

How do I send a broadcast message with Notifications

Michael C. - 2024-09-05 - ClubRunner Mobile App

Using the ClubRunner mobile app, club executives will be able to send out a broadcast message to other members of your club who also use the ClubRunner mobile app.

Note

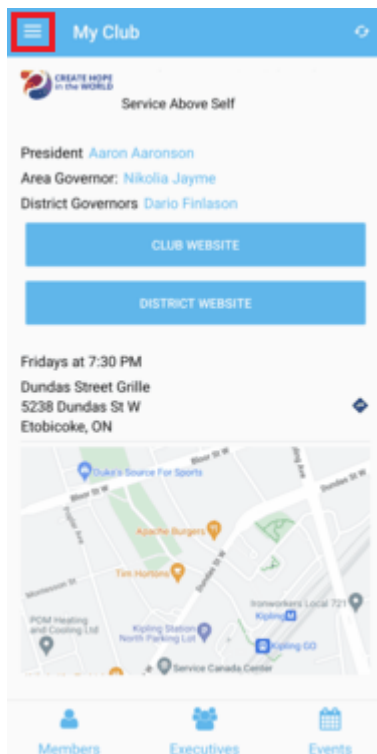
- A club can send a maximum of **20** total notifications per month
- A district can send a maximum of **30** total notifications per month

Note

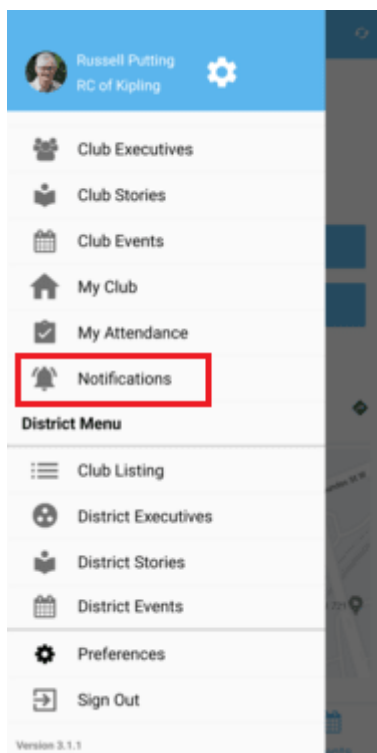
In order to send notifications, you must have an access level of 50 or greater. The following roles can send notifications:

- 30 - Website Admin
- 40 - Club President
- 50 - Club Executive

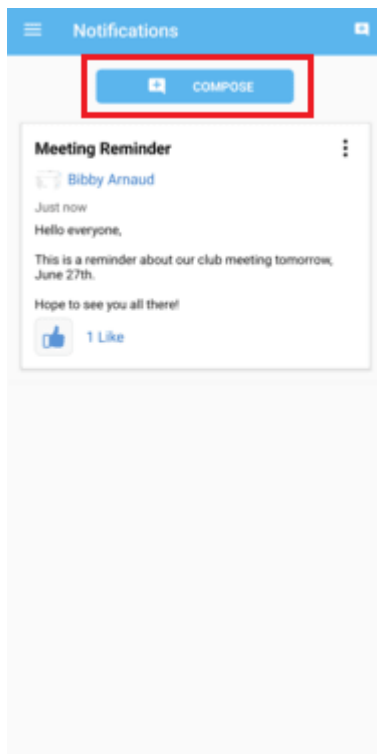
1. Open the ClubRunner mobile app through your device's list of applications.
2. If you are not already logged in, you may do so by following the steps in the [How do I login to the ClubRunner Mobile App](#) article.
3. In the top left corner of the screen, click on the menu icon to open the app menu.



4. Select the **Notifications** option, under the Club Menu heading.



5. Here you will see a history of past notifications sent out to the club. Click on the **Compose** button to create a new notification.

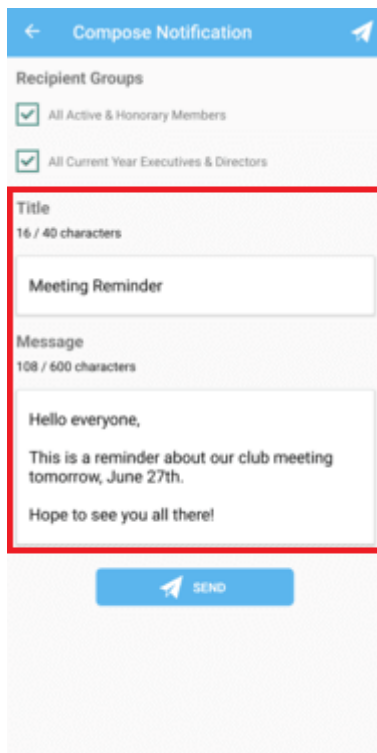


6. First you can select who will receive your notification. Click on the checkbox next to each option to select the recipient groups.
- **All Active & Honorary Members** - The notification will be sent to your active and honorary members.
 - **All Current Year Executives & Directors** - The notification will be sent to

A screenshot of the 'Compose Notification' screen in the same application. The screen has a blue header with a back arrow, the text 'Compose Notification', and a send icon. Below the header, a red rectangular box highlights a section titled 'Recipient Groups'. This section contains two options, each with a checked checkbox: 'All Active & Honorary Members' and 'All Current Year Executives & Directors'. Below this section, there is a 'Title' field with a character count of '16 / 40 characters' and the text 'Meeting Reminder'. Below that is a 'Message' field with a character count of '108 / 600 characters' and the text 'Hello everyone, This is a reminder about our club meeting tomorrow, June 27th. Hope to see you all there!'. At the bottom of the screen is a blue button with a send icon and the text 'SEND'.

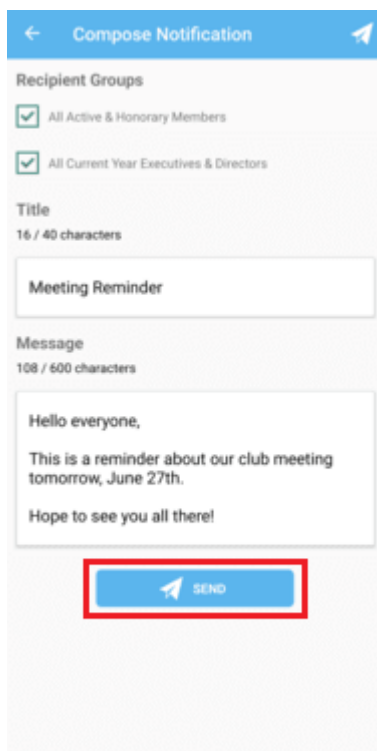
your current year executives and directors.

7. Next, you may enter the **Title** and **Message** for your notification. This is what will be displayed to the recipients of the notification.



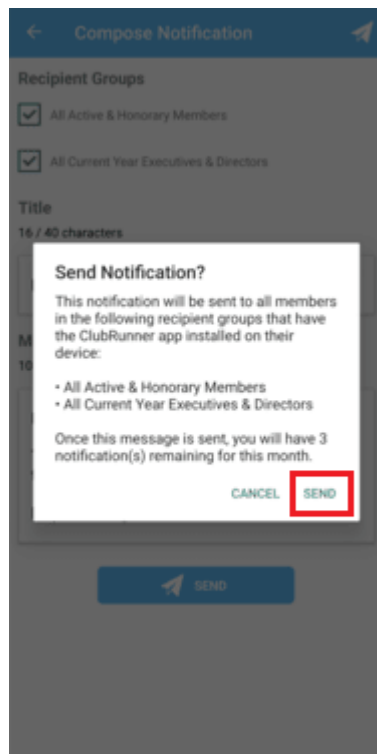
The screenshot shows the 'Compose Notification' interface. At the top is a blue header with a back arrow, the text 'Compose Notification', and a paper plane icon. Below the header, under 'Recipient Groups', are two checked items: 'All Active & Honorary Members' and 'All Current Year Executives & Directors'. The 'Title' field is labeled 'Title' with a character count '16 / 40 characters' and contains the text 'Meeting Reminder'. The 'Message' field is labeled 'Message' with a character count '108 / 600 characters' and contains the text 'Hello everyone, This is a reminder about our club meeting tomorrow, June 27th. Hope to see you all there!'. A blue 'SEND' button with a paper plane icon is at the bottom. A red rectangular box highlights the 'Title' and 'Message' input areas.

8. Once you have composed your notification, click on the **Send** button to push the notification to your selected recipients.



This screenshot is identical to the previous one, showing the 'Compose Notification' screen with the same recipient groups, title, and message. In this version, a red rectangular box highlights the blue 'SEND' button at the bottom of the screen.

9. A pop-up window will appear to ask for confirmation. Click on **Send** once again to confirm and send out the notification.



Related Content

- [Troubleshooting tips for Broadcasts/Notifications](#)