

# ClubRunner

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

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## How do I delete a bulletin?

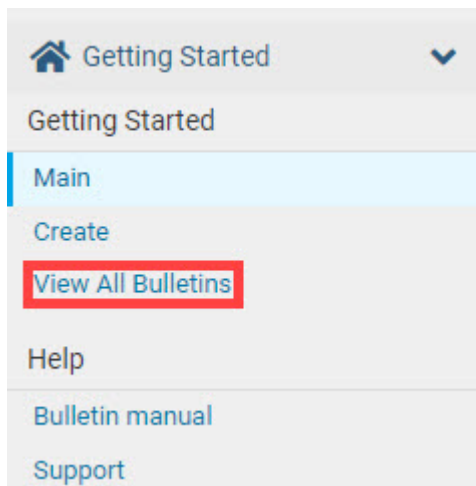
Michael C. - 2022-12-16 - Bulletins

Bulletins are newsletters that can be sent to your members, other users, friends and online subscribers. You can create, edit or delete bulletins as needed.

### Warning

Deleted Bulletins are not available for restoration. If you have accidentally deleted a bulletin, [please reach out to our Support team, with the Bulletin's title & date.](#)

1. In order to **Delete** a bulletin, you must login to your club's website and then enter the **Member Area**.
2. In the top blue bar from the Member Area, click on the **Bulletin** tab, and then click on the **Manage Bulletins** link in the grey menu just below.
3. Click on the **View All Bulletins** link in the menu on the left side of the page, under the Getting Started section.



### Deleting an Active Bulletin

1. In the Active Bulletins **Grid** view, hover-over the Active bulletin to delete, then click the **dropdown arrow**.

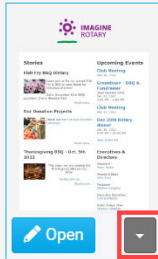
## Active Bulletins

Active Bulletins ▾

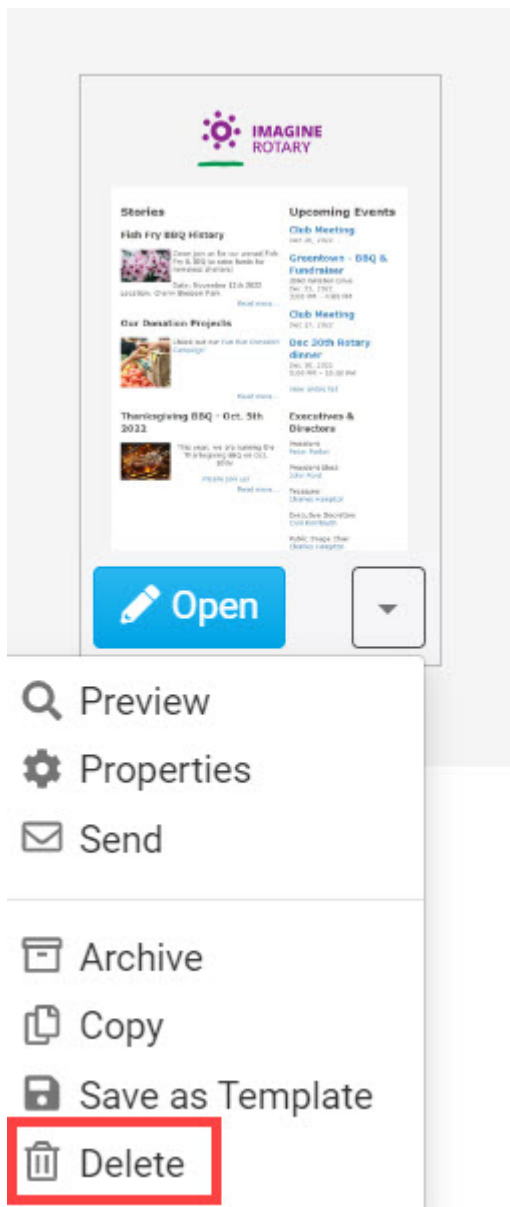
Grid List

Create Bulletin

General Website Inquiry My Templates



1. In the dropdown options, click **Delete**.



1. A warning message will appear to confirm your selection. Click **OK** to delete the active bulletin.

content.clubrunner.ca says

Are you sure you want to delete the "Dec. 7th - The Green Town Newsletter" bulletin?



Deleting an Archived Bulletin

1. On the Active Bulletins page, click the **Active Bulletins dropdown** just below the page title, then click **Archived Bulletins**.

## Active Bulletins

Active Bulletins

Active Bulletins

Archived Bulletins

General Website Inquiry My Templates

Grid List Create Bulletin

IMAGINE HISTORY

Upcoming Events

Club Meeting

Dec. 7th - The Green Town

1. On the Archived Bulletins List page, locate the bulletin to delete within the list, then click the Actions **dropdown arrow** on the right side of the page.

## Archived Bulletins

Click on Hide/Show to make the bulletin visible or not visible on your website.

Filter records:

Archived Bulletins ▾

Date	Name	Last Sent On ?	Archived On	Actions
Oct 12, 2022	<a href="#">Club Bulletin-Oct 12, 2022</a>	Oct 12, 2022	Nov 30, 2022	▾
Oct 12, 2022	<a href="#">Club Bulletin-Oct 19, 2022</a>		Nov 30, 2022	▾

## Archived Bulletins

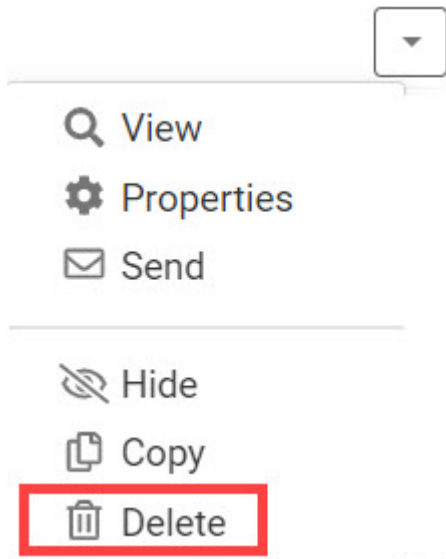
Click on Hide/Show to make the bulletin visible or not visible on your website.

Filter records:

Archived Bulletins ▾

Date	Name	Last Sent On ?	Archived On	Actions
Oct 12, 2022	<a href="#">Club Bulletin-Oct 12, 2022</a>	Oct 12, 2022	Nov 30, 2022	▾
Oct 12, 2022	<a href="#">Club Bulletin-Oct 19, 2022</a>		Nov 30, 2022	▾

1. From the dropdown options, click **Delete**.



1. A warning message will appear to confirm your selection. Click **Ok** to delete the archived bulletin.

content.clubrunner.ca says

Are you sure you want to delete the "Dec. 7th - The Green Town Newsletter" bulletin?

