

# 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:

Status	Subject	Owner	Actions
<input type="checkbox"/> Draft		Kevin Cruz	<input type="button" value="v"/>
<input type="checkbox"/> Scheduled for Jan 08, 2022 at 4:44 PM by Kevin Cruz	Spring Fling Garage Sale	Kevin Cruz	<input type="button" value="v"/>
<input type="checkbox"/> Sent on Feb 03, 2021 at 3:26 PM	New Member Welcome	Kevin Cruz	<input type="button" value="v"/>

↳ 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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Filter records:

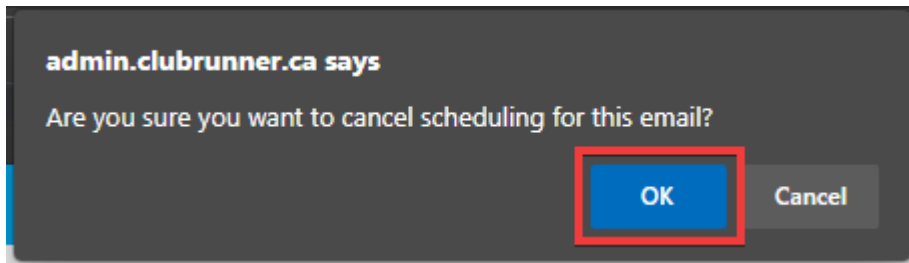
Status	Subject	Owner	Actions
<input type="checkbox"/> Draft		Kevin Cruz	<input type="button" value="v"/>
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<input type="checkbox"/> Sent on Feb 03, 2021 at 3:26 PM	New Member Welcome		

Check All Remove Selected

Showing all 3 records

- View
- Stats
- Resend
- 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. ✕

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Showing all 3 records

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- [VIDEO: How do I send an email?](#)
- [How do I send an email?](#)