Publish/Unpublish Bulletins

Note: This is an easy way to change a bulletin's status from the management screen. You may also choose to publish or keep a bulletin private while creating or editing it.

In Bulletins:

Check the Status to see whether a bulletin is published or not.

To publish an unpublished bulletin on the App:

1. Click the radio button by the bulletin you would like to publish.

2. Select 'Publish' on the right.
3. Click 'OK'.
4. Choose the date you would like it published.
5. Click 'Update'.

To unpublish a published bulletin:

1. Click the radio button by the bulletin you would like to unpublish.

2. Select 'Unpublish' on the right.
3. Click 'OK' and your bulletin will be removed from the App.