

Request a custom bulletin

Send PDFs of your current bulletin and follow the creation of a reusable template.

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Before you begin

- ✓ Sign in to the staff area and open Bulletin in the correct community scope.
- ✓ Prepare 1 to 10 PDFs of your current bulletin, up to 20 MB each.
- ✓ You need Manage bulletin access.

1 STEP 1 OF 4

Open the request

On the Bulletin home page, select Your bulletin in the hero to open the request directly, or select Send PDFs on the card. You can open the same request from New issue, under Where do you start from?, or from the composer near the style controls.

If a request already exists in this scope, the card shows its status. Open it to continue the conversation.

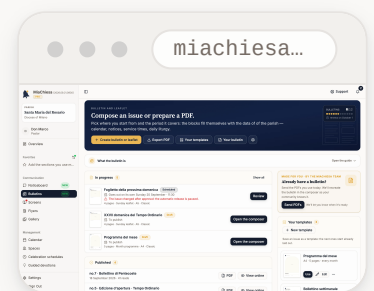


Fig. 1 The card opens the request; no PDF has been sent.

2 STEP 2 OF 4

Upload PDFs and send

Select Choose PDFs or drag them here and add 1 to 10 PDF files. Each file can be up to 20 MB. You can remove a file before sending.

In Anything we should know? you can describe pages to keep or changes you want. Select Send to MiaChiesa: the request moves to Received. The template is usually ready within 5 working days.

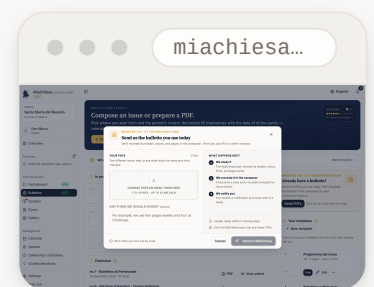


Fig. 2 The form is ready for files; Send to MiaChiesa is disabled until you choose one.

3**STEP 3 OF 4**

Follow the work

Open View request to see its status, PDFs and conversation. If the team asks a question, you receive an in-app notification and email. Open Reply, write your message and send it.

While the team works, you can add PDFs, request changes in the conversation or cancel the request. Only one request can be open in the same scope.

4**STEP 4 OF 4**

Use the delivered template

When the template is ready, you receive an in-app notification and email. Open Before and after to compare the original PDF and the new template. The template also appears under Your templates with a Made for you badge.

Select Create the first issue to start from the template. In the composer, you can apply its colors and typography to an existing issue without changing blocks or pages. After the first issue, the home card disappears; open the request from the Made for you template to request changes.

What you have achieved

- ✓ The request moves to Received.
- ✓ The delivered template appears under Your templates and can be reused.

Troubleshooting

The PDF does not upload



Check that the file is a valid PDF, is no larger than 20 MB and that the request has no more than 10 files. Then try again.

I cannot see Send PDFs



Check the active scope and your Manage bulletin permission. If you already have an open request, the card shows its status instead of the initial form.