

# ClubRunner

Help Articles > Club Help > Club - Administration Guide > Bulletins > How do I copy a bulletin template?

## How do I copy a bulletin template?

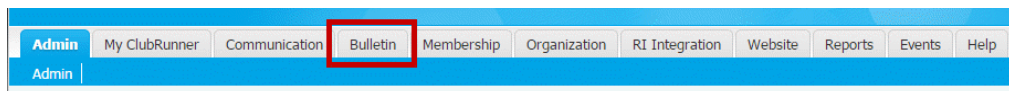
Michael C. - 2021-03-22 - Bulletins

There are two methods to copy an existing bulletin template in ClubRunner 3.0. This functional is useful when you wish to quickly create a bulletin based on a previously created and/or published document.

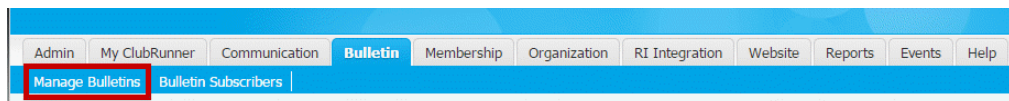
1. Regardless of which method you wish to use, you must be logged in to your ClubRunner home page. Once you have done this, click the **Member Area** link near the top right of your homepage.



2. You will see several tabs. Click on the tab marked **Bulletin**.



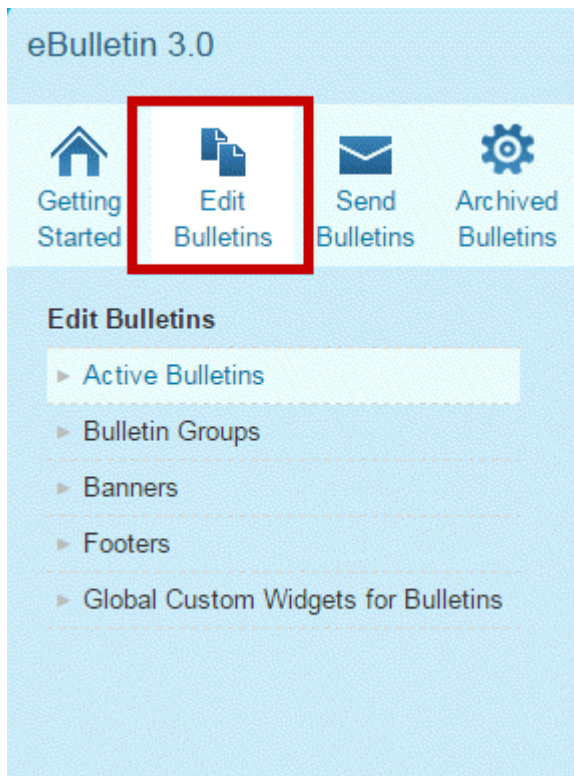
3. Next, click on the **Manage Bulletins** link.



4. Now, choose one of the methods outlined below to copy the bulletin template.

### Method One

1. Click on the **Edit Bulletins** Link found under the eBulletin 3.0 header on the left side.



2. This will open the **Bulletin List**. Now locate the bulletin you wish to copy within the list and click the **Copy** link.

**Bulletin List**

*Click on Bulletin Name or Edit to access the bulletin designer.*


Search:

[+ Create New Bulletin](#)

Date	Name	Last Sent	Published On	Visible on website	Actions
<b>General</b>					
Dec 11, 2014	Spring Fling	Dec 21, 2014	✓		Edit   Live Preview   <b>Copy</b>   Send   Delete   Archive
Dec 11, 2014	Happy Holidays	Dec 18, 2014	✓		Edit   Live Preview   Copy   <b>Send</b>   Delete   Archive
Nov 17, 2014	Green Town Rotary News	Dec 18, 2014	✓		Edit   Live Preview   Copy   <b>Send</b>   Delete   Archive

*Showing 1 to 3 of 3 entries*


3. Next, simply fill out the information for the new bulletin. The bulletin will now copy the template selected in the **Copy Bulletin From:** drop down box.

**Name:**  \*  
**Date:**  \*  
 Copy Bulletin From:  ▾  
 Bulletin Group:  ▾ or create new:   
 Visible on Website:   
 Access Level:  Public  Requires Login  
 Editor Name:   
 Editor Email:   
 Content Template: 

*You can change this later by clicking the change template button in the Bulletin Designer.*

[Cancel](#) [Next](#)

4. Enter the bulletin details and click on **Next** to continue

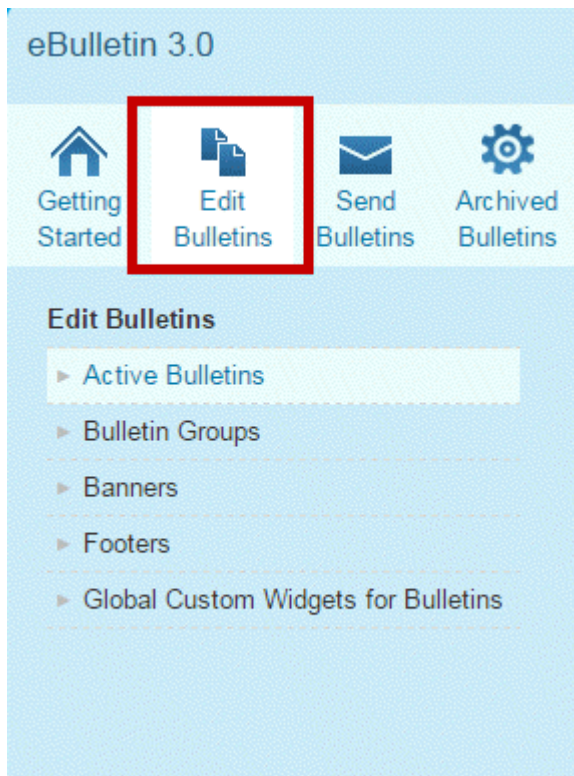
**Name:**  \*  
**Date:**  \*  
 Copy Bulletin From:  ▾  
 Bulletin Group:  ▾ or create new:   
 Visible on Website:   
 Access Level:  Public  Requires Login  
 Editor Name:   
 Editor Email:   
 Content Template: 

*You can change this later by clicking the change template button in the Bulletin Designer.*

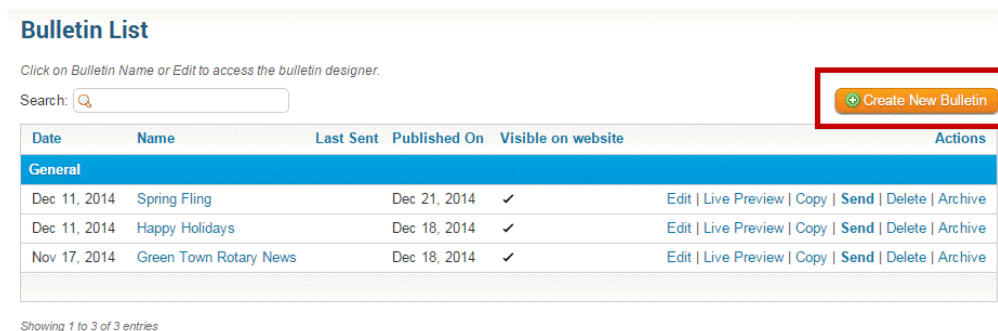
[Cancel](#) [Next](#)

**Method Two:**

1. Click on the **Edit Bulletins** Link found under the eBulletin 3.0 header on the left side.



2. This will open the **Bulletin List**. Now, click on the button labelled **Create New Bulletin**.



3. Simply fill out the information for the new bulletin. The bulletin will now copy the template you select in the **Copy Bulletin From:** drop down box.

**Name:**  \*

**Date:**  \*

Copy Bulletin From:  ▼

Bulletin Group:  ▼

Visible on Website:  ▼

Access Level:  Public  Requires Login

Editor Name:

Editor Email:

Content Template:

*You can change this later by clicking the change template button in the Bulletin Designer.*

[Cancel](#) [Next](#)

4. Click on **Next** to continue.

**Name:**  \*

**Date:**  \*

Copy Bulletin From:  ▼

Bulletin Group:  ▼ or create new:

Visible on Website:

Access Level:  Public  Requires Login

Editor Name:

Editor Email:

Content Template:

*You can change this later by clicking the change template button in the Bulletin Designer.*

[Cancel](#) [Next](#)