

ClubRunner

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

How do I copy a bulletin template?

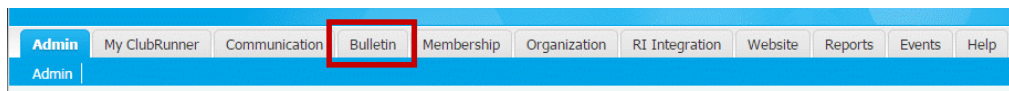
Michael C. - 2021-03-22 - Bulletins

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.

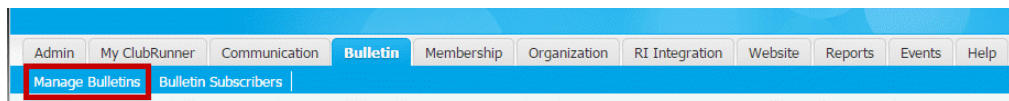
1. Regardless of which method you wish to use, you must be logged in to your ClubRunner home page. Once you have done this, click the **Member Area** link near the top right of your homepage.



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



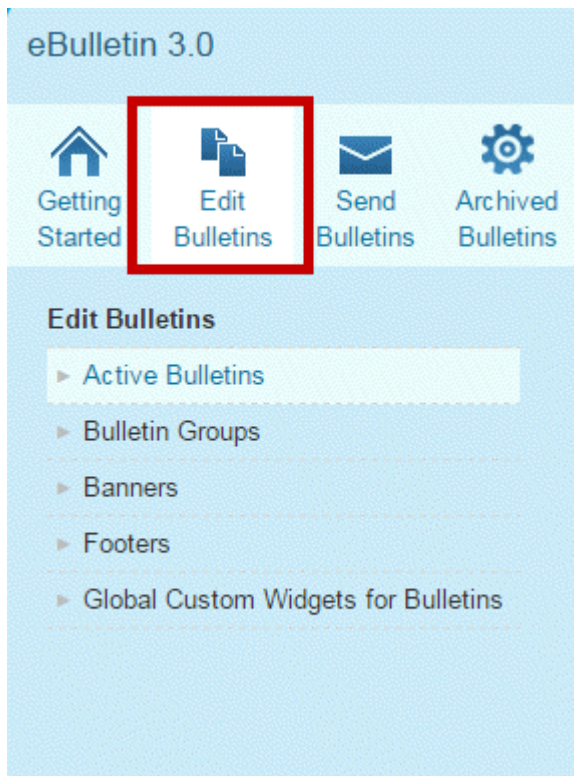
3. Next, click on the **Manage Bulletins** link.



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
General					
Dec 11, 2014	Spring Fling	Dec 21, 2014	✓		Edit Live Preview Copy Send Delete Archive
Dec 11, 2014	Happy Holidays	Dec 18, 2014	✓		Edit Live Preview Copy Send Delete Archive
Nov 17, 2014	Green Town Rotary News	Dec 18, 2014	✓		Edit Live Preview Copy Send 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:

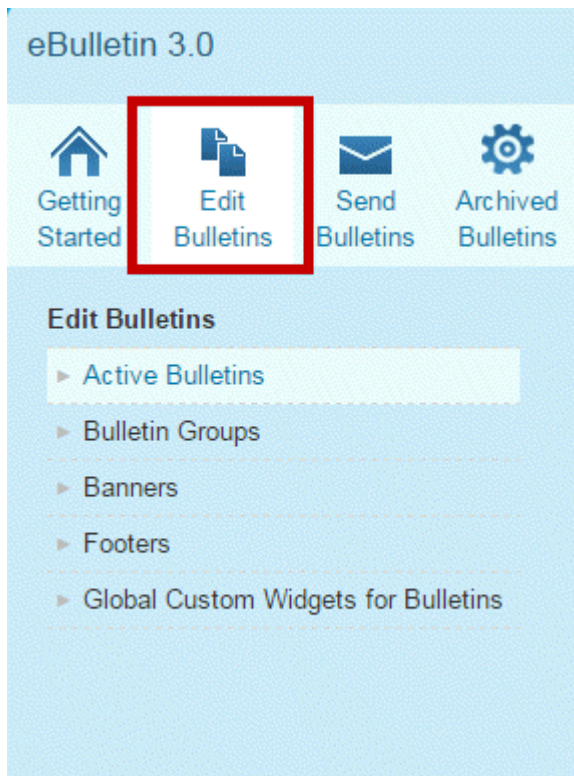
Content Template: 

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

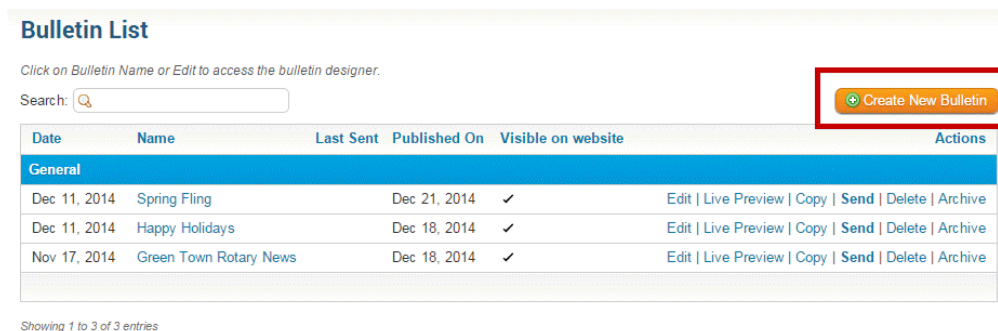
[Cancel](#) [Next](#)

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: Green Town Rotary News *

Date: Dec 22, 2014  *

Copy Bulletin From: Select a previous bulletin if required. ▼

Bulletin Group: Select a previous bulletin if required.






Visible on Website: Spring Fling (Dec 11, 2014)

Access Level: Happy Holidays (Dec 11, 2014)

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: Green Town Rotary News *

Date: Dec 22, 2014  *

Copy Bulletin From: Spring Fling (Dec 11, 2014) ▼


Bulletin Group: General ▼ 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](#)