ClubRunner

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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.

Club Communication

To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email with the selected recipients.								
	Show All Emails Show My Emails Only	Active Emails 🗸	🛨 Compose new	message				
Filter records: Q								
Status 🗸	Subject 🗸		Owner 🗸	Actions				
Draft			Kevin Cruz	-				
Scheduled for Jan 08, 2022 at 4:44 PM by	Kevin Cruz Spring Fling Garage Sale		Kevin Cruz	-				
Sent on Feb 03, 2021 at 3:26 PM	New Member Welcome		Kevin Cruz	-				
Check All Remove Selected								
Showing all 3 records								

4. To cancel the scheduled email, click the **Cancel** link under the **Actions** column.

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Le Check All Remove Selected			C Resend			
Showing all 3 records			 Make a Copy Cancel Delete 			

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.

Email scheduling was cancelled successfully.				×			
Club Communication							
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