

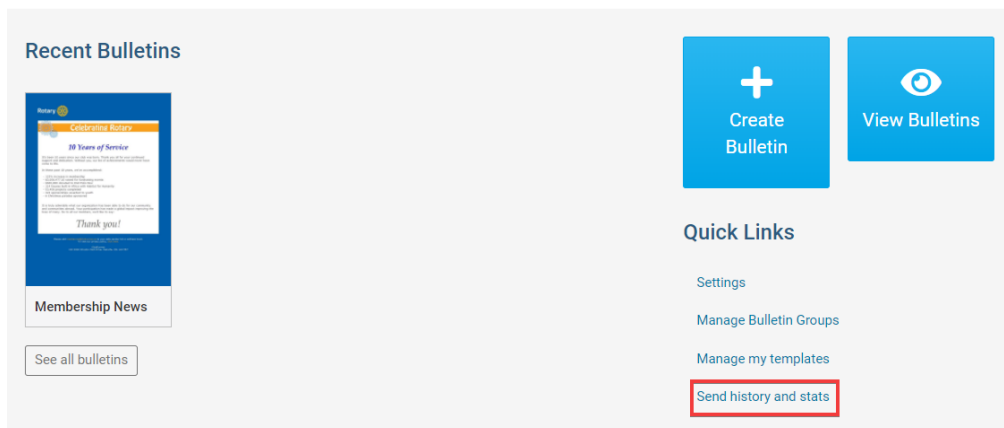
How do I cancel a scheduled bulletin?

Michael C. - 2022-11-14 - Bulletins

Sometimes, you may need to cancel a scheduled bulletin. For example, you may notice an error within your bulletin that needs to be addressed before it is sent out.

1. You can cancel a scheduled email by using the bulletin's **Send History** page. To access the page, you must first login to your website.
2. Once you have logged in, click on **Bulletin** in the primary navigation menu at the top of the page, and then click on **Manage Bulletins** in the secondary navigation menu just below.
3. This brings you to the Bulletin Home page, where you can see a list of recent bulletins you had worked on. Click on the **Send history and stats** link underneath the Quick Links heading.

Bulletin Home



The screenshot shows the Bulletin Home page. On the left, under 'Recent Bulletins', there is a thumbnail for a bulletin titled 'Membership News' with a 'See all bulletins' button below it. On the right, there are two blue buttons: 'Create Bulletin' with a plus icon and 'View Bulletins' with an eye icon. Below these is a 'Quick Links' section with a list of links: 'Settings', 'Manage Bulletin Groups', 'Manage my templates', and 'Send history and stats'. The 'Send history and stats' link is highlighted with a red rectangular box.

4. You are now on the **Send History** page, which displays a list of previous bulletins that had been sent out by the club. You can quickly identify a scheduled email by looking at the information displayed on the **Sent on** field.

Send History

Show test emails Hide test emails

Filter records:

Display 25 records

| Name | Subject | Sent on | Sent By | Actions |
|------------------------------------------------------|---------------------------|---------------------------------------|----------------|----------------------------------|
| Welcome New Member (Jun 05, 2021) | Welcome New Member | Scheduled for May 31, 2022 at 3:40 PM | Aaron Aaronson | <input type="button" value="v"/> |
| Commitments Testing (Jan 11, 2022) | Commitments | Feb 08, 2022 at 10:01 AM | Kevin Turner | <input type="button" value="v"/> |
| May 11th 2021 Copied Active Bullet... (May 12, 2021) | May 11th 2021 - The Spoke | May 20, 2021 at 9:41 AM | Aaron Aaronson | <input type="button" value="v"/> |

5. To cancel a scheduled bulletin, click on the **Actions** dropdown menu, and then select **Cancel**.

Send History

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| Name | Subject | Sent on | Sent By | Actions |
|------------------------------------------------------|---------------------------|---------------------------------------|----------------|----------------------------------------------------------------------|
| Welcome New Member (Jun 05, 2021) | Welcome New Member | Scheduled for May 31, 2022 at 3:40 PM | Aaron Aaronson | <input type="button" value="v"/> View Bulletin Stats Cancel |
| Commitments Testing (Jan 11, 2022) | Commitments | Feb 08, 2022 at 10:01 AM | Kevin Turner | <input type="button" value="v"/> |
| May 11th 2021 Copied Active Bullet... (May 12, 2021) | May 11th 2021 - The Spoke | May 20, 2021 at 9:41 AM | Aaron Aaronson | <input type="button" value="v"/> |

6. You will be asked to confirm your cancellation by a pop up window. Click **OK** to confirm, or **Cancel** to restore the scheduled email.

