

# ClubRunner

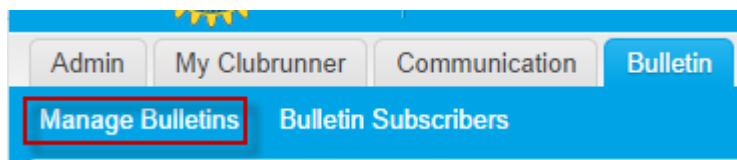
Help Articles > Club Help > Club - Administration Guide > Bulletins > How do I add the Duty Roster to my bulletin?

## How do I add the Duty Roster to my bulletin?

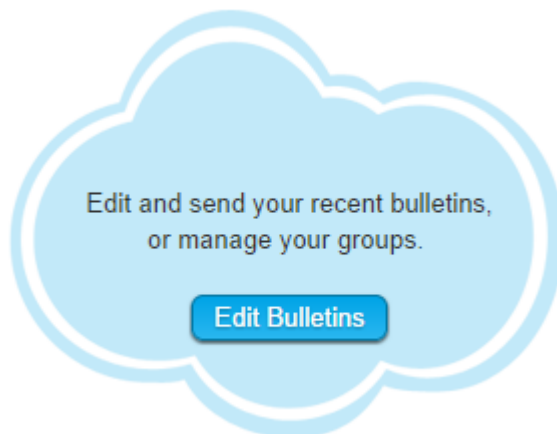
Michael C. - 2021-03-22 - Bulletins

**The following instructions will demonstrate how to add Duty Roster Widget to the Bulletin.**

1. **Login** to the **Admin** page.
2. Tap on the **Bulletin** tab and click the **Manage Bulletins** link.



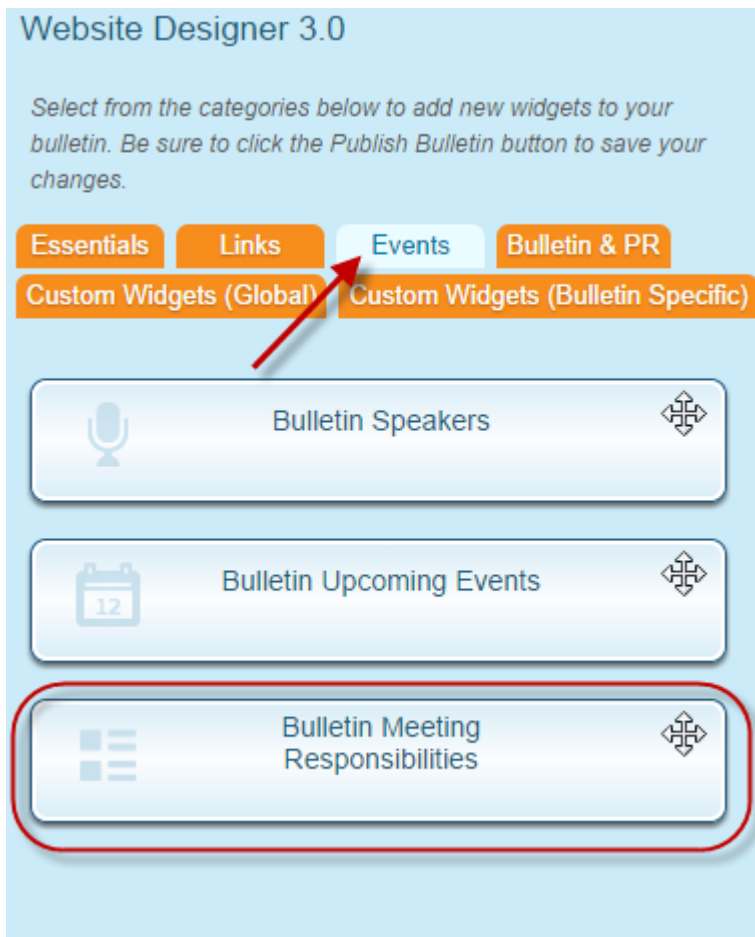
3. Click on the **Edit Bulletins** button



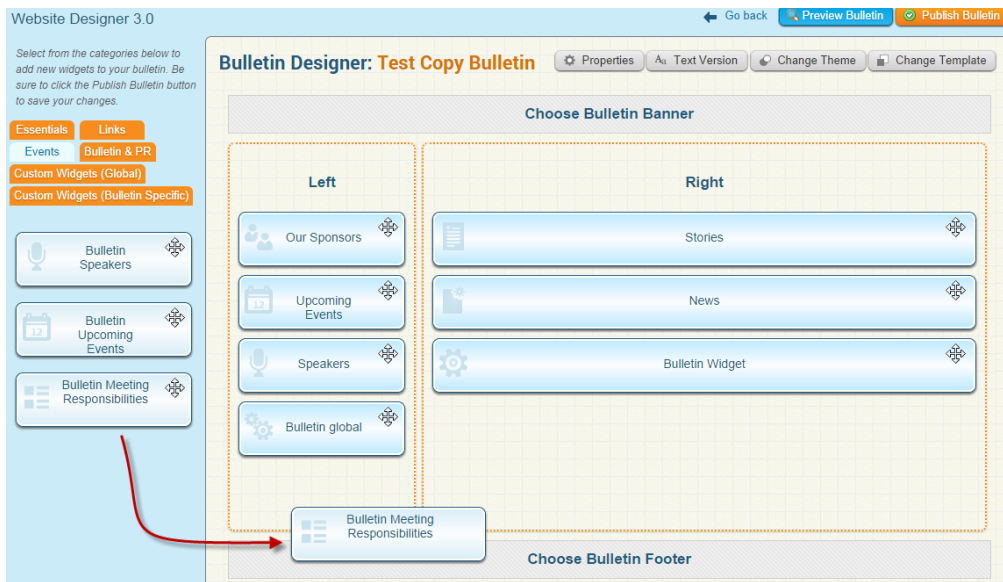
4. Click on **Edit** next to the bulletin you wish to modify

Date	Name	Last Sent	Published On	Visible on website	Actions
<b>General</b>					
Apr 08, 2015	New Testing Bulletin by Zoia	Mar 06, 2014	Sep 30, 2014	✓	Edit   Live Preview   Copy   Send   Delete   Archive
May 15, 2014	Bulletin Migrated From V2		May 15, 2014		Edit   Live Preview   Copy   Send   Delete   Archive
Apr 29, 2014	Some New Bulletin - April 29 2014	Apr 29, 2014	Sep 30, 2014	✓	Edit   Live Preview   Copy   Send   Delete   Archive
May 01, 2014	Bulletin Image Test - May 01, 2014	Aug 08, 2014	Sep 30, 2014	✓	Edit   Live Preview   Copy   Send   Delete   Archive

5. Click on the **Events** tab



- Left click and hold your left mouse button over the widgets and drag the widget from the left and drop it within the Bulletin. Depending on where you drop the widget it will resize.



- Click the **Publish** button to finalize the changes on the website.

