



email instructions

Rotary Club of Anchorage East

See the Stars
Rotary2008.com **LA**
2008

Create a New Email

To create a new email, do the following:

- Login and go to the **Admin** page.
- Click on **Email Message Centre** in the **My ClubRunner** section.



This will take you to a page listing all the past emails you've sent. *If this is the first time you're doing this, the list will be blank.*

- Click on **Add New Email** on the top right of the page.
- Enter in the **Subject** and the **Message**.
- Click on **Save** when you are finished.

Clicking on Save will NOT send the message, only save it in the system.

- [Venue Map](#)
- [Duty Roster](#)
- [Club Bulletin](#)
- [District Site](#)

WELCOME,
Amy Bombassaro
Slinker.

You are currently
logged in.

- ☐ [Admin Page](#)
- ☐ [Log out](#)

☐ WEB SPONSORS



**PYRAMID
COMPUTER
SERVICES**

CUSTOM BUILT
COMPUTERS

LAPTOPS

SERVICE,
REPAIR,
UPGRADES

District 5010 Clubs

[On-Line Make Ups](#)

[Dec 19 Holiday lunch
photos](#)

[May 8-10 District 5010
Conference Photos](#)

[Changing of the Guard
June 25](#)

☐ SITE PAGES

and budgeting.

Wed. July 23 AER meeting, noon at the Hilton. Presentation by District Governor Clyde Boyer.

Wed. July 30 AER meeting, noon at the Hilton. Presentation by Jack Frost on the War of 1812.

Craig Bledsoe reports!

Rotary Club of Anchorage East

See the Stars
Rotary2008.com **LA**
2008

Administration

Amy Bombassaro Slinker

Website Sponsors



My ClubRunner

Edit My Profile
Change My Password
Upload My Photo
My Commitments
My Friends
Club New Member Activities
View My Bulletin
View Club Directory
View Club Photo Directory
View Printable Directory and Mailing Labels **NEW!**
Email Message Center
View Club Documents



Website Manager

Edit Home Page Links
Edit Stories
Edit News
Edit Events
Edit Speakers
Edit Download Files
Edit Site Pages
Edit Photo Journals
Edit Club Documents



Club eBulletin

Edit Bulletin Contents **NEW!**
View Club Bulletin
Email Bulletin to Members and/or Friends
Bulletin last sent on Jun 24 2008 1:50:28 PM



Membership Manager

Members List
Other Users List
Friends of the Club
New Member Orientation
Edit Dues & Money Collection
Edit Executives & Directors
Define Next Year's Executives
Download Member Data

Meeting Services

Input Attendance [Year 2007-08]
Input Attendance [Year 2006-07]
Report Make-ups
Print Member List
Attendance Report [Year 2007-08]
Attendance Report [Year 2006-07]
Monthly Club Report **NEW!**
Customized Attendance Report
Edit Duty Roster - Who Does What
Member Leaves of Absence **NEW!**
Member Attendance Exemption



For Administrators

Edit Club Info & Settings
Upload/Remove Meeting Venue Map
Edit Club Logo
Edit Custom Fields **NEW!**
Website Sponsorship Area **NEW!**
Website Sponsoring Guide



PYRAMID COMPUTER SERVICES

CUSTOM BUILT
COMPUTERS

LAPTOPS

SERVICE,
REPAIR,
UPGRADES

RAPID
TURNAROUND

3701 E. Tudor #106
(907) 336-5056 or
4000 W. Dimond #220
(907) 336-1406

AD SPONSOR
Bob Schatz
AER Member

Rotary Club of Anchorage East



Club Email Services

Amy Bombassaro Slinker

[Show All Emails](#)

[Distribution List](#)

[Add New Email](#)

Date Last Sent	Description	Owner	Actions
----------------	-------------	-------	---------

Note: Messages sent through this system can be viewed by your Site Administrator until deleted.

[Return](#)

Website Sponsors



PYRAMID COMPUTER SERVICES

CUSTOM BUILT
COMPUTERS

LAPTOPS

SERVICE,
REPAIR,
UPGRADES

RAPID
TURNAROUND

3701 E. Tudor #106
(907) 336-5056 or
4000 W. Dimond #220
(907) 336-1406

AD SPONSOR
Bob Schatz
AER Member

Interested in being a
Website Sponsor?

Rotary Club of Anchorage East



Edit Email

Amy Bombassaro Slinker

Subject

Changing of the Guard Photos

Message

Photos from the Changing of the Guard are posted on the AER website!

You can also click on this direct link to the online photo album:

http://picasaweb.google.com/amyslinker/AERChangingOfTheGuard?authkey=WbR0S6vv_tU

Preview

Sender Amy Bombassaro Slinker

Sender's Email ASlinker@VDG-Alaska.com

Save

Cancel

One or more files can be attached using the **Attachment** link.

Website Sponsors



**PYRAMID
COMPUTER
SERVICES**

CUSTOM BUILT
COMPUTERS

LAPTOPS

SERVICE,
REPAIR,
UPGRADES

RAPID
TURNAROUND

3701 E. Tudor #106
(907) 336-5056 or
4000 W. Dimond #220
(907) 336-1406

AD SPONSOR
Bob Schatz
AER Member

Interested in being a
Website Sponsor?

Rotary Club of Anchorage East

 **DOMAIN
Names**  **WEB
Hosting**  **SPAM-FREE
Email** [CLICK HERE](#)

Club Email Services

Amy Bombassaro Slinker

[Show All Emails](#)

[Distribution List](#)

[Add New Email](#)

Date Last Sent	Description	Owner	Actions
	Changing of the Guard Photos	Amy Bombassaro Slinker	Email Attachment Edit Delete

Note: Messages sent through this system can be viewed by your Site Administrator until deleted.

[Return](#)

Click here to
upload any
attachments
before sending.

Website Sponsors



PYRAMID COMPUTER SERVICES

CUSTOM BUILT
COMPUTERS

LAPTOPS

SERVICE,
REPAIR,
UPGRADES

RAPID
TURNAROUND

3701 E. Tudor #106
(907) 336-5056 or
4000 W. Dimond #220
(907) 336-1406

AD SPONSOR
Bob Schatz
AER Member

Interested in being a
Website Sponsor?

Rotary Club of Anchorage East

 **DOMAIN
Names**  **WEB
Hosting**  **SPAM-FREE
Email** [CLICK HERE](#)

Club Email Services

Amy Bombassaro Slinker

[Show All Emails](#)

[Distribution List](#)

[Add New Email](#)

Date Last Sent	Description	Owner	Actions
	Changing of the Guard Photos	Amy Bombassaro Slinker	Email Attachment Edit Delete

Note: Messages sent through this system can be viewed by your Site Administrator until deleted.

[Return](#)

Website Sponsors



PYRAMID COMPUTER SERVICES

CUSTOM BUILT
COMPUTERS

LAPTOPS

SERVICE,
REPAIR,
UPGRADES

RAPID
TURNAROUND

3701 E. Tudor #106
(907) 336-5056 or
4000 W. Dimond #220
(907) 336-1406

AD SPONSOR
Bob Schatz
AER Member

Interested in being a
Website Sponsor?

Rotary Club of Anchorage East

**National
Award** Services, Inc.
Club Supplies & More

[Enter Here](#)

Select Recipients

Amy Bombassaro Slinker

To expand each group, click on the + sign in front of the group name. By default, no one is selected to receive the message. To select all names within a group, press the "Click to Check All" button. To unselect all names within a group, press the "Click to Uncheck All" button.

Select Email Recipients	
<input type="checkbox"/> Club Members	<input type="button" value="Click to Check All"/>
<input type="checkbox"/> Other Users	<input type="button" value="Click to Check All"/>
<input type="checkbox"/> Friends	<input type="button" value="Click to Check All"/>
<input type="checkbox"/> Club Presidents	
<input type="checkbox"/> President Elects	
<input type="checkbox"/> Club Secretaries	
<input type="checkbox"/> AERIE (Custom List)	<input type="button" value="Click to Check All"/>
<input type="checkbox"/> all club email - foundation auction (Custom List)	<input type="button" value="Click to Check All"/>
<input type="checkbox"/> Auction - New Club members (Custom List)	<input type="button" value="Click to Check All"/>
<input type="checkbox"/> Auction committee (Custom List)	<input type="button" value="Click to Check All"/>
<input type="checkbox"/> Bancroft Park (Custom List)	<input type="button" value="Click to Check All"/>
<input type="checkbox"/> Board of Directors (Custom List)	<input type="button" value="Click to Check All"/>
<input type="checkbox"/> club roster (Custom List)	
<input type="checkbox"/> Community Service Committee (Jeff Blake, chair) (Custom List)	<input type="button" value="Click to Check All"/>
<input type="checkbox"/> Dream Raffle (Custom List)	<input type="button" value="Click to Check All"/>
<input type="checkbox"/> Induction Committee (Custom List)	<input type="button" value="Click to Check All"/>
<input type="checkbox"/> International Committee (Custom List)	<input type="button" value="Click to Check All"/>
<input type="checkbox"/> January Birthdays! (Custom List)	
<input type="checkbox"/> Red Badge Members (Custom List)	<input type="button" value="Click to Check All"/>
<input type="checkbox"/> Social Committee (Charles Gunther, chair) (Custom List)	<input type="button" value="Click to Check All"/>
<input type="checkbox"/> Team Captains (Custom List)	<input type="button" value="Click to Check All"/>
<input type="checkbox"/> Youth Services Committee (Custom List)	<input type="button" value="Click to Check All"/>

Website Sponsors



**PYRAMID
COMPUTER
SERVICES**

CUSTOM BUILT
COMPUTERS

LAPTOPS

SERVICE,
REPAIR,
UPGRADES

RAPID
TURNAROUND

3701 E. Tudor #106
(907) 336-5056 or
4000 W. Dimond #220
(907) 336-1406

AD SPONSOR
Bob Schatz
AER Member

To expand each group, click on the "+" sign in front of the group name. If already no one is selected to receive the message. To select all names within a group, press the "Click to Check All" button. To unselect all names within a group, press the "Click to Uncheck All" button.

Select Email Recipients	
Club Members	Click to Uncheck All
Other Users	Click to Check All
Friends	Click to Check All
Club Presidents	
President Elects	
Club Secretaries	
AERIE (Custom List)	Click to Check All
all club email - foundation auction (Custom List)	Click to Check All
Auction - New Club members (Custom List)	Click to Check All
Auction committee (Custom List)	Click to Check All
Bancroft Park (Custom List)	Click to Check All
Board of Directors (Custom List)	Click to Check All
club roster (Custom List)	
Community Service Committee (Jeff Blake, chair) (Custom List)	Click to Check All
Dream Raffle (Custom List)	Click to Check All
Induction Committee (Custom List)	Click to Check All
International Committee (Custom List)	Click to Check All
January Birthdays! (Custom List)	
Red Badge Members (Custom List)	Click to Check All
Social Committee (Charles Gunther, chair) (Custom List)	Click to Check All
Team Captains (Custom List)	Click to Check All
Youth Services Committee (Custom List)	Click to Check All

- ☐ Send a list of all recipients as a link
- ☒ Send a copy of this email to myself

[Send](#)

[Return](#)

[Send Test Email To Myself Only](#)



PYRAMID COMPUTER SERVICES

CUSTOM BUILT
COMPUTERS

LAPTOPS

SERVICE,
REPAIR,
UPGRADES

RAPID
TURNAROUND

3701 E. Tudor #106
(907) 336-5056 or
4000 W. Dimond #220
(907) 336-1406

AD SPONSOR
Bob Schatz
AER Member

Interested in being a
Website Sponsor?

Rotary Club of Anchorage East

National Award [Enter Here](#)
Services, Inc
Club Supplies & More

Email Send Confirmation

Your email has been sent successfully, please click

Return button to continue

Return