# Updating the ClubRunner "Club Bulletin": Updating the Previous Bulletin and Previous Stories

1.  From Active Bulletins List: Click "Copy" from the last one sent
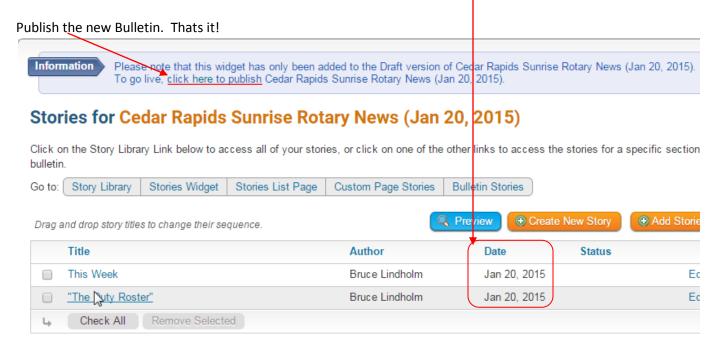
## Bulletin List

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

Date: Jan 20, 2015 📅 *

Copy Bulletin From: Cedar Rapids Sunrise Rotary News (Dec 16 2014) (Dec 16, 2014) ▼

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 | |
|---|---|---|---|---|
| ☐ This Week | Bruce Lindholm | Dec 16, 2014 | | Edit \| Links |
| ☐ "The Duty Roster" | Bruce Lindholm | Dec 16, 2014 | | Edit \| Links |

4. Open each story with "Edit".  Make changes INCLUDING A <u>NEW DATE</u>.  <u>Save and Publish</u>.  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.  Thats it!



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