

## Where can I send an email in ClubRunner?

Michael C. - 2023-08-10 - 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 :** *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**.

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

5. You are now on the **Club Communication** screen. Here, you can compose emails and view emails you may have sent. The details about the headings are below:

- **Status** - This displays the status of the email. The status which can be displayed are Draft, Queued for sending, Sending is in progress, and Sent.
- **Subject**- The subject of the email.
- **Owner**- Who sent the email.
- **Actions:**
  - **View** - Displays the email that was sent.
  - **Stats** - Displays the statistics of the email.
  - **Resend** - Resends the email not allowing you to change the recipients, but allows you to change the content.
  - **Make a Copy** - Creates a copy of the email allowing you to edit the recipients and content.
  - **Delete** - Deletes the email. If you need to delete one or more please see step 6 **Delete Multiple 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		Abe Aaronson	<input type="button" value="v"/>
<input type="checkbox"/> Draft		Abe Aaronson	<input type="button" value="v"/>
<input type="checkbox"/> Draft		Abe Aaronson	<input type="button" value="v"/>
<input type="checkbox"/> Sent on Sep 30, 2021 at 1:28 PM	tyerest	Abe Aaronson	<input type="button" value="v"/>
<input type="checkbox"/> Sent on Aug 31, 2021 at 9:43 AM	Recipients testing	Abe Aaronson	<input type="button" value="v"/>
<input type="checkbox"/> Sent on Jun 14, 2021 at 2:31 PM	Club Meeting September 4th 2021	Abe Aaronson	<input type="button" value="v"/>
<input type="checkbox"/> Sent on Jun 14, 2021 at 2:28 PM	You can now submit donations to the club online!	Abe Aaronson	<input type="button" value="v"/>
<input type="checkbox"/> Sent on May 20, 2021 at 9:40 AM	Purple Metro Upcoming Meeting	Abe Aaronson	<input type="button" value="v"/>
<input type="checkbox"/> Sent on May 06, 2021 at 9:39 AM	Virtual Meeting - Link to Join	Abe Aaronson	<input type="button" value="v"/>
<input type="checkbox"/> Sent on May 03, 2021 at 9:31 AM	Upcoming Events	Abe Aaronson	<input type="button" value="v"/>

Check All Remove Selected

Showing all 10 records

## Delete Multiple Emails

6. You can delete more than one email at a time. To do this, please click on the check mark box on the left to select the emails you would like to delete and click **Remove Selected** at the bottom.

## 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 checked="" type="checkbox"/> Draft		Abe Aaronson	<input type="button" value="v"/>
<input checked="" type="checkbox"/> Draft		Abe Aaronson	<input type="button" value="v"/>
<input type="checkbox"/> Draft		Abe Aaronson	<input type="button" value="v"/>
<input checked="" type="checkbox"/> Sent on Sep 30, 2021 at 1:28 PM	tyerest	Abe Aaronson	<input type="button" value="v"/>
<input type="checkbox"/> Sent on Aug 31, 2021 at 9:43 AM	Recipients testing	Abe Aaronson	<input type="button" value="v"/>
<input type="checkbox"/> Sent on Jun 14, 2021 at 2:31 PM	Club Meeting September 4th 2021	Abe Aaronson	<input type="button" value="v"/>
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<input type="checkbox"/> Sent on May 06, 2021 at 9:39 AM	Virtual Meeting - Link to Join	Abe Aaronson	<input type="button" value="v"/>
<input type="checkbox"/> Sent on May 03, 2021 at 9:31 AM	Upcoming Events	Abe Aaronson	<input type="button" value="v"/>

Check All Remove Selected 3 emails selected

Showing all 10 records

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- [How do I add an attachment to an email?](#)
- [How do I create a custom signature?](#)

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