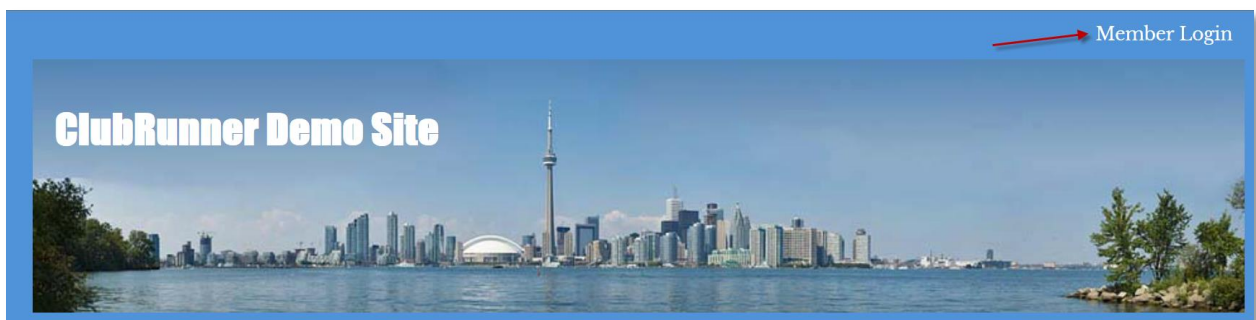


Overview:

The V3.0 Email system allows you to have even more control over your email communications. Use the Services Menu to access your Distribution Lists and Create Templates.

How to Create a New Email:

Step 1: Login to your ClubRunner Version 3 website. Click on the **Member Login** link found in the top right corner of the homepage.



Step 2: Next you will be taken to the Login screen. Here enter your **Login Name** and **Password**.

Enter your login information below:

Login Name

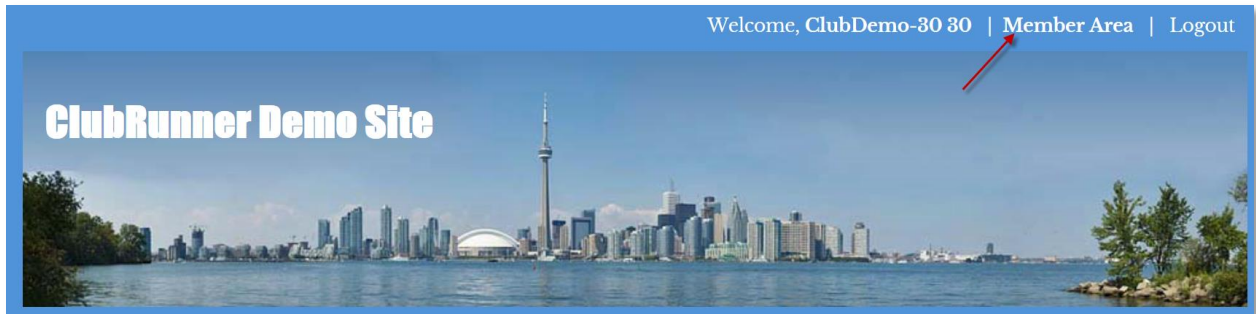
Password

Keep me logged in

[Login »](#)

[New and existing users: retrieve login and/or reset password](#)

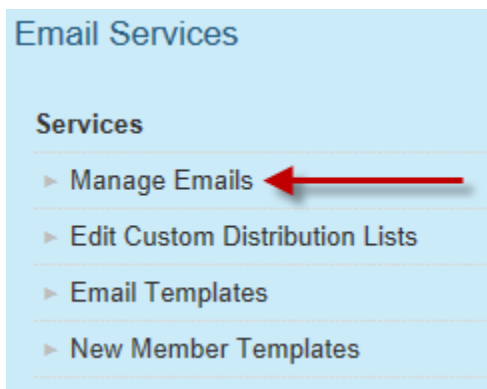
Step 3: Member Area. Now back on the homepage click on the **Member Area** link found in the top right corner.



Step 4: Email Message Center. Now on the Administration page, under the My ClubRunner section click on the **Email Message Center** link.



Step 5: Manage Emails. On the left side under the Services section click on the **Manage Emails** link.



Step 6: Compose New Message. Now on the Club Communication page, click on the **Compose New Message** button found in the top right corner.

Club Communication

To modify and resend a message to the same recipients, click the Resend option. To create a duplicate of the email message only, click the Copy Email option. Note that the Resend option will send to the exact same people regardless of any executive assignment changes

Show All Emails

Show My Emails Only

 Compose new message

Step 7: Selecting the recipients. 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.

Step 1:

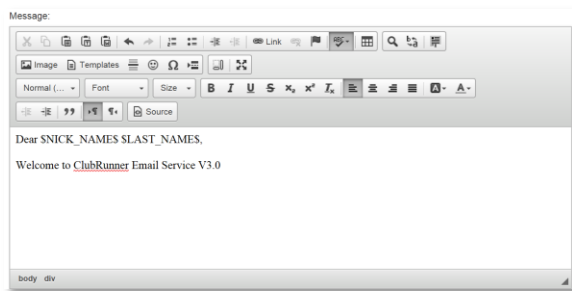
Select the recipients of this message by expanding each category, then clicking the "Expand List" link. Please note: you will not be able to select recipients that have not supplied an email address.

- Active and Honorary Members (0/47)
 - Active [Expand List \(0/45\)](#)
 - Honorary [Expand List \(0/2\)](#)
- Other Users (0/2)
- Inactive Members (0/2)
- Friends (0/3)
- Custom Distribution Lists (0/8)

*Note: When the recipients have been selected for the email, click on the **Hide Recipients** button (found in the top left corner) to minimize the recipient list.*

 Hide Recipients

Step 8: Composing the Email. Enter a **Subject** in the subject line. Now scroll down to the Editor (Body of the Email Message) and enter the contents of the email.



Step 9: Optional; Attachments. After composing the email the next step is uploading an attachment to your email. If you have not attachment skip to Step 10; otherwise click on the **Select Files For Upload** button and select a file from your computer. *Note: Total Attachment size is: 6 MB.*

Step 3 (Optional):

Upload attachments to your email.

Total attachment size: 0 B/6.00 MB

Select Files For Upload 

Step 10: Choose Email Options. Next you have two options:

- **Send a list of recipients as an attachment:** A text file will be added to the email being sent out that will contain all of the recipient's member's names.
- **Copy me on this email:** Will send a copy of the email to the member logged in (Providing they have an email address).

Step 4:

Choose your email options and send.

- Send a list of recipients as an attachment.
- Copy me on this email.

Step 11: When to Send Email. You can send the email right now, or click on schedule to choose when you would like to send it.

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

Optional: If you choose to Schedule; choose the date and time to schedule when you want to send the email to the selected recipients. You can still use "Send to myself" to preview the email.

Jan 1, 2014  at 09:00AM 

Step 12: 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.

[Save as Draft](#) [Send to Myself](#) [Send](#)

Step 13: Email History. After you have sent the email you will be taken back to the Club Communication page. To modify and resend a message to the same recipients, click the Resend option. To create a duplicate of the email message only, click the Make a Copy option. *Note that the Resend option will send to the exact same people regardless of any executive assignment changes.*

Status	Subject	Owner	Actions
Sent on Apr 04, 2014 at 1:19 PM	Email Message Center v3.0	ClubDemo-3030	View Resend Make a Copy Delete