

# ClubRunner

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

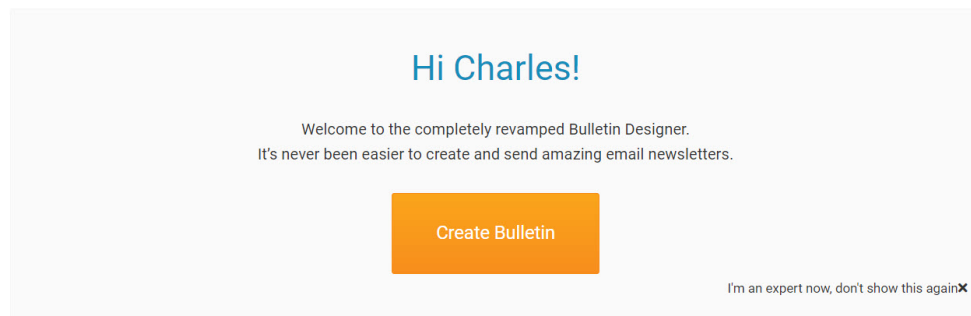
## How do I send a bulletin?

Michael C. - 2022-11-14 - Bulletins

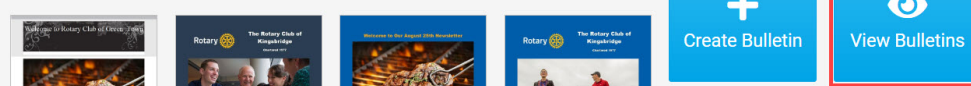
Bulletins are newsletters that can be sent to your members, other users, friends and online subscribers. These Bulletins can be sent using multiple Recipient Groups, each with a different sub-groups to choose from.

1. In order to **Send** a bulletin, you must login to your club's webpage and then access the **Member Area**.
2. In the Member Area, in the top blue bar, click **Bulletin**, then click **Manage Bulletins**, in the grey bar just below.
3. This will take you to the **Bulletin Home** page. From the Bulletin Home, click the blue **View Bulletins** button, in the bottom-right of the page.

### Bulletin Home



### Recent Bulletins

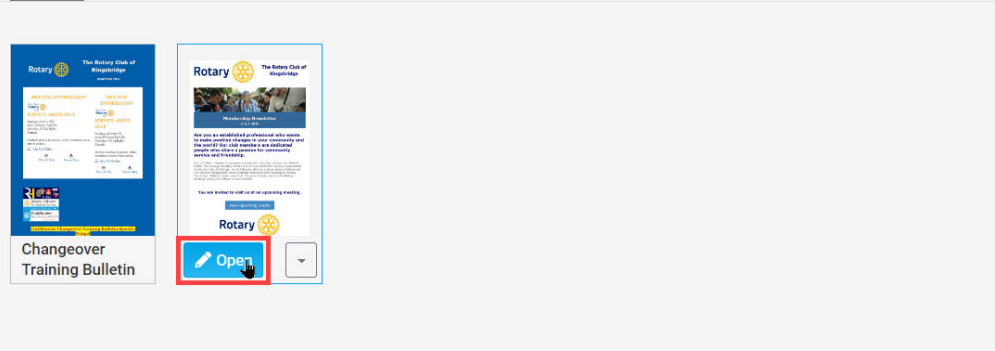


4. On the **Active Bulletins** page, hover-over the bulletin to send, and click the blue **Open** button.

## Active Bulletins

Active Bulletins Grid List Create Bulletin

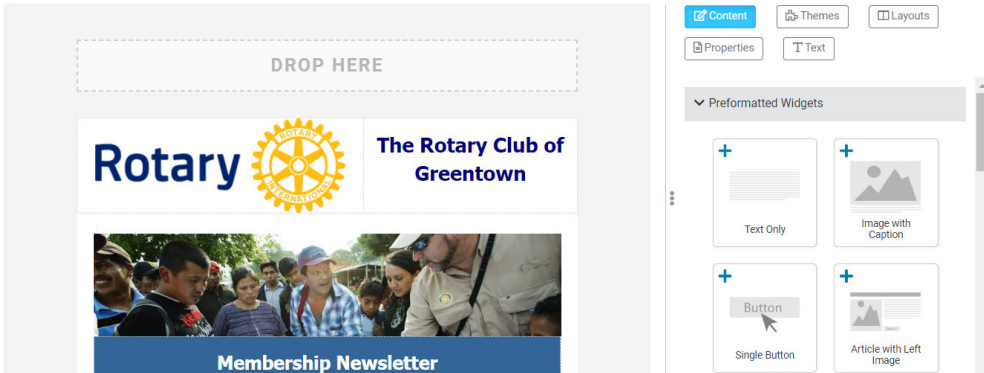
General Website Inquiry My Templates



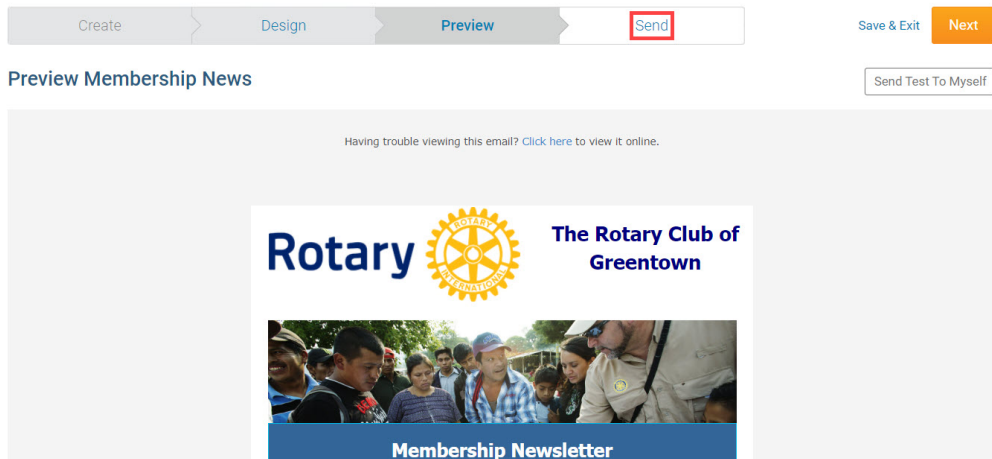
- This will open the Bulletin Live Designer. From the designer, click **Preview** above the bulletin.

Create Design Preview Send Save & Exit Next

### Design Membership News



- To send the bulletin, click **Send** above the bulletin.



7. This will open the **Send** page for the bulletin. From here, click the **Checkbox** to the left of the contact groups to select the recipients for the bulletin.

## Select your recipients

<input checked="" type="checkbox"/>	<input type="checkbox"/> Active and Honorary Members (13/19)		
<input checked="" type="checkbox"/>	Active	Expand	(13/15)
<input type="checkbox"/>	Active - Corporate	Expand	(0/1)
<input type="checkbox"/>	Honorary	Expand	(0/3)
<input type="checkbox"/>	Other Users (0/8)		
<input type="checkbox"/>	Inactive Members (0/13)		
<input type="checkbox"/>	Club Executives & Directors (Current Year) (0/4)		
<input type="checkbox"/>	Custom Distribution Lists (0/30)		
<input checked="" type="checkbox"/>	<input type="checkbox"/> Contact Groups (103/119)		

8. Furthermore, you can click on the **Expand** link to open the list of recipients for each contact group where you can search and select individual recipients. Click the orange **Done** button when finished selecting the recipients.

## Select your recipients

Active and Honorary Members (13/19)

- |   |                        |         |
|---|------------------------|---------|
| <input checked="" type="checkbox"/> Active  | <a href="#">Expand</a> | (13/15) |
| <input type="checkbox"/> Active - Corporate | <a href="#">Expand</a> | (0/1)   |
| <input type="checkbox"/> Honorary           | <a href="#">Expand</a> | (0/3)   |

Other Users (0/8)

Inactive Members (0/13)

Club Executives & Directors (Current Year) (0/4)

Custom Distribution Lists (0/30)

Contact Groups (103/119)

Active and Honorary Members - Active. Please s... ×

Select All 13 out of 15 Recipients selected

Filter recipients:

**Member Name** ▾

<input checked="" type="checkbox"/>	Baker, Sue
<input type="checkbox"/>	Brackett, Leigh
<input checked="" type="checkbox"/>	Chu, Eddie
<input checked="" type="checkbox"/>	Dean, John
<input checked="" type="checkbox"/>	Dewy, Mickey
<input checked="" type="checkbox"/>	Draper, Judith
<input checked="" type="checkbox"/>	Hampton, Charles
<input checked="" type="checkbox"/>	Kornbluth, Cyril
<input checked="" type="checkbox"/>	Kuang, Ni
<input checked="" type="checkbox"/>	Parker, Peter
<input checked="" type="checkbox"/>	Stapledon, Olaf
<input checked="" type="checkbox"/>	Trout, Kilgore
<input checked="" type="checkbox"/>	Valentine, John
<input type="checkbox"/>	Woods, Chuck
<input checked="" type="checkbox"/>	Woods, Zach

Showing all 15 recipients

**Done**

9. Next, you can review & update the Bulletin's **Email Subject**, as well as set a number of **Bulletin Options**.

## Options

Email Subject \*

Membership News

Archive bulletin after sending

Yes  No

Copy me on this bulletin

Yes  No

Reply To

Me  Custom

Name \*

Greentown Rotary

Email \*

GreentownRotary@sink.sendgrid.ne

- **Email Subject:** Enter an email subject that will appear in the recipients' inboxes.
- **Archive Bulletin After Sending:** Select **Yes** to automatically send the Bulletin to the Bulletin Archive after sending. Learn more about archiving a bulletin from [this Archiving Bulletins page in our Bulletins Guide](#).
- **Copy me on this bulletin:** When sending the Bulletin, if **Yes** is selected, the Editor sending the bulletin will receive a copy of the bulletin email.
- **Reply To:** This controls which email address the email replies from the bulletin email are sent.
  - **Me:** When set to Me, the Editor's name & email address will appear on the bulletin, and email replies to the bulletin will be sent to the Editor's email address.
  - **Custom:** Use this option to enter a custom **Name** and **Email** for the bulletin to appear from, and send email replies to.

10. You have the option to send your bulletin immediately or to schedule it to be sent at a later time. By default, the option **Send now** is set by the system. Click the orange **Send** button to begin sending the bulletin emails.

**When would you like to send your bulletin?**

Send now

Schedule for later

Send Test To Myself

Save & Exit **Send**

11. To schedule your bulletin, simply click the **Schedule for later** radio button, then enter the **date** and **time** for when to send the bulletin. To complete scheduling the bulletin email, click the orange **Send** button.

**When would you like to send your bulletin?**

Send now

Schedule for later

Choose the date and time to schedule this bulletin

Oct 11, 2022 at 02:00 PM

Send Test To Myself

Save & Exit **Send**

#### Note

When sending the bulletin, you can also click **Send Test To Myself** to send a test bulletin to only your email address.

12. After clicking Send, click **Ok** on the prompt to send the bulletin, or **Cancel** to cancel the send.

Send bulletin to 116 recipients then archive?

Cancel

OK

13. After clicking Ok, you will see this page to confirm the Bulletin is sending to the recipients.



# You're Done!

[Go back to Bulletin home](#)



Create another bulletin



See delivery stats

#### Note

You can open the Bulletins' delivery stats by clicking **See delivery stats** from this page. Learn more about reviewing bulletin statistics from [this Bulletin Statistics page in our Bulletins Guide](#).

#### Related Content

- [How do I send bulletins to a custom contact group?](#)