

## How do I send an email?

Michael C. - 2023-11-17 - Communication

ClubRunner has a built-in email feature that allows you to email fellow members and non members. Their email addresses are stored in ClubRunner so you do not have to know them.

You can access the **Email Message Center** from your club's home page. Here, you can compose emails and view the emails you have sent.

Note

**Note:** There is an limit of 500 past emails that will appear in the **Email Message Center** area.

Note

**Note:** The **Email Message Center** does not act as an inbox. To view messages you have received, you must access your personal email.

1. To access **Email Services**, you must go to your club homepage and log in. To do this please click the **Member Login** link near the top right.
2. After you enter your login name and password it will return you back to the Club's homepage. Click **Member Area** near the top right.
3. Along the top of the screen you will see several tabs. Click on the **My ClubRunner** tab.
4. Now, click on the **Email Message Center**.
5. You are now on the **Club Communication** screen. Here, you can compose emails and view emails you may have sent.

Note

**Note:** Only Club level access "30 - Site Administrator" can see "Show All Emails" and "Show My Emails Only". If any other member views this page it will only display their own emails.

## 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.

Filter records:

Show All Emails Show My Emails Only Active Emails + Compose new message

Status	Subject	Owner	Actions
<input type="checkbox"/> Draft	Draft Email for Party Tickets	Edward Chu	
<input type="checkbox"/> Sent on Oct 15, 2020 at 2:06 PM	Food Drive Collection	Edward Chu	

1. To review the actions you can make on an email among the Club Communication list, click the **Drop-down Arrow** in the actions column.

Status	Subject	Owner	Actions
<input type="checkbox"/> Draft	Draft Email for Party Tickets	Edward Chu	
<input type="checkbox"/> Sent on Oct 15, 2020 at 2:06 PM	Food Drive Collection	Edward Chu	

1. Among the actions, click on the **View** button next to the appropriate email. You may also view the email **Stats**, **Resend** the email, **Make a Copy** of the text , or **Delete** it, using the buttons on the same line.

### Note

**Note:** If you use the **Resend** link it will let you edit the email but not remove or add recipients. If you need to change the recipients please use **Make a Copy**.

Status	Subject	Owner	Actions
<input type="checkbox"/> Draft	Draft Email for Party Tickets	Edward Chu	
<input type="checkbox"/> Sent on Oct 15, 2020 at 2:06 PM	Food Drive Collection	Edward Chu	
<input type="checkbox"/> Sent on Jan 12, 2018 at 4:25 PM		Ed	
<input type="checkbox"/> Sent on Aug 25, 2017 at 9:43 AM		Ed	
<input type="checkbox"/> Sent on Feb 19, 2016 at 9:59 AM	Browser response test	Ed	
<input type="checkbox"/> Sent on Apr 01, 2015 at 9:20 AM	Spring Fling	Ed	

1. If you have a draft email in progress, you may open for editing or delete it by clicking the **Open** or **Delete** buttons next to the relevant message.

Filter records:

Status	Subject	Owner	Actions
<input type="checkbox"/> Draft	Draft Email for Party Tickets	Edward Chu	
<input type="checkbox"/> Sent on Oct 15, 2020 at 2:06 PM	Food Drive Collection	Ed	
<input type="checkbox"/> Sent on Jan 12, 2018 at 4:25 PM		Ed	

1. To create a new message, click on the orange button marked **Compose New Message** just above the email view field.



### Step 1:

Select the recipients of this message by expanding each category, then clicking the "Expand List" link. Please note: you will not be able to select recipients that have not supplied an email address.

<input type="checkbox"/>	Active and Honorary Members (0/22)		
<input type="checkbox"/>	Active	Expand	(0/20)
<input type="checkbox"/>	Active - Corporate	Expand	(0/1)
<input type="checkbox"/>	Honorary	Expand	(0/1)
<input type="checkbox"/>	Other Users (0/5)		
<input type="checkbox"/>	Inactive Members (0/6)		
<input type="checkbox"/>	Club Executives & Directors (Current Year) (0/9)		
<input type="checkbox"/>	Custom Distribution Lists (0/17)		
<input type="checkbox"/>	Contact Groups (0/105)		

Note

**Note:** If you are a listed **Club Executive** from the **Club Executives** list , and the position is an 'Executive' type on the District (Example: President, Secretary, or Treasurer), the **Club Executives & Directors (Current Year)** contact group will be available to email other current year Executives within the District.

1. Now, write the subject of your email in the space provided.

## Step 2:

Enter your email subject and message.

Subject

 \*

**Templates and Merge Fields**

Select Template

Recipient

Sender

Account

The Nick Name merge field will be replaced by First Name if it is empty.

1. Your email is automatically generated with a greetings to the recipient that includes their first name and last name. You can change this information using the **Insert Mail Merge Fields** feature. This feature also allows you insert the recipient's name or other information in the body of the email.

**Templates and Merge Fields**

Select Template

Recipient

Sender

Account

The Nick Name merge field will be replaced by First Name if it is empty.

1. For example, if you wish to refer to your recipient by first name in the body of the email, select **Recipient First Name** from the Recipient menu and click the **Add** button at the appropriate point in your email. This adds a piece of code, which tells ClubRunner to insert the member's first name from your club database when the email is sent. The person who receives your email will see their name, and not the code.

**Templates and Merge Fields**

Select Template – Select Group –

Recipient	Recipient First Name	Add
Sender	Recipient Title	
	<b>Recipient First Name</b>	
	Recipient Nick Name	
Account	Recipient Middle Name	

The Nick Name merge field will be re

Recipient Last Name  
Recipient Suffix  
Recipient Member ID (Members Only)  
Recipient Club Name (Full) (Members Only)  
Recipient Club Name (Short) (Members Only)  
Recipient District Name (Members Only)  
Recipient Spouse First Name (Members Only)  
Recipient Spouse Nick Name (Members Only)  
Recipient Spouse Last Name (Members Only)

Dear \$NICK\_NAMES\$ \$LAST\_NAMES\$,

The food drive is this weekend. I know we can count on your support **\$FIRST\_NAMES**

1. Compose your message. You can use the buttons above the writing field to edit your fonts and text style, and to add images and links.

Dear \$NICK\_NAMES\$ \$LAST\_NAMES\$,

The food drive is this weekend. I know we can count on your support \$FIRST\_NAMES\$

If you have any questions about times or location, please call Sue Baker at 123-231-1234|

Best Wishes,

**Dr. E.E. Smith**

***"Service above Self."***

body div

Total characters including HTML: 431/100000 Text Version

1. You now have the option to add a file attachment to the email. This could include photos or documents relevant to the email. To add a file, click **Select Files for Upload**. You can then choose files from your computer. The files cannot be larger than 6 MB in total.

### Step 3 (Optional):

Upload attachments to your email.

Select Files For Upload

Maximum 5.00 MB per file  
Total attachment size: 0 B/6.00 MB

1. Next, you have the option to **Include link to list of recipients, and/or to send a copy to yourself**, by clicking on the indicated check boxes. Including the link to the list of recipients will include a link to view the list of recipients in the footer of the email.



1. You can choose to send your email immediately, or at the time of your choosing. To send the email now, leave the **Send Right Now** button checked, and click **Send**.

### Step 5:

You can send the email right now, or click on schedule to choose when you would like to send it.

- Send right now  
 Schedule

Save as Draft

Send to Myself

Send

1. If you want to send the email later, select **Schedule** and enter the time and date you wish your message to go out. Then click **Send**, as noted in the previous step.

### Step 5:

You can send the email right now, or click on schedule to choose when you would like to send it.

Send right now

Schedule

Choose the date and time to schedule when you want to send this email to the selected recipients. You can still use "Send to Myself" to preview the email.

Oct 22, 2020  at 06:30 PM 

Save as Draft

Send to Myself

Send

1. Finally, you have the final options for sending your mail. Click on the relevant button.

Send Email Options: There are three sending options when it comes to emails:

- **Save as Draft:** Will save all the details of the draft email (including recipients) so you can edit it later.
- **Send to Myself:** Will only send the email to the member that is logged in for verification purposes.
- **Send:** Will send the email to the selected recipients.

### Step 5:

You can send the email right now, or click on schedule to choose when you would like to send it.

Send right now

Schedule

Save as Draft

Send to Myself

Send

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