**How to do a Rotary Echo bulletin**

1. Log in to Member Login on the Rotary Club of Huntsville Home page.

2. In the Club eBulletin section on the Left Hand side select Edit Bulletins. This will bring up the Active Bulletins.

3. For the Bulletin named “template” select “Stories”

 a) Delete all old stories from the previous week unless they need to be repeated

b) “Edit” the Who’s Doing Bingo story deleting the Bingos that have already been completed

c) “Edit” the Greeter list to ensure that we have at least 2 months of Greeters ahead. The list is compiled by going down the alphabetical “Active member list”

also found in Club Administration under the Membership manager section.

d) “create New Stories” by selecting the orange Create new Story tab.

 i) Add title

 ii) Insert a picture using the icon in the Story brief section that is to the right of the word”Image” – Add an Image. This will take you to your pictures where you can download your image into the Story.

 iii) Once the picture appears add your comments immediately below the picture, adjust the font size to something larger than the default. SAVE

 iv) repeat for other stories

Return to Bulletin => manage Bulletins => Template =>Copy

And Create a new Title for today’s Bulletin ie **Rotary Echo (todays date)**

Publish Bulletin by selecting the Orange Button at the top of the screen

Return to Bulletin=> Manage Bulletins and select SEND on your latest Bulletin

Check the Active & Honorary member Box

Send a Test copy to yourself first and make sure it is OK

Then send to Everyone when it is perfect.