

ClubRunner

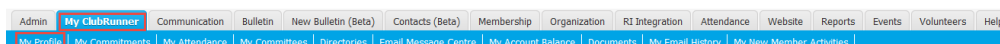
Help Articles > Club Help > Club - Administration Guide > Dues & Billing > How do I specify a preferred email address for dues & billing?

How do I specify a preferred email address for dues & billing?

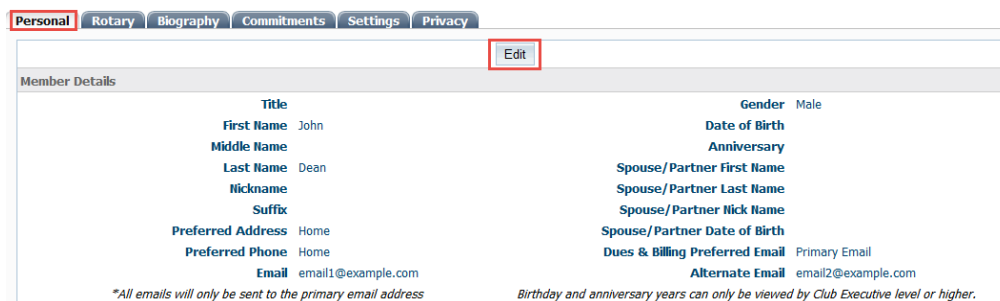
Michael C. - 2021-02-23 - Dues & Billing

You can now specify the Email address to receive all Dues & Billing invoices sent by your Club. To learn how to do this, please follow these instructions.

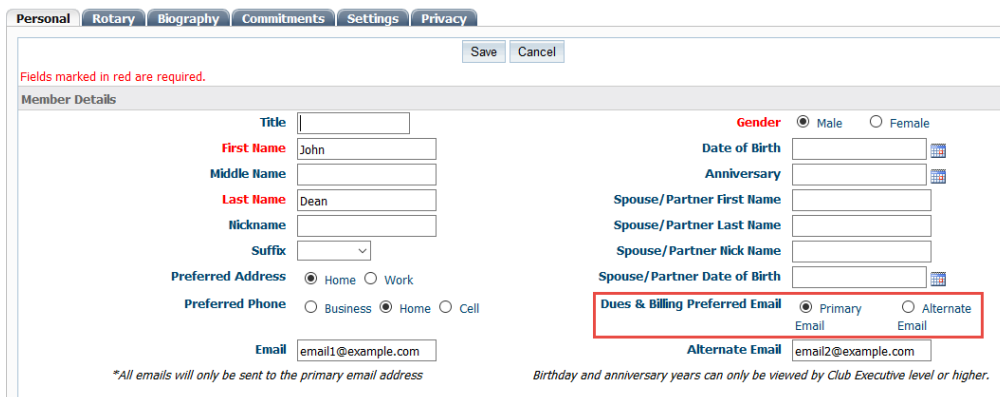
1. Logon to your **Member Area**, click **My ClubRunner**, and select **My Profile**.



2. On your **Member Profile's Personal** tab, click the **Edit** button

A screenshot of the Member Profile 'Personal' tab. The 'Personal' tab is selected and highlighted in red. The 'Edit' button is highlighted in red. The form displays member details for John Dean, including Title, First Name, Middle Name, Last Name, Nickname, Suffix, Preferred Address (Home), Preferred Phone (Home), and Email (email1@example.com). It also shows Gender (Male), Date of Birth, Anniversary, Spouse/Partner information, and Dues & Billing Preferred Email (Primary Email, email2@example.com). A note at the bottom states: '*All emails will only be sent to the primary email address' and 'Birthday and anniversary years can only be viewed by Club Executive level or higher.'

3. Click on the radio icon next to the **Primary** or **Alternate** Email field to select the desired address to receive Club invoices.

A screenshot of the Member Profile 'Personal' tab in edit mode. The 'Personal' tab is selected. The 'Dues & Billing Preferred Email' field is highlighted in red, showing radio buttons for 'Primary' (selected) and 'Alternate' Email. Other fields include Title, First Name (John), Middle Name, Last Name (Dean), Nickname, Suffix, Preferred Address (Home selected), Preferred Phone (Home selected), and Email (email1@example.com). It also shows Gender (Male selected), Date of Birth, Anniversary, Spouse/Partner information, and Alternate Email (email2@example.com). A note at the bottom states: '*All emails will only be sent to the primary email address' and 'Birthday and anniversary years can only be viewed by Club Executive level or higher.'

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