

Updating the ClubRunner “Club Bulletin”: Updating the Previous Bulletin and Previous Stories

1. From Active Bulletins List: Click “Copy” from the last one sent

Bulletin List

Click on Bulletin Name or Edit to access the bulletin designer.

Search:

[+ Create New Bulletin](#)

Group	Date	Name	Last Sent	Published On	Visible on website	Actions
General	Dec 16, 2014	Cedar Rapids Sunrise Rotary News (Dec 16 2014)	Dec 16, 2014	Jan 16, 2015	✓	Edit Live Preview Copy Send Delete Archive

2. Give it a new NAME and DATE (date is automatic). Click “Next” . I also put the (Date) in the Name to keep track.

Bulletin Settings

Name:

Date:

Copy Bulletin From:

3. Choose “Stories” and choose “Add or Modify”. This is the list of Stories you used in the last Bulletin. You’re going to REVISE each of them and PUBLISH each one with a NEW date.

Drag and drop story titles to change their sequence.

[Preview](#)

[+ Create New Story](#)

[+ Add Stories from th](#)

Title	Author	Date	Status
<input type="checkbox"/> This Week	Bruce Lindholm	Dec 16, 2014	Edit Links
<input type="checkbox"/> "The Duty Roster"	Bruce Lindholm	Dec 16, 2014	Edit Links

4. Open each story with "Edit". Make changes INCLUDING A NEW DATE. Save and Publish. This will put a NEW version of your stories in the New Bulletin. (Refresh page to see new story dates). Your Old Bulletins will KEEP the Story versions published on those past dates. Add New Stories now, if you wish, from the library.

Publish the new Bulletin. That's it!

Information Please note that this widget has only been added to the Draft version of Cedar Rapids Sunrise Rotary News (Jan 20, 2015). To go live, [click here to publish](#) Cedar Rapids Sunrise Rotary News (Jan 20, 2015).

Stories for Cedar Rapids Sunrise Rotary News (Jan 20, 2015)

Click on the Story Library Link below to access all of your stories, or click on one of the other links to access the stories for a specific section bulletin.

Go to: [Story Library](#) [Stories Widget](#) [Stories List Page](#) [Custom Page Stories](#) [Bulletin Stories](#)

Drag and drop story titles to change their sequence.

[Preview](#) [Create New Story](#) [Add Story](#)

Title	Author	Date	Status
<input type="checkbox"/> This Week	Bruce Lindholm	Jan 20, 2015	Ec
<input type="checkbox"/> "The Duty Roster"	Bruce Lindholm	Jan 20, 2015	Ec

[Check All](#) [Remove Selected](#)

5. "Click here to publish" takes you back to "Bulletin Designer". Click on Publish Bulletin

Published on Mon Jan 19 2015 20:13:31 GMT-0600 (Central Standard Time) [Go back](#) [Preview Bulletin](#) [Publish Bulletin](#)

Bulletin Designer: Cedar Rapids Sunrise Rotary News (Jan 20, 2015)

[Properties](#) [Text Version](#) [Change Theme](#) [Change Template](#)

[Publish Bulletin](#)

Publishing completed successfully.