

Rotary Bulletin Editor Cheat-Sheet

- 1) Login at the Club Website: www.barringtonrotaryclub.com

ClubRunner™ Connect. Collaborate. Communicate. Home

Rotary Club of Barrington (Noon)

Enter your login information below:

Login Name

Password

☐ Keep me logged in

Login

New and existing users: retrieve login and/or reset password

- 2) From the Admin page, scroll down and choose “Edit Bulletin”

My Billing Account Balance

Website Manager

Website Designer 3.0

Edit Home Page Links

Edit Stories

Edit Events 2.0

Edit Speakers

Edit Download Files

Edit Site Pages

Edit Photo Albums

Edit Club Documents

MyEventRunner Registration (new window)

Club eBulletin

Edit Bulletin **NEW!**

Email Bulletin to Members

Archived Bulletins **NEW!**

Gender Distribution (Summary)

Download Member Data **NEW!**

Custom Reports (Optional)

Member Designations

Meeting Services

Input Attendance (Current Year)

Input Attendance (Previous Year)

Report Make-ups

Print Member List/Attendance Sheet

Print Member List (Simple Version)

Attendance Report (Current Year)

Attendance Report (Previous Year)

Monthly Club Report

Customized Attendance Report

Edit Duty Roster - Who Does What | [Version 1]

Member Leaves of Absence

Member Attendance Exemption

Administrator

- 3) Click on Create New Bulletin in the upper right

ClubRunner™ Connect. Collaborate. Communicate. Welcome, Burke Groom | Logout

Rotary Club of Barrington (Noon)

English Small Home

Admin My ClubRunner Communication **Bulletin** Membership Organization RI Integration Attendance 3.0 (Beta) Website Reports Events Help

Manage Bulletins Bulletin Subscribers

eBulletin 3.0 Go back

Getting Started Edit Bulletins Send Bulletins Archived Bulletins

Bulletin List

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

Filter records:

Group	Date	Name	Last Sent	Published On	Visible on website	Actions
No Data To Display						

Create New Bulletin

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- 4) Type in a Name: “2015-07-14 bulletin” and type your name for “Editor Name”. NO other boxes need to be checked or filled in. When done, click the orange box “NEXT” at the bottom right.

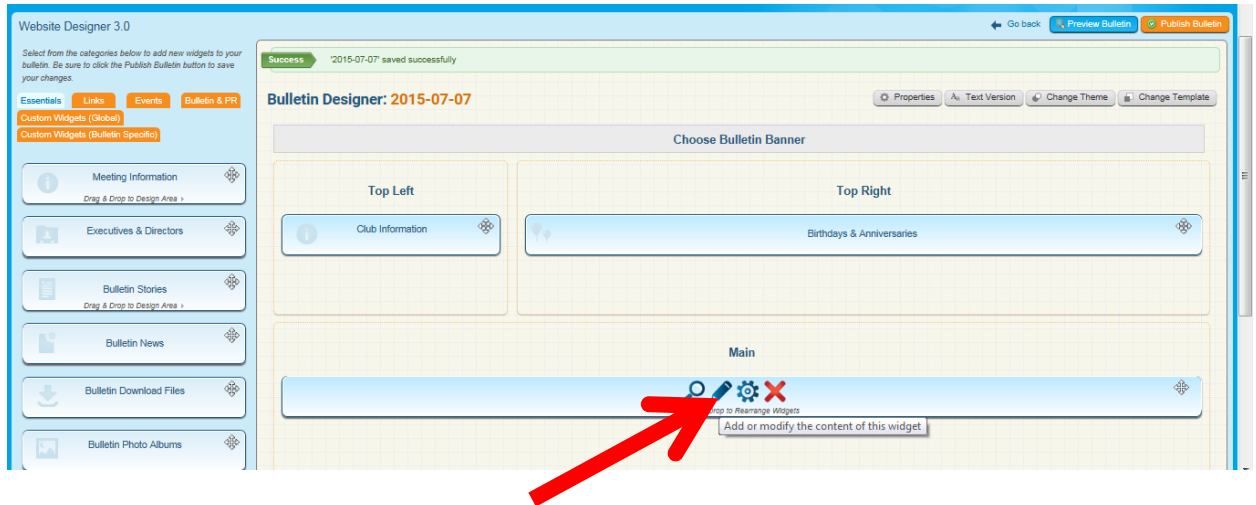
The screenshot shows the 'Create New Bulletin' form. On the left is a sidebar with 'Getting Started' and 'Help' sections. The main form area is titled 'Bulletin Settings' and contains the following fields: 'Name' (with a red arrow pointing to it), 'Date' (set to Jul 17, 2015), 'Copy Bulletin From' (a dropdown menu), 'Bulletin Group' (set to General), 'Visible on Website' (checked), 'Access Level' (set to Public), 'Editor Name' (with a red arrow pointing to it), 'Editor Email', and 'Content Template' (with four options). At the bottom right, there are 'Cancel' and 'Next' buttons, with a red arrow pointing to the 'Next' button. A note at the bottom states: 'You can change this later by clicking the change template button in the Bulletin Designer.'

- 5) You will then be at the following screen. From here, Drag the “Club Information”, Birthdays and “Bulletin Stories” to the spots on the right as shown.

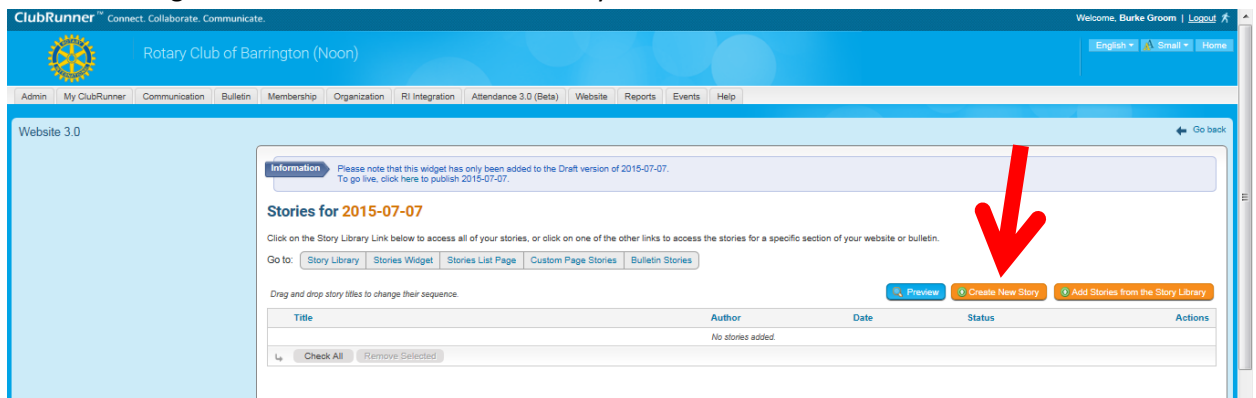
The screenshot shows the 'Bulletin Designer' interface. On the left is a sidebar with 'Website Designer 3.0' and a list of widget categories: 'Essentials', 'Links', 'Events', and 'Bulletin & PR'. Under 'Bulletin & PR', there are several widgets: 'Meeting Information', 'Executives & Directors', 'Bulletin Stories', 'Bulletin News', 'Bulletin Download Files', 'Bulletin Photo Albums', 'Bulletin Pages', 'Bulletin Site Pages', 'Bulletin Birthdays & Anniversarie', and 'President'. On the right is the main design area, which is a grid with sections for 'Choose Bulletin Banner', 'Top Left', 'Top Right', 'Main', and 'Choose Bulletin Footer'. Red arrows point to the 'Bulletin Stories' and 'Bulletin Birthdays & Anniversarie' widgets in the sidebar, and black arrows point to the 'Top Left' and 'Main' sections in the design area.

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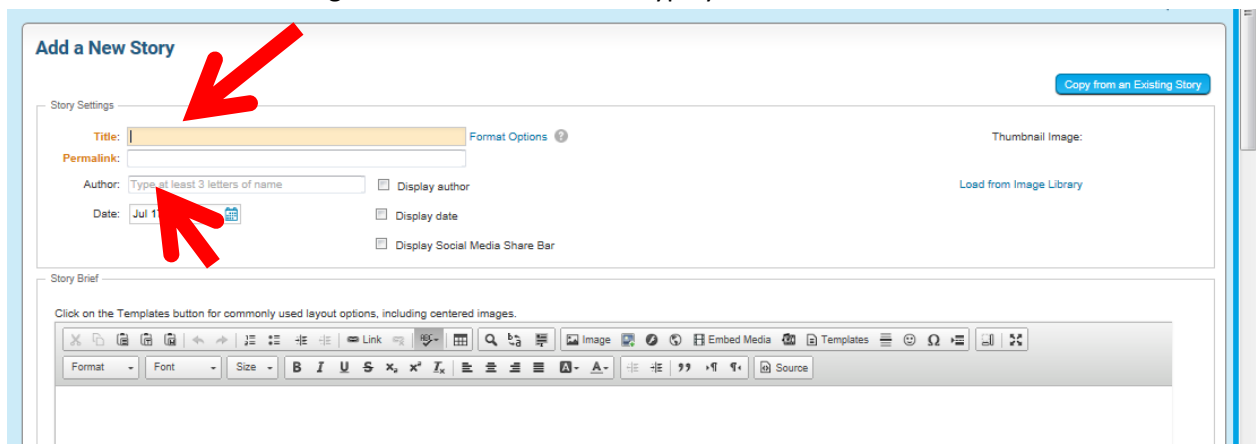
- 6) Once complete, scroll down to where it says “Main – Stories”. Hold your cursor over the “Stories” and options appear. Then, click on the **pencil** icon so you can add a story (bulletin information from the day).



- 7) Click the orange button labeled “Create New Story”

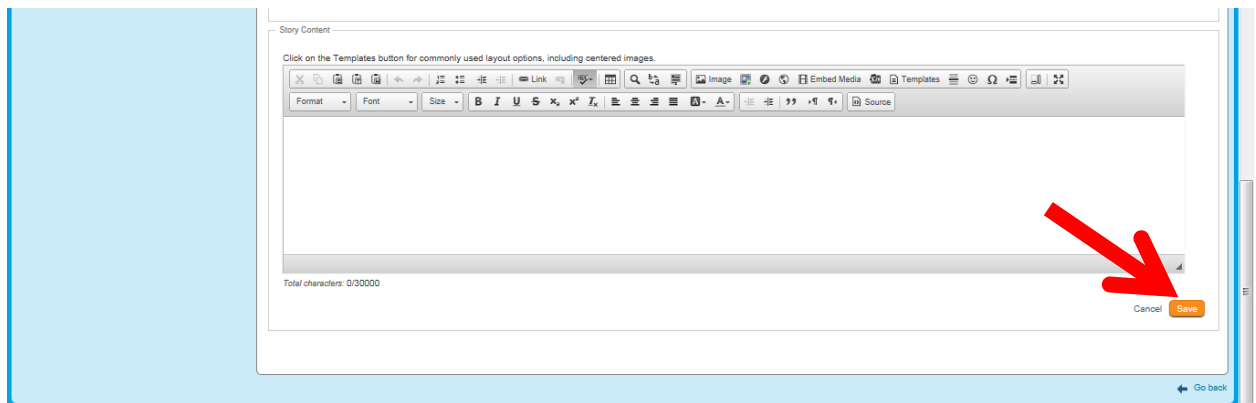


- 8) Add a title such as “Meeting Notes 2015-07-07” then type your name in the “Author” area.

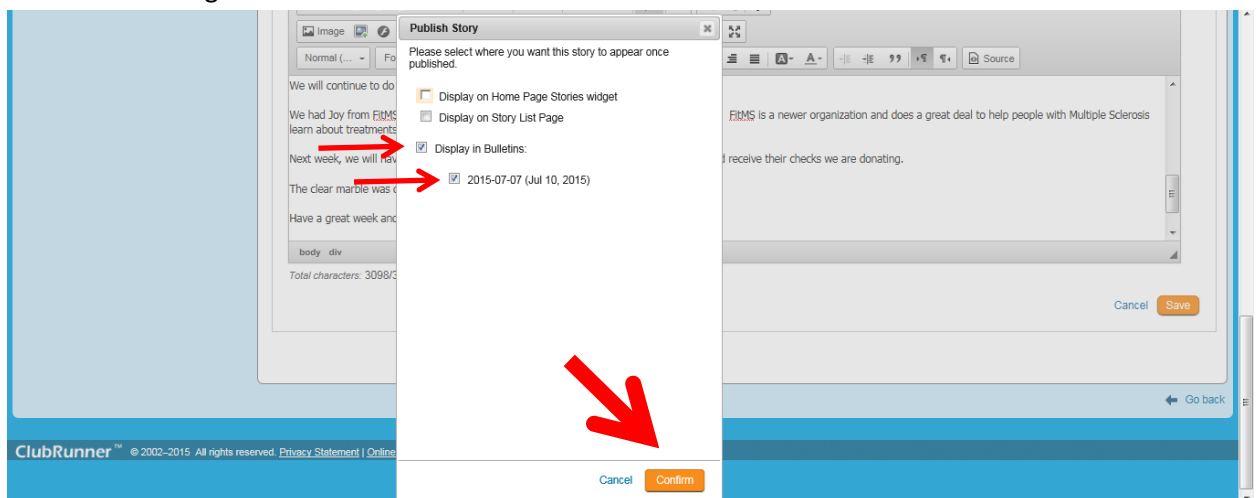


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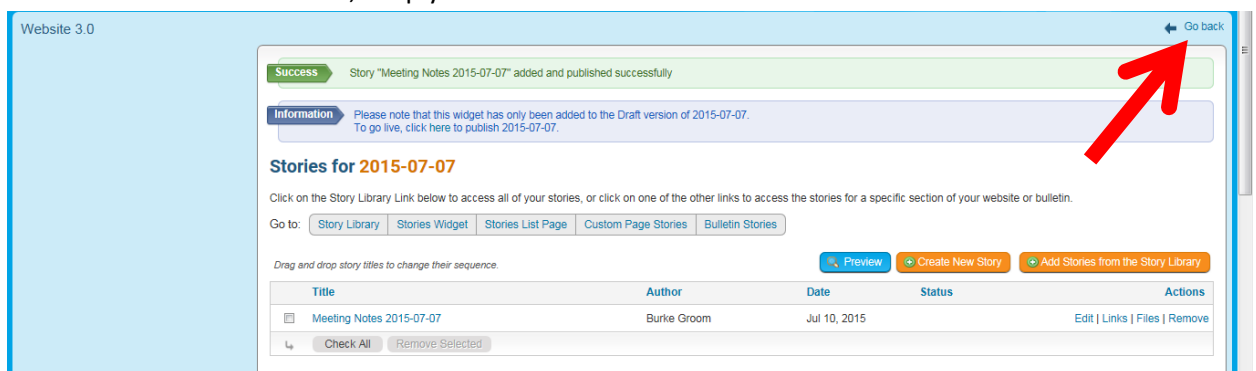
- 9) Scroll down to type your story in the “Story Content” area at the bottom of the page. Once you are done typing your notes from the meeting, **be sure to click the orange button at the bottom labeled “SAVE”.**



- 10) Once you click the orange “SAVE” button, a screen appears as shown below. Leave the boxes as they are. No need to click any additional boxes. Only the last 2 boxes should be checked. Then click on the orange “CONFIRM” button at the bottom.

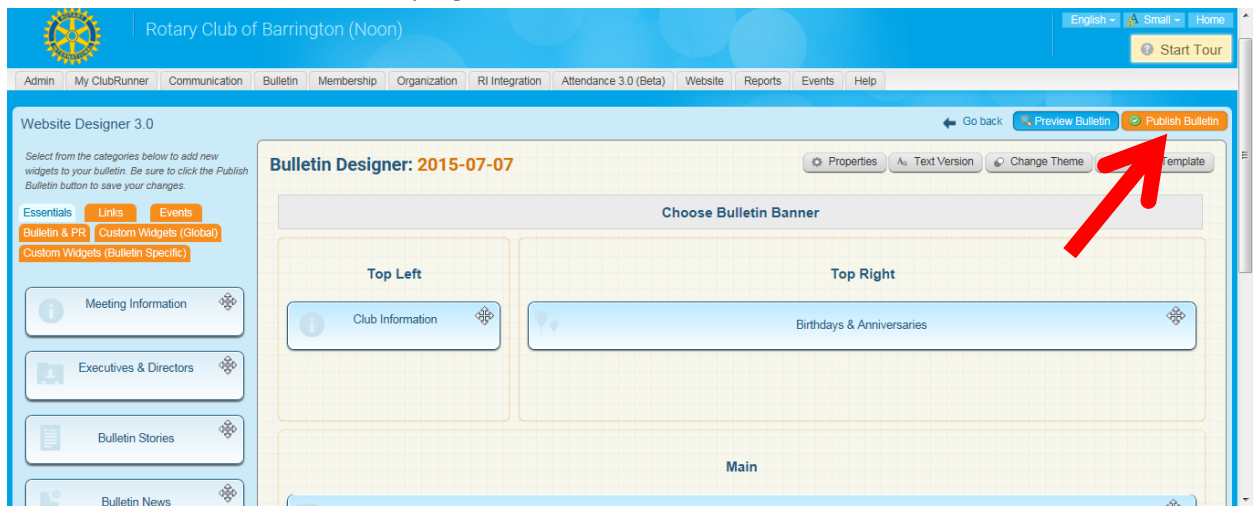


- 11) Now you have the bulletin complete. You must now work on publishing it and emailing it out to the members. At this screen, simply click “Go Back”.

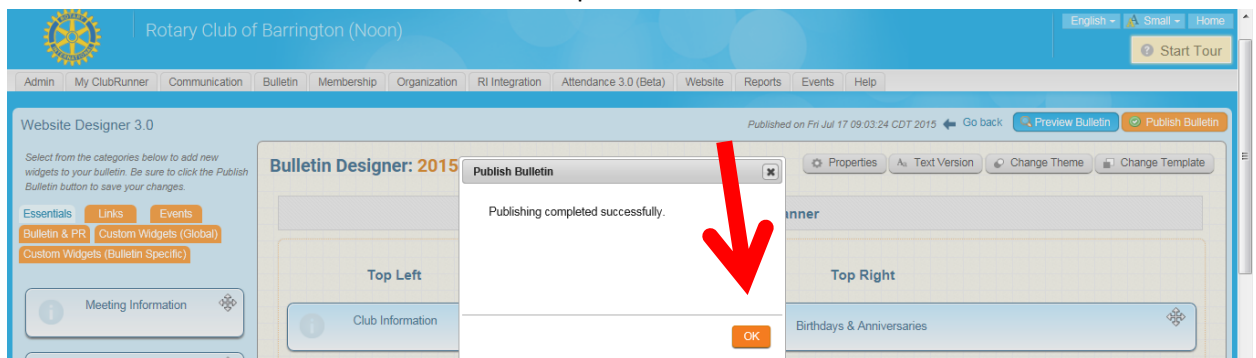


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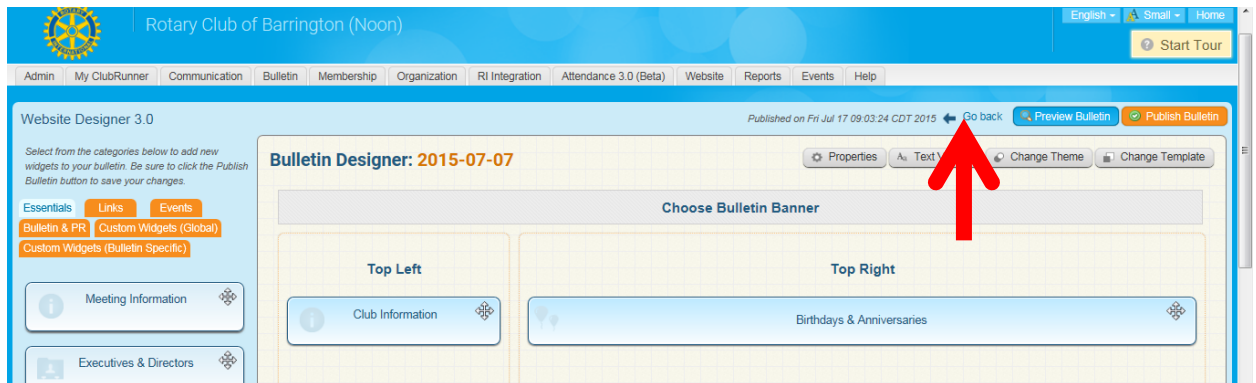
- 12) You are then left with the screen showing the new bulletin you created. Click on the orange “Publish Bulletin” button in the top right corner.



- 13) Click the “OK” button when this screen comes up.

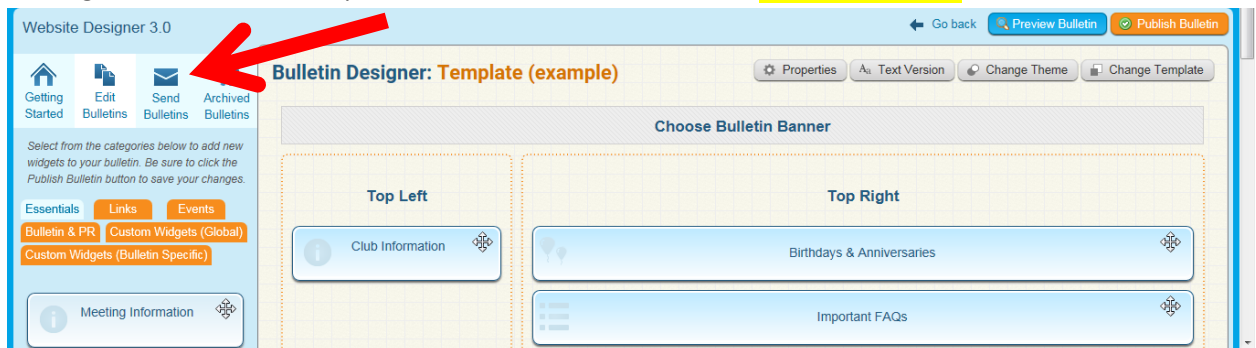


- 14) Click on the button at the top labeled “Go Back”.

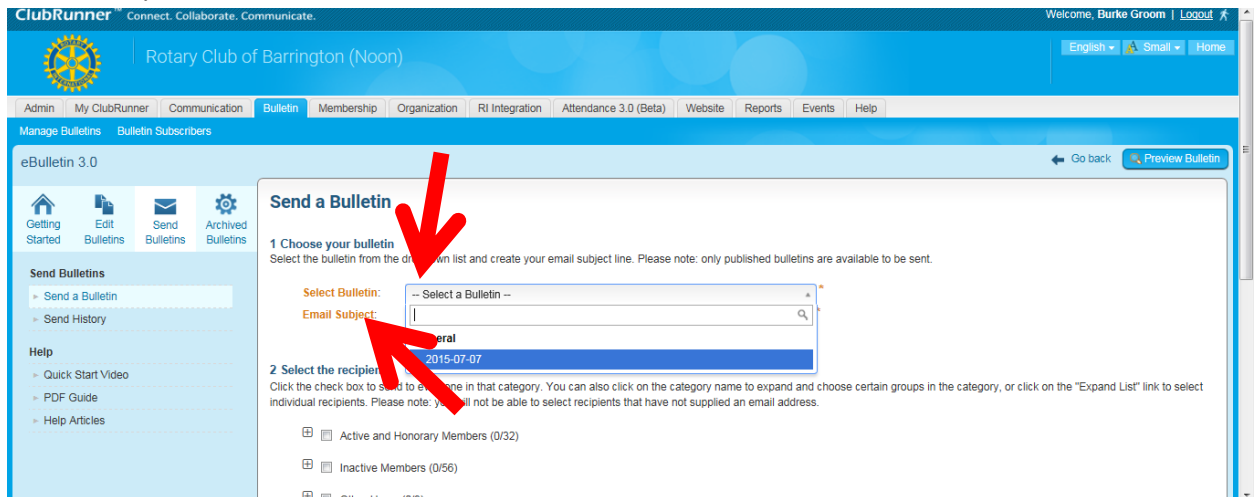


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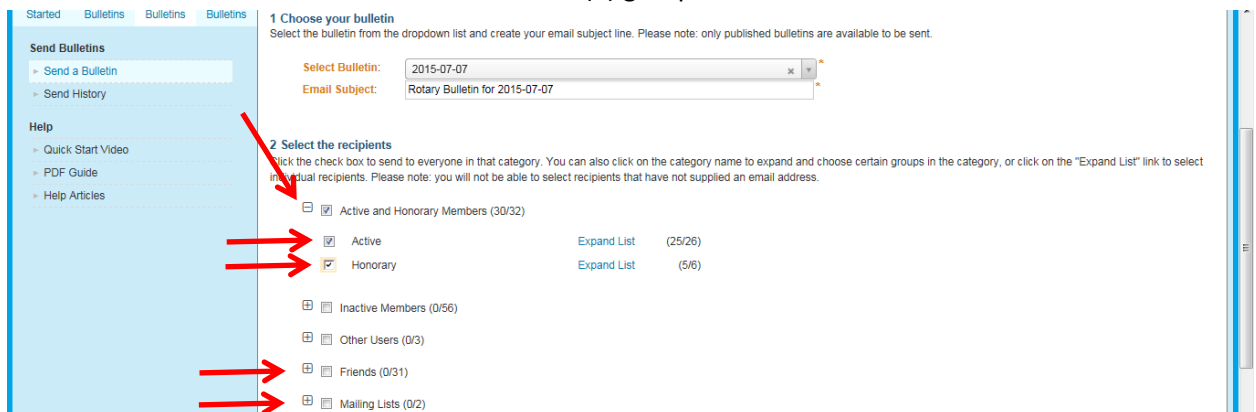
- 15) Finally, you will want to send your bulletin to members and honorary members. Do this by clicking on the icon at the top left that looks like mail – labeled **SEND BULLETINS**



- 16) Select the Bulletin you wish to send by clicking on the drop-down box marked “Select Bulletin”. Look for your bulletin name - “2015-07-07”. Then, type in the subject line a subject – perhaps like: “Rotary Bulletin for xx/xx/2015”.



- 17) Scroll down and select who you want to send it to. Click on the “+” sign and then click the boxes for “**Active and Honorary**”. Also click on the box marked “**Friends**” and “**Mailing Lists**”. You want to send the bulletin to each of these three (3) groups.



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18) Skip #3 (leave it as "Send right now")

The screenshot shows a light blue sidebar on the left. The main content area has a header '3 Schedule' with the text 'You can send the bulletin right now, or click on schedule to choose when you would like to send it.' Below this are two radio buttons: 'Send right now' (which is selected) and 'Schedule'.

19) In #4, click that box so your bulletin is automatically archived.

The screenshot shows the '4 Send your bulletin' section. It includes instructions to click 'Send to Myself' or 'Send'. A checkbox is checked, with the text: 'Click the checkbox to automatically Archive your bulletin immediately after it is sent. Please note, if you have scheduled your bulletin to be sent later, it will still be archived now.' A red arrow points to this checkbox. At the bottom right are three buttons: 'Cancel', 'Send to Myself', and 'Send'.

20) Check the bulletin first by clicking the orange "Send to Myself" button. The email with the bulletin will only go to YOU and you can see what it looks like and make any changes if you prefer.

This screenshot is identical to the previous one, showing the '4 Send your bulletin' section. A red arrow points to the 'Send to Myself' button at the bottom right.

21) After receiving the email to yourself and looking it over, if it all appears to be okay with the bulletin you created, click the orange "Send" button and the bulletin will go out to everyone you previously selected in #17.

This screenshot is identical to the previous ones, showing the '4 Send your bulletin' section. A red arrow points to the 'Send' button at the bottom right.

22) You are done!

Don't be afraid to just click and try stuff. No big deal. Any questions, call a previous Bulletin Editor! Have fun with this and enjoy. If you make a mistake – WHO CARES – it's part of learning and making yourself better! Remember we are all volunteers and everyone appreciates what you do! Also remember, your bulletin will be shared with our members AND THE WORLD as it will be on our website's home page – so please consider the appropriateness of everything you type!