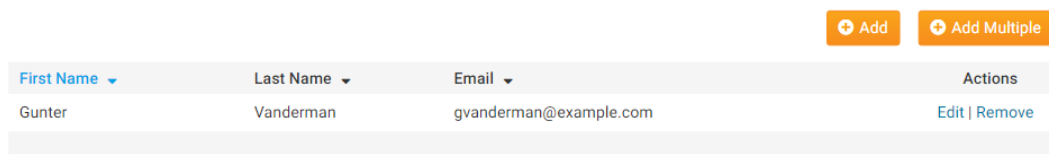
How do I add bulletin subscribers? (District)

Omar S. - 2021-04-16 - Bulletins

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

1. In order to **add bulletin subscribers**, you must first log in to your District home page. Once you have done this, click on the **Member Area** link near the top right on the homepage.
2. You will see a number of tabs running across the screen. Click on the **Communication** tab.
3. Now, click on the **Bulletin Subscribers** link.
4. 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 Contacts for Bulletin Subscribers

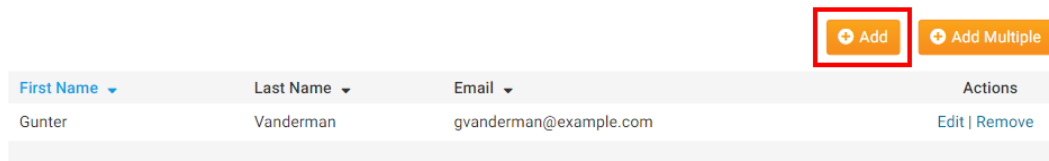


The screenshot shows the 'Manage Contacts for Bulletin Subscribers' interface. At the top right, there are two orange buttons: '+ Add' and '+ Add Multiple'. Below these buttons is a table with columns for 'First Name', 'Last Name', 'Email', and 'Actions'. The table contains one row with the following data: First Name: Gunter, Last Name: Vanderman, Email: gvanderman@example.com, Actions: Edit | Remove.

First Name	Last Name	Email	Actions
Gunter	Vanderman	gvanderman@example.com	Edit Remove

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

Manage Contacts for Bulletin Subscribers



The screenshot shows the 'Manage Contacts for Bulletin Subscribers' interface. At the top right, there are two orange buttons: '+ Add' and '+ Add Multiple'. The '+ Add' button is highlighted with a red box. Below these buttons is a table with columns for 'First Name', 'Last Name', 'Email', and 'Actions'. The table contains one row with the following data: First Name: Gunter, Last Name: Vanderman, Email: gvanderman@example.com, Actions: Edit | Remove.

First Name	Last Name	Email	Actions
Gunter	Vanderman	gvanderman@example.com	Edit Remove

6. 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.

Add New Bulletin Subscriber for Bulletin Subscribers

Contact Properties

First Name	<input type="text" value="Benjamin"/>	*
Last Name	<input type="text" value="Aduar"/>	*
Email	<input type="text" value="baduar@example.com"/>	*

I have received consent from this individual for the collection, storage, and use of their information by ClubRunner Demo District as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time. A notification email will be sent to the individual the first time their contact information is stored. *

[Cancel](#) [Save](#)

7. Once the fields are populated click **Save** to keep the changes, or **Cancel** to discard them.

8. 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

Filter records:

[+ Add](#) [+ Add Multiple](#)

First Name	Last Name	Email	Actions
Kalvin	Jafar	kjafar@example.com	Edit Remove
Gunter	Vanderman	gvanderman@example.com	Edit Remove
Benjamin	Aduar	baduar@example.com	Edit Remove

Showing all 3 records

2. 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	<input type="text" value="Kalvin"/>	*
Last Name	<input type="text" value="Jafar"/>	*
Email	<input type="text" value="kjafar@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.

Manage Contacts for Bulletin Subscribers

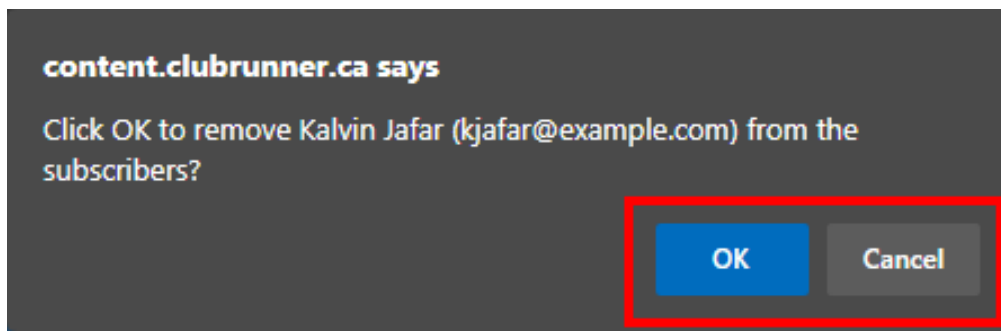
Filter records:

[+ Add](#) [+ Add Multiple](#)

First Name ▾	Last Name ▾	Email ▾	Actions
Kalvin	Jafar	kjafar@example.com	Edit Remove
Gunter	Vanderman	gvanderman@example.com	Edit Remove
Benjamin	Aduar	baduar@example.com	Edit Remove

Showing all 3 records

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



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