ClubRunner

How do I cancel a scheduled email?

Michael C. - 2022-01-06 - Communication

Sometimes, you may need to cancel a scheduled email. For example, if a club event is cancelled, you can prevent the scheduled reminder emails from being sent out.

1. You can cancel a scheduled email using the **Club Communication** page. To access this page, you must first log in to your website.

2. Once you have logged in, click on the **Communication** tab and then the **Email Services** link just below.

3. You are now on the **Club Communication** page, where you can view a list of your emails. You can identify a scheduled email by looking at the information under the **Status** column on the left side of the list.

4. To cancel the scheduled email, click the **Cancel** link under the **Actions** column.
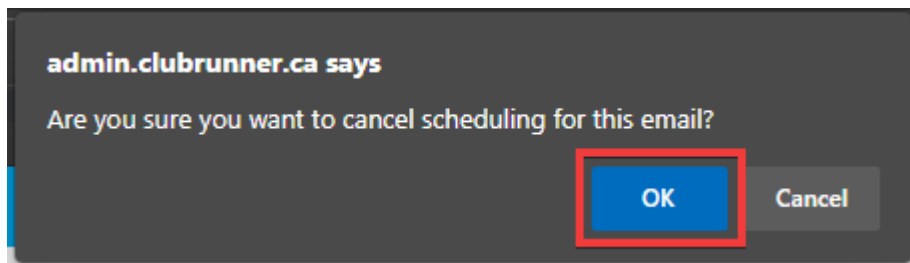
5. You will be asked to confirm your cancellation by a pop up window. Click **OK** to confirm, or **Cancel** to restore the scheduled email.

6. The email is now listed as a **Draft** message. You may delete this email, or open it to reschedule delivery or edit the contents.

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