



STEPS TO EASILY CREATE A CLUBRUNNER NEWSLETTER

Prep Work:

Permissions - Must be a level 60 or higher to create a Newsletter Bulletin.

Create a colorful banner (820 x 315 pixels) for the top image.

- Include your Club Master-brand logo and a fun or action photo of your Club Members.

Add Upcoming Events to Event Planner

Add Programs/Speakers to Speaker Section.

Create a Bulletin Design

Click Bulletin - Create Bulletin - Blank Templates -

Scroll down to template named -Right/Left-side Bar w/full width -

Click Next. Select Properties (right screen)

Rename as Bulletin Template. Click Save (orange button).

Configure Layout for Newsletter Content

We will remove the Top Widget and the Headline widgets. Hover over each one and click the X.

Click the Banner widget - click the pencil to upload your banner graphic created in your prep work.

Add in Content Widgets (drag & drop)

Essentials - Bulletin Stories into design* (see next step to add stories)

Events - Bulletin Speakers & Bulletin Events

Bulletin & PR - Bulletin RSS for Rotary News. Click pencil icon to rename & configure stories to display

Custom - Create Welcome message, add photos, etc.

Click Save & Exit (top of screen)

This will take you to Recent Bulletins - **Find your Bulletin**. Click the arrow and select **Save as Template**.

Then **click the open button** to finish newsletter. Once template is saved, it is located in **My Templates**.

Add Stories to the Bulletin Stories

Click the **Stories section on the design to add stories** to the Bulletin Stories widget.

Click the **white box to add stories** from inside your Story Library.

Click the **blue box to create new stories**.

Click the **Done button (orange) to Save**.

Best practice** - **Use an image for every story** - no bigger than 500 pixels.

You can **click on image properties to edit size**.

Ready to Send

Click Properties - rename newsletter, change email subject line. Then click preview. Send a test email.

If all looks good - then click Send.