

How to send an email to the Club in Clubrunner!

Next in my series of Clubrunner how-to's is a way to send the entire club an email. If you actually google "how to send a club email in Clubrunner", there is a handy step-by-step guide already [right here](#), but just in case, here's one just for you Daybreaker 😊

1. Think hard and consider if sending your email by Clubrunner is appropriate.
 - Call for volunteers? Probably good.
 - Commercial marketing? Probably not.
 - Cry for help? Probably good.
 - Offensive joke? Certainly not.

Inappropriate use of the Clubrunner email system could result in a pricey visit from the Sergeant at Arms, open derision from the club, or worse, silent resentment from your colleagues. In a worst case scenario, we even have options to restrict your use of Clubrunner... so please consider if this is the best use of a club resource!

2. Log in to Clubrunner – I typically google "Kamloops Daybreak Rotary", click the first link leading to our usual website (the "homepage"), then in the top right click the "Member Login" link. After you enter your login and password, it will put you back at our homepage, and then you can click the "Member Area" link in the top right.
3. The Member Area page tends to change often, but there is usually more than one way to get where you are trying to go.... My preferred method is to click the "Communication" tab on the menu ribbon at the top of the page, and then click the "Email Services" tab that appears on the menu below it.
4. This should take you to the "Club Communications" page. On the right hand side of the page, click the orange "Compose new message" button.
5. On the "Create Email" page, follow through the steps in order.
 - Step 1, select one of the recipient lists – in most cases you will want to just click the checkbox to the left of "Active and Honourary Members", but if you only want to send to certain people, click the "+" to the left of that checkbox, and then click the blue word "Expand" to the right of "Active", you can instead check the boxes beside each member who will receive your email.
 - Step 2, enter your subject and message. Fairly straightforward, but there are a lot of fields you can alter and change here. You can play with these fields if you want, but most times you can safely ignore them and just enter a subject line, and then the body of your email below "Dear \$NICK_NAME\$ \$LAST_NAME\$,"
 - Step 3, you can attach a file if you wish
 - Step 4, you might want to check "Copy me on this email" if you are not already in the group of people you are emailing

- Step 5 – either choose to send the email immediately, or schedule a time for the email (such as a follow up reminder the day of an event).
6. Once you have completed your message, there are three buttons at the bottom right of the page. “Save as Draft” does not send your message, but instead saves it so you can come back and edit it later. “Send to Myself” is so you can test out your message by sending it only to you. The orange “Send” button sends your email to everyone selected in Step 1.

And that’s it! Feel free to reach out if you have any questions!