The Rota-Teller in 59 Simple Steps – How to Publish the Rota-Teller

(Last updated: April 2, 2023)

What's in the Rota-Teller?

Bulletin Designer: Rota-Teller July 13, 2017	Properties Ac Text Version Change Theme Change Template										
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What members don't see when that slick-looking Rota-Teller arrives in their inbox each week is what's under the fancy wrapping. The Rota-Teller consists of the seven modules (called "widgets") shown above. In addition to the five self-explanatory light blue widgets, there is the Bulletin Banner (our Rota-Teller masthead) and the mysterious "Top Right" widget. This widget contains national advertising which, by terms of its contract, our Club is required to display.

Six of the seven widgets are automatically generated from data elsewhere in the ClubRunner system. So it may be said that the Rota-Teller almost writes itself. Your task as a Rota-Teller editor is to input text and photos into the "Rota-Teller Content" widget and then publish the bulletin by clicking buttons. The ClubRunner software integrates all the widgets into the finished Rota-Teller. This guidance attempts to walk you through the process.

What you need before you start:

- Your text. While you can compose your text within the ClubRunner program, you'll find it much easier to use Microsoft Word. Style rules are simple and are intended to present a standard appearance from week to week. Paragraphs are not indented. Member names are in bold type (Jane Saldaña-Talley). Feel free to use italics when you wish. Hyperlinks are welcome. (Select the word or words you want to serve as the link, press Ctrl + K, enter the URL in the address block, and click OK.) It's a good idea to insert several blank lines between paragraphs. That makes it easier to insert photos later in the process.
- **Photos.** These will be emailed to you by the photographer. When they arrive, save them to a folder on your computer. If they arrive as discrete attachments it's a simple matter of "Save Attachments". If the photos arrive displayed in the text of the email, instead of as attachments, the save process is different. Right click each photo, then click "Save as Picture..." Don't try to transfer photos directly from the email into the ClubRunner software!

Information for Photographers. Select your candidate photos, tweak and crop them as appropriate, and reduce them to 600 pixels in width. (That's the space available in the preset bulletin format. If you send larger photos, the ClubRunner software will automatically shrink them when they are inserted into the bulletin. Larger photos are OK but unnecessary and can present email difficulties.) Email the photo files to the editor.

Adding your Text to the Rota-Teller:

Now that you have your text and photos it's time to assemble them into the Rota-Teller. Open the **petalumarotary.org** home page and click **Member Area** at the very top. Then click on the **Bulletin** tab.

Rotary Club of Petaluma												
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Manage Bu	ulletins	Create	New Bulletin Se	nd History	& Stats He	elp						

Then, on the line that will appear immediately below, click the **Manage Bulletins** tab. A page like this will appear:

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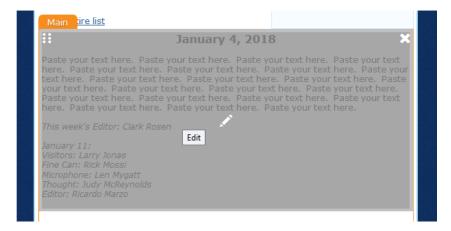
Do NOT click the "Create Bulletin" button! Instead, scroll down to find your partially drafted Rota-Teller. You'll see thumbnails of "Recent Bulletins" including two whose name includes the date of the issue you will be publishing. There is a subtle, *but important*, difference in their names. One has a hyphen between Rota-Teller and the date. This is the bulletin that you will edit. Move your cursor onto this bulletin.

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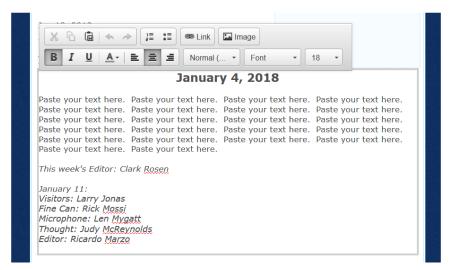
When the cursor moves onto the bulletin, a blue **Open** button appears in place of the name. Click the **Open** button and you'll see something like this:

e Design	Preview	Send			Save & Exit
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December 14			> Essentials		
Visitors: Mike Ambrosio Fine Can: Wally Bragdon	Edit		 Essenuais 		

Note the highlighted progress bar at the top which shows you are in the Design mode of the software. Place your cursor over the Rota-Teller content (the text that begins with the date and concludes with duty assignments for the next meeting). This area will become highlighted and look like this:



Note the white pencil icon in the center of the highlighted area. Click on it to edit this section. When you click the pencil (or anywhere in the highlighted area) you'll see something like this:



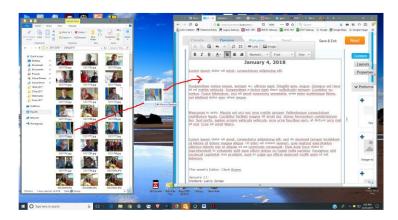
Paste your entire Rota-Teller text over the dummy filler following the date. Using the **Ctrl + V** command works well here. While you can use ClubRunner's built-in word processor (the clipboard icon) this introduces more complexity. It's easier if you just use **Ctrl + V**.

Adding Photos to the Rota-Teller:

Now that your text has been entered, it's time to add the photos. You don't have to use all the photos. Select the ones that fit your story. If there's a photo you'd like to include — but which doesn't fit into your story — just put it somewhere on the page and add a caption. You're in charge! Some editors have built their story around the photos, adapting their text to fit. Others insert photos into their text where they seem to fit. It's up to you. *But make sure the photos are in a file on your computer*.

Note. The procedures described below should work with all browsers. One editor had problems adding photos using Internet Explorer and also with Microsoft Edge. While this may have been a security issue of some sort, the problem was solved by using the Chrome browser. Firefox or Safari should work equally well.

Dragging photos is an easy way to add photos to your text.



Resize your ClubRunner window and your photo file window so they are both visible on your monitor. Place your cursor on the photo you desire to import, click down on the cursor and, *while continuing to hold the cursor down*, move the cursor across your screen. You will see the photo moving along with the cursor. (The screenshot above shows a photo partway on its journey.) When the photo is located where you want it in your story, release the cursor button. A copy of the photo will now be located within your text. You can then move it around in the text as you wish. Repeat with the next photo until all desired photos are copied.

You may need to add — or remove — blank lines between paragraphs to present an attractive appearance.

When you've finished adding photos, click the orange **Next** button at the upper right corner of your window. This window will appear:



Note that the progress bar shows that you are now in the **Preview** mode. Scroll through the Rota-Teller to make sure that it's the way you want it. If you see something that needs fixing, click **Design** on the

progress bar, click on the text to highlight it, and then click to allow editing. When finished with your editing click the orange **Next** button again to return to the **Preview** mode

Sending a Test Rota-Teller to Yourself:

Now that you have created the Rota-Teller and you are satisfied with its appearance (ignoring any commitments gobbledygook at the very bottom), it's time for the acid test. You need to see what it actually looks like when it arrives by email. So you send it to yourself.

Click the **Next** button and you should arrive at the Send window. If, instead, you see this (or a similar message)



just click **Open Site in New Window** and you'll be at the Send window. (Note that the progress bar shows that you are now in the **Send** mode.)

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New Bulletin (Beta)													
Create Design	Preview Send Save & Exit Send												
Send Rota-Teller April 29, 2021													
Select your recipients	Options												
Active and Honorary Members (71/76)	Email Subject												
Other Users (2/2)	Rota-Teller April 29, 2021												
Inactive Members (0/26)	Archive bulletin after sending												
Custom Distribution Lists (0/34)	⊙ Yes ◯ No												
Contact Groups (0/57)	Copy me on this bulletin O Yes No												
	Reply To O Me Bulletin Editor Custom												
	Al Cattalini - ac@cattalini.com												
	When would you like to send your bulletin?												
	 Send now 												
	Schedule for later												
	Send Tree: To Mynelf												

Click the **Send Test To Myself** button at the bottom of the window. Then click **OK** when this pop-up appears.



"Test message successfully sent" will appear in a green banner atop your screen. The Rota-Teller will be in your inbox shortly.

Sending the Rota-Teller to our Readers:

If the emailed Rota-Teller looks OK, you are ready to send it to our members and to certain others authorized to receive it.

Admin My ClubRunner Communication	Bulletin Co	ntacts	Membership	Organization	RI integ	ration	Attendance	Website	Reports	Events	Volunteers	Donations	Membership Success	Help
Create		Prev	iew	1		Sen	d			Save & Exit	Send			
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Check the boxes exactly as shown above (important!), confirm the subject for your email is correct, and then click the orange **Send** button.

Click OK when the confirmation box appears:

Send bulletin to 84 recipients then archive?	
	Cancel OK

The Rota-Teller will be emailed to the recipients you have specified above:

- Active and Honorary Members
- Other Users
- Bulletin Subscribers

You are now done. Congratulations!

About those checkboxes: The boxes on the left select to whom the Rota-Teller is emailed. The first box on the right insures that the Rota-Teller will be archived and no longer editable. It's now history. The second box makes sure you get another copy. Why do you want another copy? When you find that second copy in your inbox, you'll know that the Rota-Teller has been distributed to everyone and your job is complete. (We have had editors who missed a step along the way and somehow unknowingly failed to actually distribute their creation.)

Archived Bulletins:

To find the list of archived bulletins return to the Bulletin Home page and click the **View** button, underlined in red on this screenshot.

Admin	My ClubRunner	Communication	Contacts	s (Beta) Bulletin	Attendance	New Bulletin (Beta)	Membership	Organization	RI Integration	Website	Reports	Events	Volunteers	Help
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Clicking the View button will give you a listing of active bulletins:

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Note the drop-down list (underlined above in red). Click the arrow and select Archived Bulletins.



You'll now have a listing of archived bulletins:

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While archived bulletins can no longer be edited, they can be copied. If it is necessary to update or correct a bulletin that has already been archived, click the **Copy** button, give the copy a new name (perhaps by adding a second hyphen to the name), then edit and publish it.

Building a Rota-Teller from Scratch

You've prepared bulletins by completing ones that have already been started for you. They've had the correct issue date at the top and editor information at the bottom. But what happens if your bulletin guru failed to prepare one? No problem. You just do what the guru should have done. You copy an earlier, uncompleted bulletin (one without the dash between Rota-Teller and the date), save it with a new name, and do some simple editing. Here's how.

First, go to the Bulletin Home like you usually do.

🛞 Rotar	🛞 Rotary Club of Petaluma														
Admin My	ClubRunner	Communic	cation Bulletin	New Bulletin (Beta)	Contacts	Membership	Organization	RI integration	Attendance	Website	New Website (Beta)	Reports	Events	Volunteers	Donations I
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Settings		>								_					
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Create		>									Create Dullei				

From the menu on the left, click **View all bulletins**. You'll see a screen like the one below, with thumbnail photos of bulletins. Note the name (date) of an existing, uncompleted Rota-Teller that you will use as the starting point for your Rota-Teller.

🛞 Rotary Club o	n i ctaluli					Welcome, Al Catta
Admin My ClubRunner		tion Bulletin New Bulletin (Beta)		egration Attendance Website		
Manage Bulletins Help						
😭 Getting Started	~					
Getting Started		Active Bulletins				
Main						
Create		Active Bulletins ~				III Grid
View all bulletins						
Help		General My Templates				
Bulletin manual						
Support				-		
Settings	>					
View	~	PETALUMA ROTARY CLUB	PETALUMA ROTARY CLUB			
Getting Started		Upcorning Speakers Ar W 1999 Marchange Speakers Marchange Speak	Upcoming Speakers			
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View all bulletins		June 17, 2022 Party particulars. Factor part tack has particular part tack has particular par	James 9, 2022			
Help		Andre par eine hen. Hant part kan hen. Hant part sin hen. Hand part kan hen. Hant part kan hen. Hant part sin hen. Hand part in hen hen Andre part ken hen. Hant part kan hen. Hante part ken hen. Reder part ken hen. Hante part ken hen. Hante part ken hen.	m. Rath part Les Nais, Part par Markes, Nais part Les Nais, Part Part Part Part Part Part Part Part			
Bulletin manual		Birthdays & Anniversaries	Birthdays & Anniversaries			
Support		Partier Britidest Hightering June 20	Particle & Scholey High Terring June 18			
		Gooka Autorpilat Jure 19 Karry Ionas Karry Ionas	index Protografie Jacob States Sarray Names Jacob Jacob States			
Create	>	Kiti Garman Julia 20 Wanna Gobarathar Barwan	Ni A Gorman Jone 19 Disang Labandhar Barann			
		Rota-Teller June 17, 2022	Rota-Teller June 9, 2022	_		

This is considered a "grid" view of the bulletins. But you'll need a "list" view, so click the **List** button, off to the right, next to the orange button.

Active Bulletins View Click on Bulletin Name or Edit to access the bulletin designer. Filter records: Active Bulletins Group Date Name Last Sent @ Published On Scheduled On General Jun 23, 2022 Rota-Teller June 17, 2022 Jun 27, 2022 Jun 27, 2022	elta Nou Wohelta (Rata) Rannte Evante Volunteere Donatione Haln											
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Settings Active Bulletins If Vew Click on Bulletin Name or Edit to access the bulletin designer. Create Filter records: Q Group Date Name Last Sent @ Published On General Jun 23, 2022 Rota-Teller June 17, 2022 Jun 27, 2022											lletins Help	Manage B
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Group Date Name Last Sent @ Published On Scheduled On General Jun 23, 2022 Rota-Teller June 17, 2022 Jun 27, 2022					igner.	the bulletin des	to access t	illetin Name or Edit t	Click on Bul	> c		View
General Jun 23,2022 Rota-Teller June 17,2022 Jun 27,2022	Active Bulletins							ds: Q	Filter record	> Fi		Create
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	Jun 27, 2022		2	June 17, 2022	Rota-Teller J		3, 2022	Jun 23	General			
General Jun 01, 2022 Rota-Teller June 9, 2022 Jun 27, 2022	Jun 27, 2022			June 9, 2022	Rota-Teller J		1,2022	Jun 01	General			
Showing 1 to 2 of 2 records							.,					

Now, instead of thumbnails, you'll see the bulletins arranged in a list. Click the orange button off to the right. (Don't be tempted to click the identical button on the previous grid view page; it's a trap!)

🛞 Rotary Club o	of Petalur	na	Welcome, Al Cattalini [Log	out] Home English -
Admin My ClubRunner		tion Bulletin New Bulletin (Beta) Contacts Membersh		
Manage Bulletins Help				
				← Go back
Getting Started	>	Create New Bulletin		
View				
Create	> >	Bulletin Settings		
Create	,		me l	
			te Jun 29, 2022 😫 *	
		Bulletir		
		Copy Bulletin	Select a previous bulletin if required.	
		Bulletin	up General v or create new	
			Visible on Website	
			Show Commitments	
		Acces	vel 📀 Public 💦 Requires Login	
		Email S	ect	
		Editor	Type at least 3 letters of first or last name	
		Editor	hail	
		Content Ter		
			You can change this later by clicking the change template button in the Bulletin Designer.	
				Cancel Next

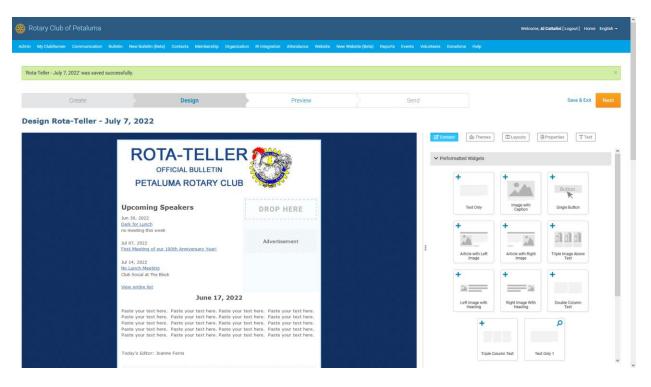
You'll now be on this Create New Bulletin page. You are going to create a new bulletin by copying an existing one, giving it a new name, making a few changes, and then saving it. It's that simple. Here's how.

🛞 Rotary Club o	f Petalur	na	Welcome, AJ Cattalini (Logout	t] Home English -
Admin My ClubRunner		stion Bulietin New Bulletin (Beta) Contacts Membership Org	anization Rt Integration Attendance Website New Website (Beta) Reports Events Volunteers Donations Help	
Manage Bulletins Help				
				← Go back
Getting Started	>	Create New Bulletin		
View	\$			
Create	>	Bulletin Settings		
-		Name	Rota-Teller - July 7, 2022	
		Date	Jun 29, 2022 🗯 *	
		Bulletin Code		
		Copy Bulletin From	Rota-Teller June 17, 2022 (Jun 23, 2022) 🗸	
		Bulletin Group	General v or create new	
			Visible on Website	
			-	
			Show Commitments	
		Access Level	O Public Requires Login	
		Email Subject	Rota-Teller July 7, 2022	
		Editor Name	Al Cattalini	
		Editor Email	ac@cattalini.com	
		Content Template		
			You can change this later by clicking the change template button in the Bulletin Designer.	
				Cancel Next
				← Go back
ClubRunner @2	002-2022 Al	rights reserved Online Help System Requirements		

This is a sample with the Bulletin Settings properly filled out. Here are the details:

- Name: Rota-Teller (desired date)
- Date: Ignore this; it's automatic.
- Bulletin Code: Leave blank
- Copy Bulletin From: Use drop-down menu to select a bulletin.
- Bulletin Group: Ignore this; leave as General.
- Visible on Website: Ignore this; leave checked.
- Show Commitments: Ignore this; leave checked.
- Access Level: Change this to Requires Login
- Email Subject: Ignore this; it is automatically filled in with the bulletin name.
- Editor Name: Change to your name.
- Editor email: Will fill automatically when your name is entered above.

Then, click **Next** (the orange button on the lower right).



You'll now see the familiar design page for the Rota-Teller you copied.

🛞 Rotary Club of Petaluma						Welcome, A	I Cattalini (Logout) Home English +
Admin My ClubRunner Communication Bulletin New Bulletin (Beta) Contacts	Membership Organization RI integration	Attendance Website Net	v Website (Beta) Reports Events	Volunteers Don	ations Help		
Rota-Teller - July 7, 2022' was saved successfully.							×
Create Desig	n	Preview	Se	nd			Save & Exit Next
Design Rota-Teller - July 7, 2022							
ROTA-T OFFICIAL B PETALUMA RO DECALUMA RO				€ Connet ♥ Preform		+ Lago with Caption Article with Right Mage	Properties T Text
Paste your text hore. Paste your Paste your text hore. Paste your Paste your text hore. Paste your	tent here. Datie ynw tent here. Datie tent here. Datie ynw tent here. Paste Eat	your text here. your text here. your text here.			Left Image with Heading	Right Image With Heading	Double Column Feat any 1

Just as you've done for preparing past Rota-Tellers, click on the text area (the "Rota-Teller Content") to edit it. You'll need to change the date at the top and the editor names at the bottom. If you are ready to insert new text below the date, just proceed as usual. If you are done for now, just click **Save & Exit** (next to the orange Next button on the right). It will be waiting for you when you return. You're done!