



Module: Newsletters

Function: Upload and manage club newsletters for members to access on the site.

Key Points to Remember:

- Newsletters must be in PDF format
- Newsletters can be displayed on the site, by marking them as 'active'

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Upload a Newsletter

1. Log in as an administrator
2. From the top navigation, go to **Web>Manage>Newsletters**
3. Click the **New icon**
4. **Name** the Newsletter
5. **Publish Date**-use calendar selector
6. In the PDF file field, click the **blue icon** on the right to **upload a new item**
7. Place a **checkmark in the 'Active'** box to display the newsletter on the site
8. **Save and Close**

Newsletters will appear in chronological order according to the publish date.

Edit/Search a Newsletter

1. Log in as an administrator

2. From the top navigation, go to **Web>Manage>Newsletters**
3. **Filter the list** of newsletters by **clicking the column header** (Name, URL, Publish Date, Active, Created Time)
4. To **remove the filter**, click the filter icon with the red X
5. Use the **Search box** to search by name
6. Use the **delete icon (trash can)** to delete a newsletter from the list
7. Click the **edit icon (paper with pencil)** to edit an existing newsletter
8. Click the **refresh icon** to refresh all newsletters if other administrators are using the site
9. Click the **Green icon** to display only **active newsletters**, when it turns red, it will display both active and inactive