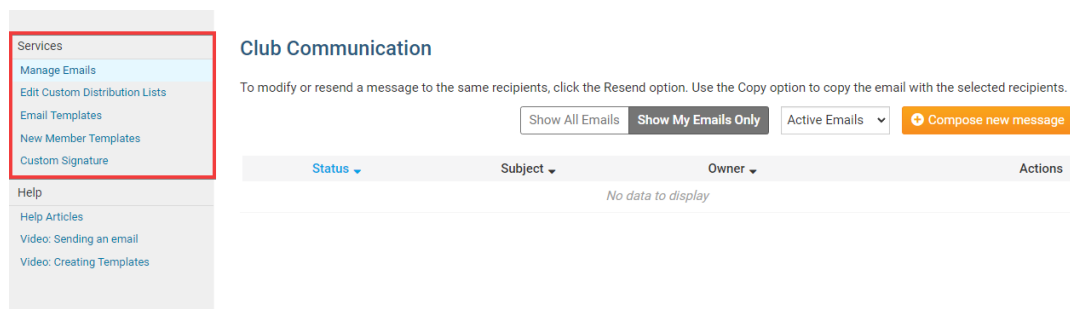


## How do I create a Custom Distribution List?

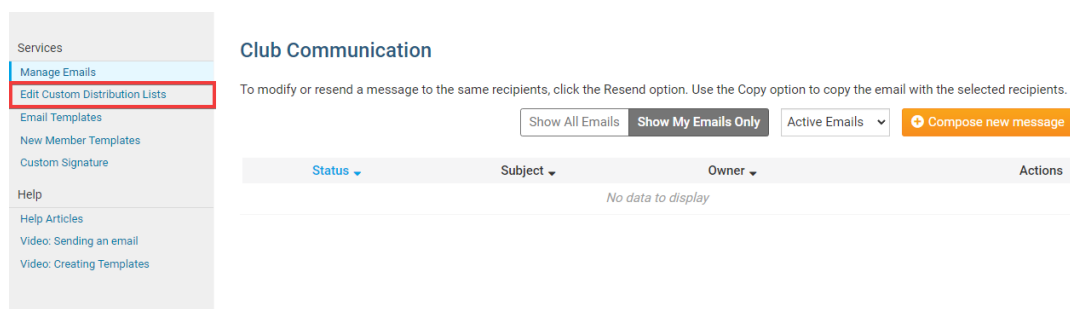
Michael C. - 2022-03-25 - Communication

ClubRunner's **Custom Distribution List** feature lets you email certain groups of people within your club's member list. For example, you could create a custom distribution list that would send an email to everyone on a given committee, or only to new members.

1. To access the **Custom Distribution List** feature, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.
2. Along the top of the screen you will see several tabs. Click on the **Communication** tab.
3. Now, click on **Email Services**.
4. You are now on the **Club Communication** screen. At the left side of the screen, you will see the **Services** menu, which is highlighted below.



5. Next, click on **Edit Custom Distribution Lists**.



6. Next you will see all of the existing custom Distribution lists (if any). Click on the **Create New Distribution List** button found in the top right corner.

## Email Distribution Lists

Create New Distribution List

No Distribution Records.

7. Here, you can enter a **Name** for the new Distribution List.

### Edit List

Distribution List Name:  
Charity Committee

Distribution List Members:

Save

Add members to distribution list:

- Aaron, Johnathon
- Aaronson, Abe
- Aaronson, Erin
- Adams, Shawn
- Arnold, Kathy
- Bartlet, Josiah
- Bennett, Norma
- Black, Johnny
- Bowman, Angela
- Bowman, Peter
- Bowman, Phillip
- Boyd, Nicole
- Burke, Martin
- Burns, Judy

Members with disabled checkboxes do not have an email address and cannot be added to the distribution list.

<< Add To List

8. Next, on the right side select all the members that you would like to appear in this Distribution list. Then click **Add to List**.

**Note:** Members with disabled checkboxes indicate that they do NOT have an email address setup in ClubRunner.

## Edit List

Distribution List Name:

Distribution List Members:

[Save](#)

Add members to distribution list:

- Aaron, Johnathon
- Aaronson, Abe
- Aaronson, Erin
- Adams, Shawn
- Arnold, Kathy
- Bartlet, Josiah
- Bennett, Norma
- Black, Johnny
- Bowman, Angela
- Bowman, Peter
- Bowman, Phillip
- Boyd, Nicole
- Burke, Martin
- Burns, Judy

Members with disabled checkboxes do not have an email address and cannot be added to the distribution list.

[<< Add To List](#)

9. Once all members have been selected click on the **Save** button to save the list.

## Edit List

Distribution List Name:

Distribution List Members:

Name	Email	Actions
Aaron, Johnathon	ajohnathon@example.com	<a href="#">Delete</a>
Aaronson, Abe	aaaronson@example.com	<a href="#">Delete</a>
Arnold, Kathy	karnold@example.com	<a href="#">Delete</a>
Bartlet, Josiah	jbartlet@example.com	<a href="#">Delete</a>

[Save](#)

10. The new Distribution list should now be in the list. Click on the **Edit** button to modify the Distribution list, click on the **Copy List** link to make a copy of the existing Distribution list, or click **Delete** link to delete the Distribution list.

## Email Distribution Lists

[Create New Distribution List](#)

List Name	Owner	Date Created	Action
Charity Committee	Edward Elric <a href="#">Change Owner</a>	Mar 25 2022	<a href="#">Edit</a>   <a href="#">Copy List</a>   <a href="#">Delete</a>

## Related Content

- [VIDEO: How do I create a custom distribution list?](#)