

# New and improved *Dynamic Bulletin*

April 2012

Our clubrunner bulletin has been upgraded to the *Dynamic* version. This involves a few changes in the way we create and email new bulletins.

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\*\*\* DO NOT USE THE FIRST THREE OPTIONS \*\*\*

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Write the new bulletin in Word (or similar).

Log in to Clubrunner and go to ADMIN.

In the **Website Manager** section select **Edit Stories**.

Select **Add New Story** (do not create a new bulletin)

Title: "Bulletin for March 12, 2012" for example (always start with the word BULLETIN)

Go back to your Word document

Click in center of document

Hold Ctrl and press "A" (this will select whole document)

Hold Ctrl and press "C" (this will copy everything)

Go back to Clubrunner new story

Click in the "Brief" box, hold Ctrl and press "V" to paste.

You may want to remove any extra blank lines.

Images can be added by placing the cursor at the point where you want the picture and then clicking ADD IMAGE, you will then need to browse for the image file.

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Editor

Show In Home Page:  Yes  No

Story Tab Page:  Yes  No

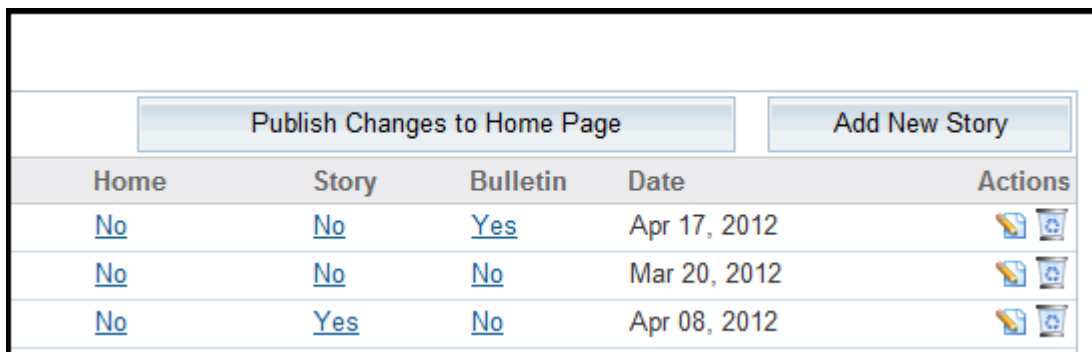
Bulletin:  Yes  No







Story Date  

Select Editor, Date and options as shown and click **SAVE**

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After adding or editing a new story you must click “Publish Changes to Home Page”



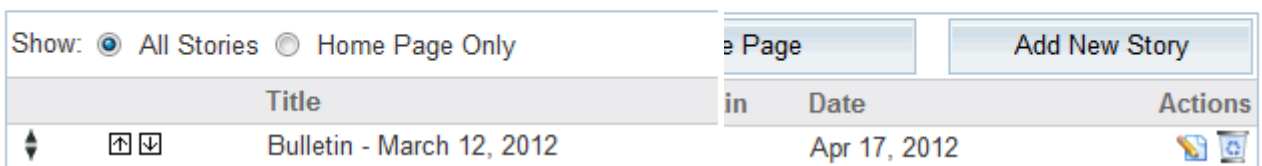
Home	Story	Bulletin	Date	Actions
<a href="#">No</a>	<a href="#">No</a>	<a href="#">Yes</a>	Apr 17, 2012	 
<a href="#">No</a>	<a href="#">No</a>	<a href="#">No</a>	Mar 20, 2012	 
<a href="#">No</a>	<a href="#">Yes</a>	<a href="#">No</a>	Apr 08, 2012	 

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If you need to edit the bulletin after you have saved it.

Go to Edit Stories (your bulletin will not show – if you have selected the right options)















### Stories



Show:  All Stories  Home Page Only

Title	Date	Actions
  Bulletin - March 12, 2012	Apr 17, 2012	 

Select “Show: All Stories”, find your bulletin and click the pencil on the far right.

Publish Changes to Home Page				Add New Story
Home	Story	Bulletin	Date	Actions
<a href="#">No</a>	<a href="#">No</a>	<a href="#">Yes</a>	Apr 17, 2012	 
<a href="#">No</a>	<a href="#">No</a>	<a href="#">No</a>	Mar 20, 2012	 
<a href="#">No</a>	<a href="#">Yes</a>	<a href="#">No</a>	Apr 08, 2012	 
<a href="#">Yes</a>	<a href="#">Yes</a>	<a href="#">Yes</a>	Feb 12, 2012	 
<a href="#">No</a>	<a href="#">No</a>	<a href="#">No</a>		 
<a href="#">Yes</a>	<a href="#">Yes</a>	<a href="#">No</a>	Feb 09, 2012	 
<a href="#">Yes</a>	<a href="#">Yes</a>	<a href="#">No</a>	Dec 10, 2011	 

You must also find the previous bulletin and click on the “Yes” under Bulletin, this will prevent the old bulletin from displaying in Clubrunner. Do not delete the old bulletin.

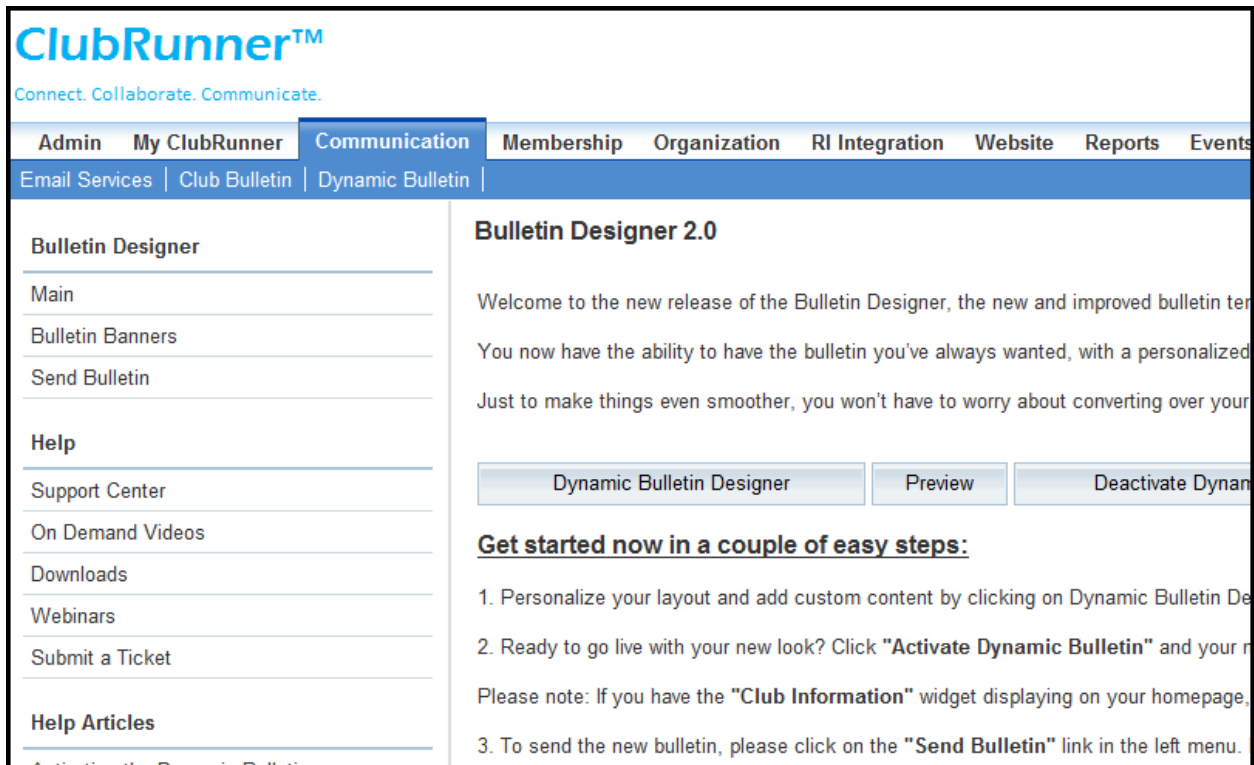
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To email the Bulletin to members:



A screenshot of a menu titled "Club eBulletin". The menu items are: "Edit Bulletin Contents", "View Club Bulletin", "Email Bulletin to Members", "Dynamic Bulletin **BETA!**", and "View Dynamic Bulletin **BETA!**".

Select "Dynamic Bulletin"



A screenshot of the ClubRunner™ interface. The top navigation bar includes "Admin", "My ClubRunner", "Communication", "Membership", "Organization", "RI Integration", "Website", "Reports", and "Events". Below this, there are sub-links for "Email Services", "Club Bulletin", and "Dynamic Bulletin". The main content area is titled "Bulletin Designer 2.0" and contains a welcome message, a "Dynamic Bulletin Designer" button, a "Preview" button, and a "Deactivate Dynamic Bulletin" button. A "Get started now in a couple of easy steps:" section follows, with three numbered steps. The left sidebar contains a "Bulletin Designer" section with links for "Main", "Bulletin Banners", and "Send Bulletin", as well as a "Help" section with links for "Support Center", "On Demand Videos", "Downloads", "Webinars", and "Submit a Ticket".

Select "Send Bulletin" on left

Then click "Send" using the default settings.

## New and improved ***Dynamic Bulletin*** – Quick Guide

Write Bulletin in Word or similar

Create new **STORY** in Clubrunner (Admin – Edit Stories)

Copy and Paste from Word to new **STORY**

Flag story to only show in BULLETIN

Unflag previous BULLETIN story (you must select “Show: All Stories”)

**IMPORTANT:** “Publish Changes to Home Page”

Go to “Dynamic Bulletin” in **Club eBulletin** section

Select “Send Bulletin” to email to members