

# ClubRunner

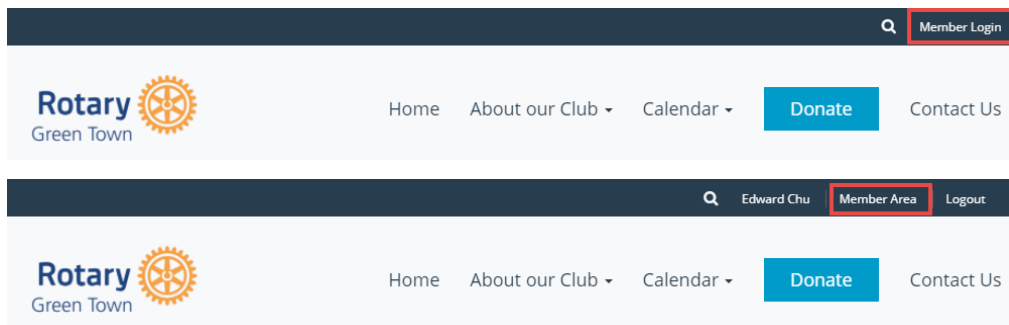
Help Articles > Club Help > Club - Administration Guide > Bulletins > How do I structure a story for a bulletin?

## How do I structure a story for a bulletin?

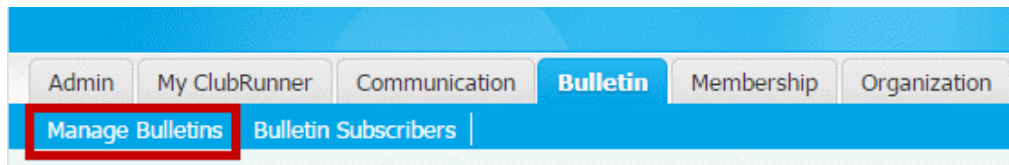
Michael C. - 2021-03-23 - Bulletins

Please use the following steps to structure a story for a bulletin:

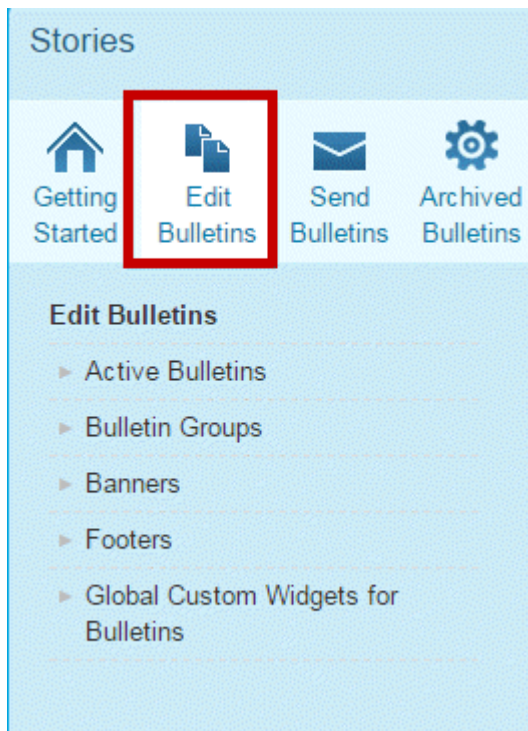
1. To edit the Story Structure, you must login to your member page. Click on **Member Area** at the top right of your home page.



2. Click on the **Bulletin** tab, and then click **Manage Bulletins**.



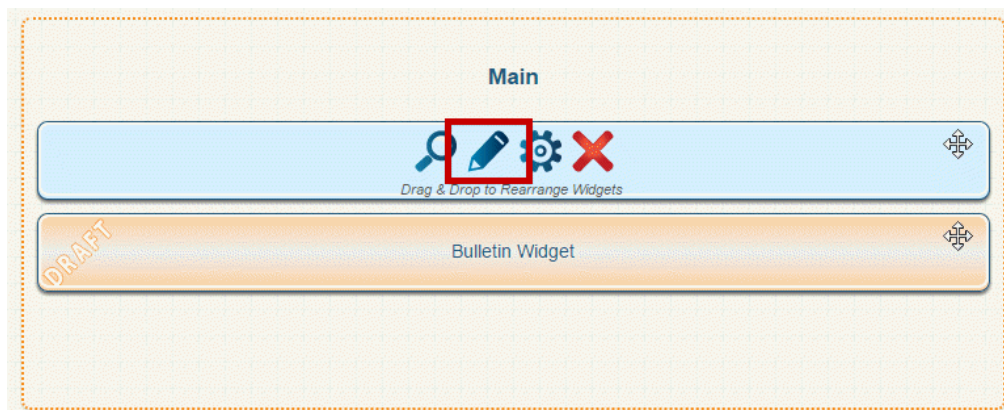
3. Click on **Edit Bulletins** under the **eBulletin 3.0** header.



4. Click the **Edit** link next to the bulletin you wish work on.



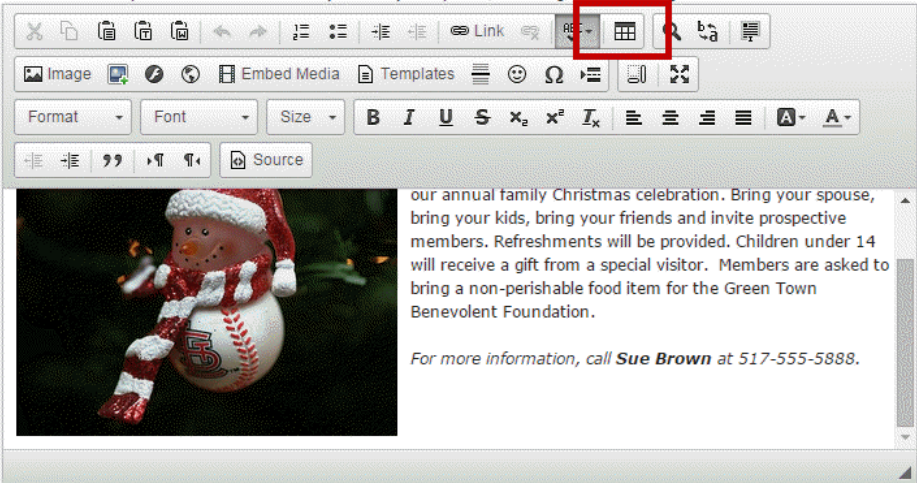
5. Place your mouse over the **Stories** widget and then click the **Pencil** icon when it appears. Select the edit link on the story you would like to edit.



6. Within the content editor bar, click the **Create Table** icon.

Story Content

Click on the Templates button for commonly used layout options, including centered images.



our annual family Christmas celebration. Bring your spouse, bring your kids, bring your friends and invite prospective members. Refreshments will be provided. Children under 14 will receive a gift from a special visitor. Members are asked to bring a non-perishable food item for the Green Town Benevolent Foundation.

*For more information, call **Sue Brown** at 517-555-5888.*

Total characters: 794/30000

7. Apply the following settings for width:

- Top: 400px | 200px
- Bottom: 600px
- Align to the Center
- Border set to 0

**Note:** The width of the template will determine how wide your information should be.

8. When you are finished, click the **OK** button to add the table