

District email traffic report

Michael C. - 2021-02-08 - Communication

1. To check the District email traffic report, you must go to your district's homepage and login. Then, click **Member Area** in the top right corner of the homepage.
2. Along the top of the screen, you will see several tabs in the blue navigation bar. Click on the **Communication** tab.
3. Next, click on the **Email Traffic Report** link under Communication
4. You will now be looking at the Email Traffic Report overview. The 'Email Volume Limit' box will show you your annual email credit limit, as well as the average monthly email credit limit. If your District would like to purchase more email credits, [click here for more information](#).

Email Traffic Report

Email Volume Limit		Usage To Date Since Oct 04, 2019		
120000	10000	3	3	1
Annual	Monthly Average	Annual	Past 30 Days	Monthly Average

Please note that your email volume limits are based on your account subscription. If you anticipate requiring higher volumes, consider [upgrading your email package](#).

From: Dec 03, 2019 To: Jan 04, 2020 [Generate Report](#)

Account	Batches Sent	Emails Sent	Total Size	Actions
ClubRunner Demo District	3	3	27.56 KB	Details

Club Accounts:

Filter records:

Club Name	Batches Sent	Emails Sent	Total Size	Actions
Rotary Club of Teal County	0	0	0 bytes	Details
Rotaract Azure	0	0	0 bytes	Details

5. The 'Usage To Date' box will display the total email usage for the District annually, monthly (past 30 days), as well as a monthly average.

Email Traffic Report

Email Volume Limit
120000
Annual
10000
Monthly Average

Usage To Date Since Oct 04, 2019
3
Annual
3
Past 30 Days
1
Monthly Average

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From: Dec 03, 2019 To: Jan 04, 2020 [Generate Report](#)

Account	Batches Sent	Emails Sent	Total Size	Actions
ClubRunner Demo District	3	3	27.56 KB	Details

Club Accounts:

Filter records:

Club Name	Batches Sent	Emails Sent	Total Size	Actions
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6. The Email Traffic Report will generate and display data based on a selected time range. You change the period of time shown in the report using the date fields. When a desired date range has been selected, click on **Generate Report** to update the report.

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Annual
10000
Monthly Average

Usage To Date Since Oct 04, 2019
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Annual
3
Past 30 Days
1
Monthly Average

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From: Dec 03, 2019 To: Jan 04, 2020 [Generate Report](#)

Account	Batches Sent	Emails Sent	Total Size	Actions
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Club Accounts:

Filter records:

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Rotaract Azure	0	0	0 bytes	Details

7. Under **Account**, you will see from which account a given group of emails were sent. Using the District's website, you are also able to view the emails sent out from a specific Club within the District using the **Club Accounts** section.

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Club Name	Batches Sent	Emails Sent	Total Size	Actions
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8. **Batches Sent** will let you know how many groups of emails have been sent out, while **Emails Sent** will provide you with a total amount of emails

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Club Accounts:

Filter records:

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Rotaract Azure	0	0	0 bytes	Details

9. The **Total Size** column lets you know exactly how much data has been used to send out the emails from an individual account.

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10. Clicking on **Details** under the Actions heading will generate a more in-depth email traffic report for that account.

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11. On the Email Traffic Report page for an individual account, clicking on the details link provides you with a breakdown of every email sent out from that account. You can order this information according to date, sender, club, type of email, subject and email size by clicking on the column headers.

ClubRunner Demo District Email Traffic Report

From: To: [Generate Report](#)

Filter records:

Date ▾	Sender ▾	Type ▾	Subject ▾	Emails Sent ▾	Total Size ▾
Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club of Purple Metro	1	9.18 KB
Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club of Purple Metro	1	9.19 KB
Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club of Purple Metro	1	9.19 KB
Total:				3	27.56 KB

Showing all 3 records

12. You can use the date fields provided to generate a report based on a given period of time. Click Generate report after selecting the **From** and **To** dates.

ClubRunner Demo District Email Traffic Report

From: To: [Generate Report](#)

Filter records:

Date ▾	Sender ▾	Type ▾	Subject ▾	Emails Sent ▾	Total Size ▾
Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club of Purple Metro	1	9.18 KB
Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club of Purple Metro	1	9.19 KB
Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club of Purple Metro	1	9.19 KB
Total:				3	27.56 KB

Showing all 3 records

13. You can use the **Filter Records** field to search for a specific email or email subject.

ClubRunner Demo District Email Traffic Report

From: To: [Generate Report](#)

Filter records:

Date ▾	Sender ▾	Type ▾	Subject ▾	Emails Sent ▾	Total Size ▾
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Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club of Purple Metro	1	9.19 KB
Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club of Purple Metro	1	9.19 KB
Total:				3	27.56 KB

Showing all 3 records

14. Clicking on the number of emails sent for a given email message will open the **Email Statistics** for that individual email. [Click here for more information on email](#)

[statistics.](#)

ClubRunner Demo District Email Traffic Report

From: To: [Generate Report](#)

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Date ▾	Sender ▾	Type ▾	Subject ▾	Emails Sent ▾	Total Size ▾
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Total:				3	27.56 KB

Showing all 3 records

Related Content

- [How do I send an email \(District\)](#)
- [How do I remove emails from the blocked email list? \(District\)](#)
- [Why are some members not receiving emails? \(Blocked List\) \(District\)](#)