Rotary Club of St. Charles – Club Runner Log – in and Club Runner Email

Sending emails to club members through club runner is easy and all members have access. This will help you keep track of emails to your Rotary Club members. You can also use this service to send an email to as few as one member or the entire club.

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				and a second		
	Home Stories News Calendar				Login	
	Welcome	Welcome to o	ur Club!			
	Welcome		STOLAR S	We meet Thursdays a Onesti's Dinner Club	at 12:10 PM	
	Lodin			18 North 4th. Street St. Charles, II, 60174		
	Club Events		2 ALL DOLLARS	USA		
	2011 RI Convention in New Orleans		Service Above Self			
	may 21, 2011	A	9			
	Speakers	Venue Map	△ Duty Roster	Club Bulletin	District Site	
	Jan 20, 2011 Patti Anderson - Rentz Center					
	Services for Drug & Alcohol Addiction	Stories				
	Jan 27, 2011		District 6440 Service Trip to Guatemala 2011			
	Al Lenkaitis Jr., Owner of Lenkaitis Holsteins	écit ser	District 6440 is planning two missions	to Guatemala in January 2011. The	ev will each accommodate 30	
	Dairy Farming & Lenkaitis Holsteins		volunteers of all ages and abilities.	to obtaining a control y 2011. The	oy will be of a booming date of	•

Step one: go to rotarystc.org and click on "Login" upper right hand of screen

<u>Step 2</u>: Enter your Club runner username and password. (see Jim Kunzer or Jim Martin if you don't have one)

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	Enter your login information below:	=
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	Password	
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	Online Help	
	Sign-in	
	Remember me on this computer	

<u>Step 3</u>: Once inside, you have many choices to peruse. You can update your profile, view a list of all members, and so on. For email, click the "email message center."



Step 4: Click "compose new message"

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My Profile My Commitment	its My Attendance My Committees Dire	ectories Email Message Centre More		
	Club Email List			
	Please note that this screen only displ	ays messages created since July 1 2010. We will be releasing a separate screen in th	e near future where you will be able to retr	rieve older messages from
	the archives. Drafts will remain in the s	ystem for 3 months.		
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<u>Step 5</u>: After clicking to compose new message, select the list of active members to send to all. Or to send to a more targeted list, you can click on "Active & Honorary Members" to expand the list of names, and then you can select the individual names of whom you would like to receive your message. Then, write your subject line and begin composing your message.

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Step 1: Select the recipients of this message by clicking on the group name to exclude them select from the list of people. Step 2: Enter your email subject and message. Subject: Subject: Subject: Step 3: Select Distribution Lists Step 4: Select Distribution Lists Subject: Step 4: Select Distribution Lists Step 4: Select Distribution Lists Subject: Step 2: Distribution Lists Step 4: Select Distribution Dist Step 4: Select Distribution Dist Step 2: Distribution Lists Step 4: Select Distribution Dist Step 4: Select Distribution Dist Step 2: Distribution Custom List) Step 2: Distribution Custom List) Step 4: Select Distribution (Custom List) Step 2: Distribution Minutes Distribution (Custom List) Step 4: Select Distribution (Custom List) Step 4: Select Distribution (Custom List) Step 4: Select Distribution Minutes Distribution (Custom List) Step 4: Select Distribution (Custom List) Step 4: Select Distribution Select Distribution (Custom List) Step 4: Select Distribution Minutes Distribution (Custom List) Step 4: Select Distribution Select Distend Distribution Select Distribution Select	e the Paste from Word icon () ■ ③ ④ ● ♥ □ • B I U S E Ξ = ♥ •	

<u>Step 6</u>: After composing your message, you can now choose to upload an attachment. Then, you can choose to send a list of recipients as an attachment and choose to copy yourself on the email (or not). Finally, click the "Send" button to send, "save as a draft "to save and finish the email at a later time, or "send test email to myself only" as a proof before sending to your selected list(s).



So that's club runner email. More tutorials to come. Please see Scott Piner with any questions.