“The Pulse” How-to:

* Open the Pulse document (not from Google Drive - it doesn’t format properly)
	+ \*\*First Pulse (Spring) - Change all the Officers
		- 2013-make sure to add Men’s Club - Seth Crawford and Book Club - Molly Daniel, only 1 VP, only 1 Play Group, Children’s Activities and Parties are combined and have 2 people
* Go to “File...Save As...” and save the file as “The Pulse (Season Year)” ex: The Pulse Winter 2013
* Change the season/year at the top bar
* Add/edit the “Note From the Pres”
* Fill in any appropriate information under each activity, including dates and times
* Save file again
* “Print” or Save file as PDF
* Email to all members (the PDF version)
* Make sure the secretary has all of the dates to put on the calendar!