

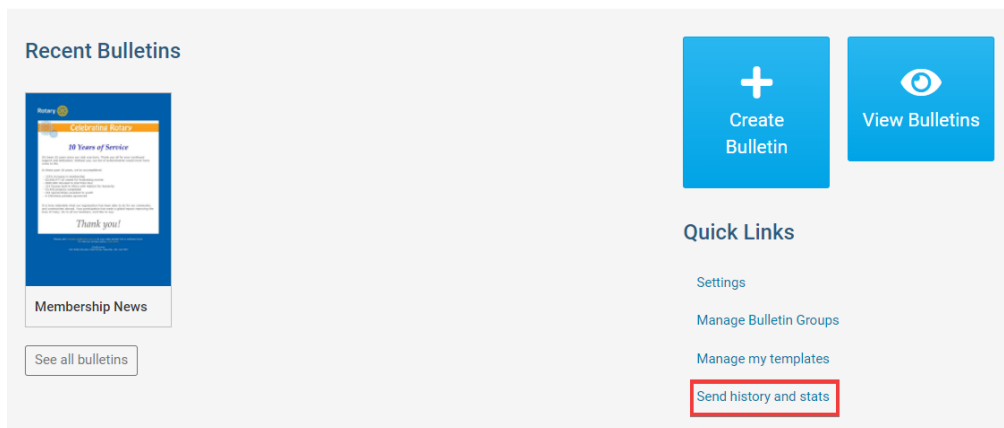
## How do I cancel a scheduled bulletin?

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 of a bulletin titled 'Celebrating 100 Years of Service' with a 'Thank you!' message, labeled 'Membership News', and a 'See all bulletins' button. On the right, there are two blue buttons: 'Create Bulletin' with a plus sign 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	
Commitments Testing (Jan 11, 2022)	Commitments	Feb 08, 2022 at 10:01 AM	Kevin Turner	
May 11th 2021 Copied Active Bullet... (May 12, 2021)	May 11th 2021 - The Spoke	May 20, 2021 at 9:41 AM	Aaron Aaronson	

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

## 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	<ul style="list-style-type: none"><li>View Bulletin</li><li>Stats</li><li>Cancel</li></ul>
Commitments Testing (Jan 11, 2022)	Commitments	Feb 08, 2022 at 10:01 AM	Kevin Turner	
May 11th 2021 Copied Active Bullet... (May 12, 2021)	May 11th 2021 - The Spoke	May 20, 2021 at 9:41 AM	Aaron Aaronson	

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.

