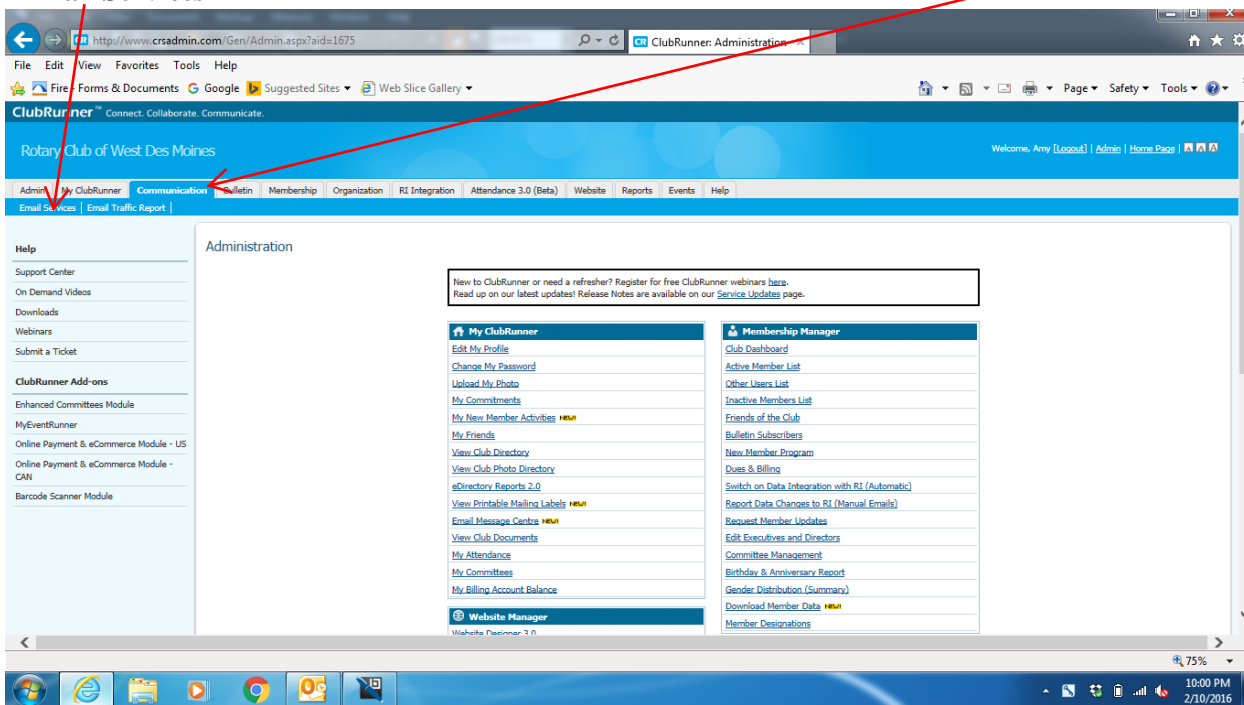
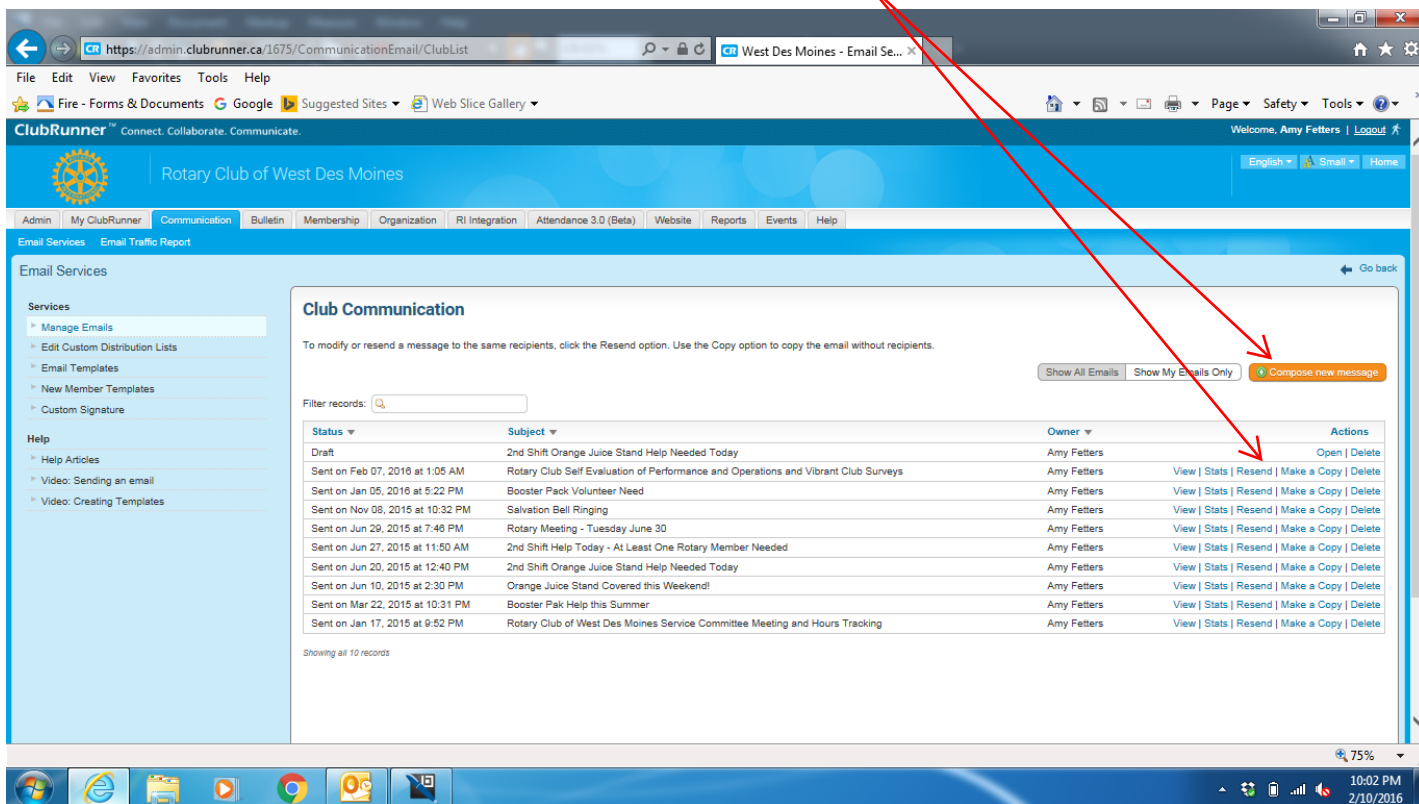


How to send e-mails in ClubRunner on WDM.

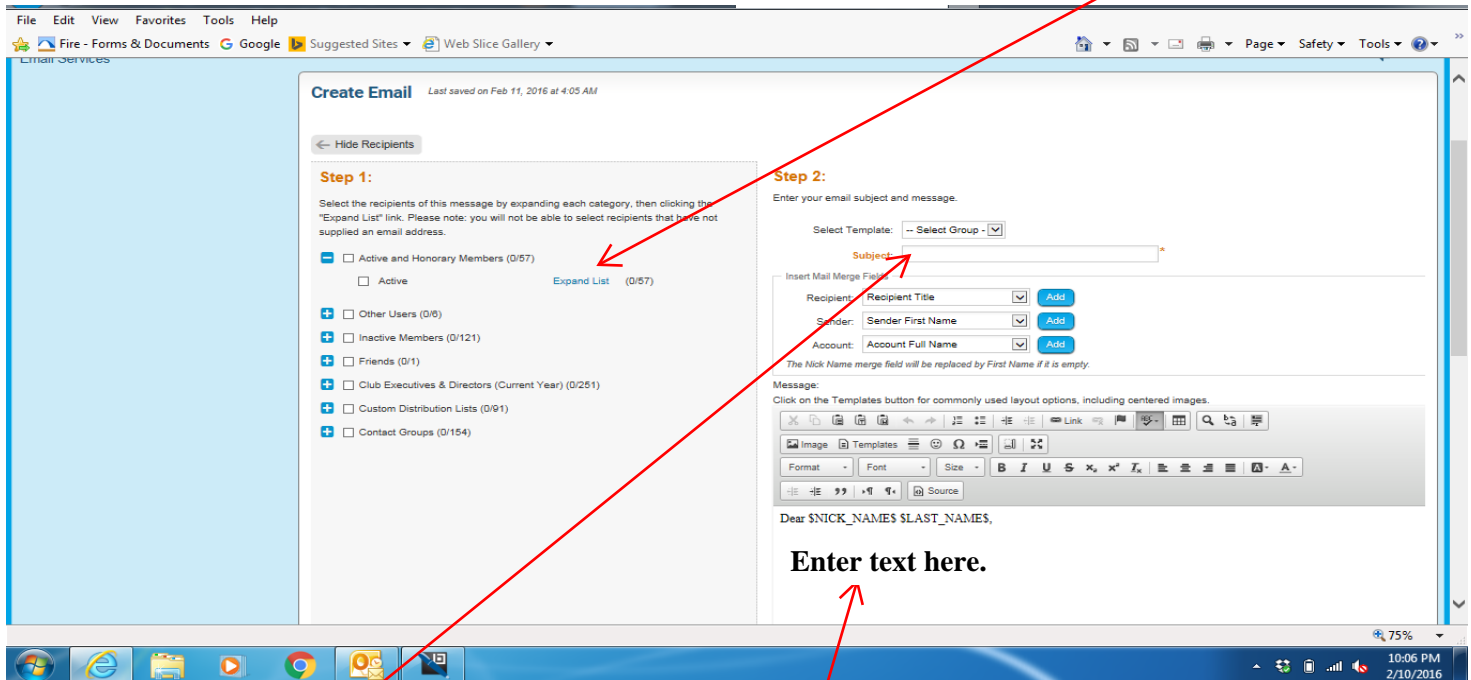
Log into your account and go into Member Area. Once there click on "Communication Tab" and "Email Services"



This then brings up the below only if you haven't sent an e-mail before you will not have any listed. Select the orange "Compose New Message" Button. Once you have some created you can select a "Make a copy" option or a "Resend" and then select new recipients.



When you select compose new e-mail you will get this screen. Select the "Active and Honorary Members and then select expand list and from there pick your person from our Club that you want to send an e-mail to.



Then enter a Subject line. The Dear line should auto-populate the persons name when you send and you type your message you want to send below the "Dear" line.

Step 3: Scroll down and attach what file you may want to attach (if there is one).

Step 4: Unclick the "send a list of recipients below if you are sending to more than one person an e-mail so they won't see who else received the message. Send yourself a copy by clicking "Copy me on this e-mail".

