

How do I print my bulletins?

Michael C. - 2023-11-24 - Bulletins

ClubRunner's Bulletin feature allows you to easily email your club bulletin and post it on your website. However, it is often desirable to have a hard copy of the bulletin. This can be distributed to members who don't have email, or to members of the public at club functions. You can access a printable copy of your club bulletin through the **Archived Bulletin** menu.

Note

Bulletins must be archived before they can be printed. To find out how to archive a bulletin, refer to this article

1. To print a bulletin, you must be logged in to your club website. In the Member Area, click the **Bulletin** tab, and then click on **Manage Bulletins**.
2. This brings you to the bulletin welcome screen. On the left side of the screen, under the Getting Started heading, click the **View All Bulletins** link.



1. On the **Active Bulletins** page, on the left-hand side of the screen, click the drop down menu, and select **Archived Bulletins**.



1. On the **Archived Bulletins** page, click the actions **drop down arrow**, then click **View** from the options.



1. A preview of the bulletin is launched in a new browser tab.



Related Content

- [How do I use the bulletin archive?](#)