SNAPSHOT ON CREATING A CLUB BULLETIN

Bulletins in Clubrunner are relatively easy if everyone does their jobs. For example, if the Speaker organiser keeps the Speakers lists in Clubrunner up-to-date etc. Tip One is to start simple and add new bits later when you have mastered the facility. This guide concentrates only on a simple bulletin.

Banner for Bulletin

Easiest way is to create using Powerpoint where in the example here the slide size was 30cm by 7.5cm which equals the needed size of 600px by 150px.
If needed, use a Photo Editor such as Photofiltre to establish exact pixel size. See 'SNAPSHOT to easy picture carousels' for additional creative guidance. This example has the elements of a picture, some graphic corner overlays (just because could), a Rotary logo and a text box. There is a banner creation widget in Clubrunner but for a better result it is better to create your own complete banner and insert this as background in the Widget and ignore the other features.
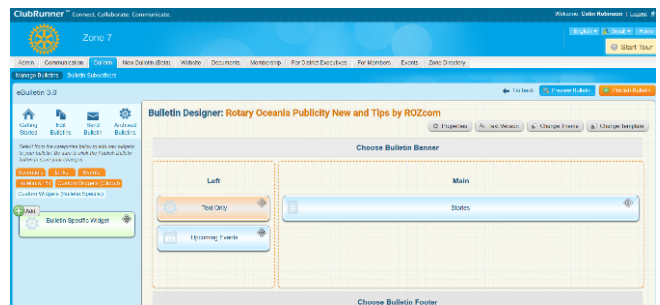
Create a new / changed bulletin template

Appropriate web access needed – log in and go to Member Area and the New Bulletin (Beta) tab.

Get Started / Create New Bulletin:
- Add a name, eg. Club Bulletin for [next meeting]
- Select a Content Template (can change in future)
- NB: Once have an established bulletin can just copy the previous and update

Enlarge picture for detail

Determine the 'Widgets" you want to drop in – these are on the design column so have a browse to become familiar with. Only use what is needed – do not over clutter the bulletin. Some common elements are as follows although you can choose what suits you:
- Essentials tab: Bulletin Stories
  - NB: these draw from your Stories Library. Best not to add separate article widgets. Stories should view the same as on your web Stories page so if displayed too long in the Bulletin consider placing more of the Story under the 'Read more' window via the Stories function.
- Essentials tab: Presidents Message
- Preformatted tab: Text Box – examples of use are club meeting details and contacts, fixed information about the club etc.
- Events tab: Bulletin Upcoming Events – use Events/Calendar for all projects and events other than normal meetings
  - NB: This and some other Widgets such as Meeting Responsibilities and Speakers are fixed lists so best suited for a column. You may need to adjust the number of items displayed via the appropriate web function.
- Footer - text box (could be used for any purpose such as sponsor acknowledgements).

Once inserted these Widgets can be moved around to new positions as needed. Try not to have empty columns.
Use the Preview button at any time plus if you go to Send Bulletin you can use the Send to Myself button to receive a copy by email.

To distribute the bulletin

In Designer, click 'Publish Bulletin'
Then under Send Bulletin work through the steps stated.
Not covered here is the creation of different email lists – use Clubrunner Help for this. You will have an Active Member list but can create other lists under Bulletin Subscribers such as for Alumni, Past Members, Friends etc. For each list you can deselect an individual if needed. Once published use the web link to create a club Facebook post.