

Send E-Mail Messages To Committee Members

Log into the club website.

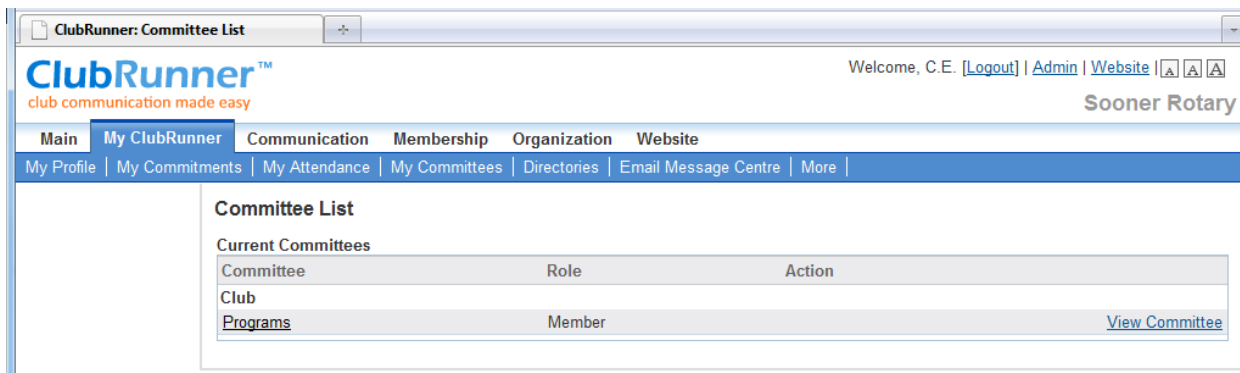
In the left panel, look under My Club Runner

Scroll down until you come to My Committees and click on it.



The screenshot shows the 'ClubRunner: Admin' interface. The main content area is titled 'Admin' and contains a list of links. The 'My Committees' link is highlighted in a grey box. Other links include 'Link to old admin screen', 'My ClubRunner', 'Membership Manager', 'Website Manager', and various administrative functions like 'Active Member List', 'Dues & Billing', and 'Committee Management'.

You will see a link to your committee. Click on it.



The screenshot shows the 'ClubRunner: Committee List' page. The page header includes the ClubRunner logo, the user name 'Welcome, C.E.', and navigation links like [Logout], [Admin], and [Website]. The main content area is titled 'Committee List' and contains a table with the following data:

| Committee | Role | Action |
|-----------|--------|--------------------------------|
| Programs | Member | View Committee |

You will now see the members of your committee.

The screenshot shows the ClubRunner website interface. At the top, there is a navigation bar with 'Main', 'My ClubRunner', 'Communication', 'Membership', 'Organization', and 'Website'. Below this is a secondary navigation bar with 'My Profile', 'My Commitments', 'My Attendance', 'My Committees', 'Directories', 'Email Message Centre', and 'More'. The main content area is titled 'Committee List' and includes a breadcrumb 'Home > Programs'. A navigation bar below the title has tabs for 'Members', 'Subcommittees', 'Documents', and 'Email'. The 'Members' tab is active, displaying a table of members. The table has columns for Name, Club, Position, Access Level, Home Phone, Work Phone, and Actions. The 'Actions' column contains icons for email and delete. A 'Sort using first name' checkbox is visible at the top left of the table, and an 'Add Member' link is at the top right. The table lists ten members, including Eric Fleske, Joe Grizzle, J.T. Johnson, C.E. Jones Jr., Kevin McNeely, Christi Moore, Kevin Murphree, Andy Paden, Evan Taylor, and Adam Warmuth.

| Name | Club | Position | Access Level | Home Phone | Work Phone | Actions |
|---------------------------------|---------------|----------|--------------|--------------|--------------|---------|
| Fleske, Eric | Norman Sooner | | Member | 405-579-3629 | 405-364-5300 | |
| Grizzle, Joe | Norman Sooner | | Member | 364-9620 | 329-0823 | |
| Johnson, J.T. | Norman Sooner | | Member | 405-447-8553 | 405-579-7675 | |
| Jones Jr., C.E. | Norman Sooner | | Member | 209-3565 | 209-3565 | |
| McNeely, Kevin | Norman Sooner | | Member | 405.321-3921 | 405.609-8440 | |
| Moore, Christi | Norman Sooner | | Member | 573-0163 | 217-8400 | |
| Murphree, Kevin | Norman Sooner | | Member | 405 360-8759 | 405 360-6677 | |
| Paden, Andy | Norman Sooner | Chair | | 321-9682 | 292-6415 | |
| Taylor, Evan | Norman Sooner | | Member | 487-0927 | 321-1822 | |
| Warmuth, Adam | Norman Sooner | | Member | 872-0888 | 759-9891 | |

There are links across the top of the section where you see the names.

Members;Subcommittees;Documents;Email

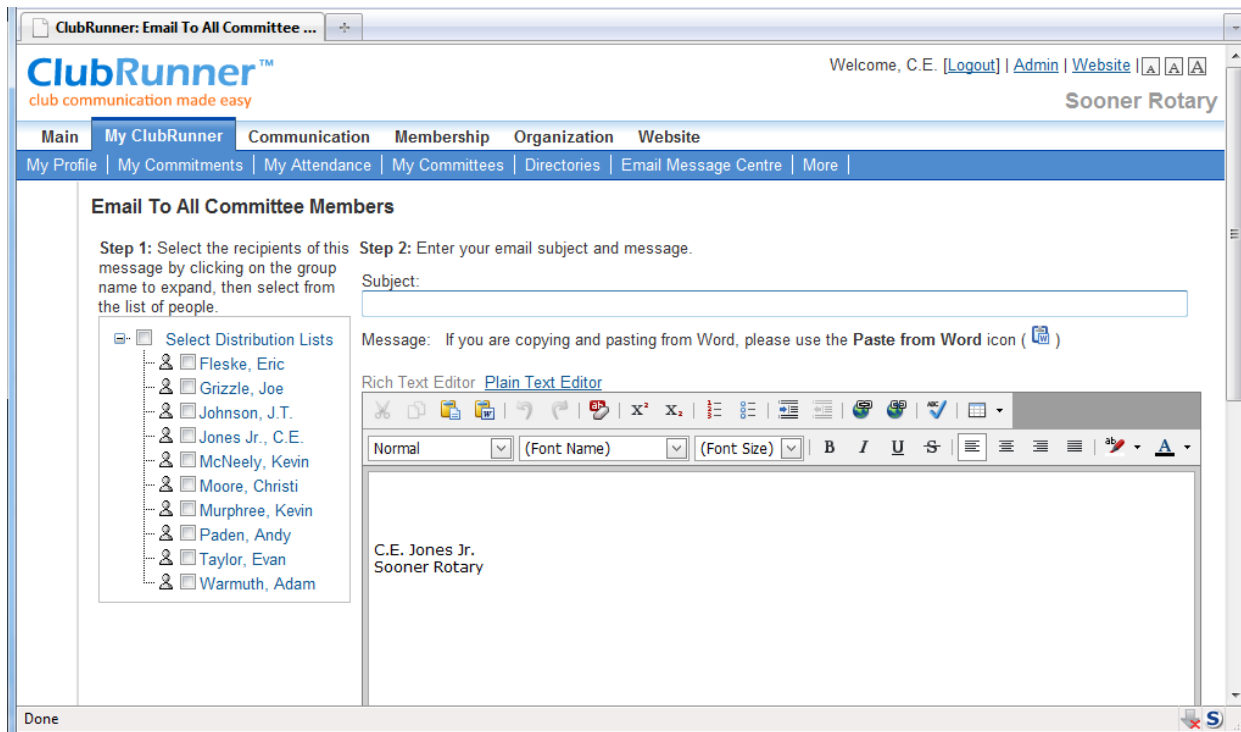
Click on Email

Click Compose New Message

This screenshot shows the same ClubRunner interface, but with the 'Email' tab selected in the navigation bar. The table of members is no longer visible. Instead, there is a 'Show All Emails' link and a yellow 'Compose new message' button. The rest of the page layout, including the navigation bars and sidebar, remains the same.

Here, you will see the normal e-mail window. The committee members are listed to the left.

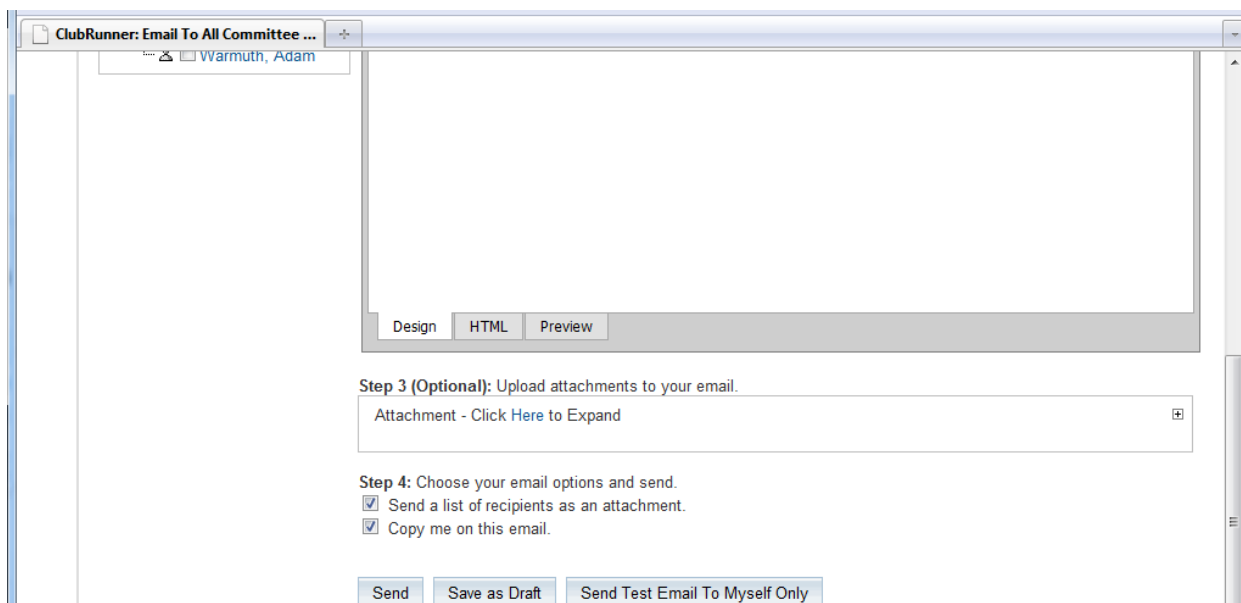
Click in the top box: Select Distribution List to send message to all committee members. To send to individuals, click in the check box to the left of that member's name.



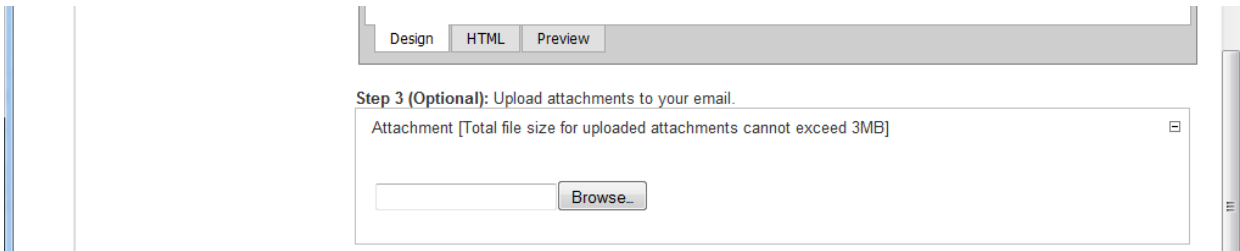
Click in the field under Subject and enter a subject.

Click in the body of the message and enter your message.

When you are finished, scroll down to finish the message.

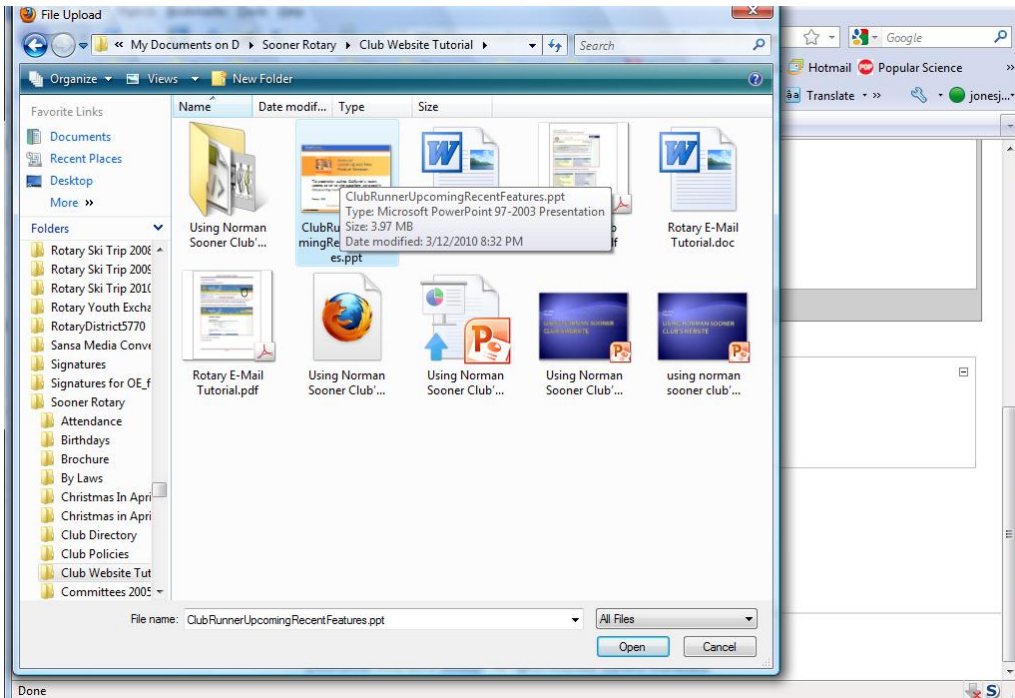


In Step 3, if you need to add an attachment, click on the Here link to view the section for adding an attachment.



Click the Browse Button.

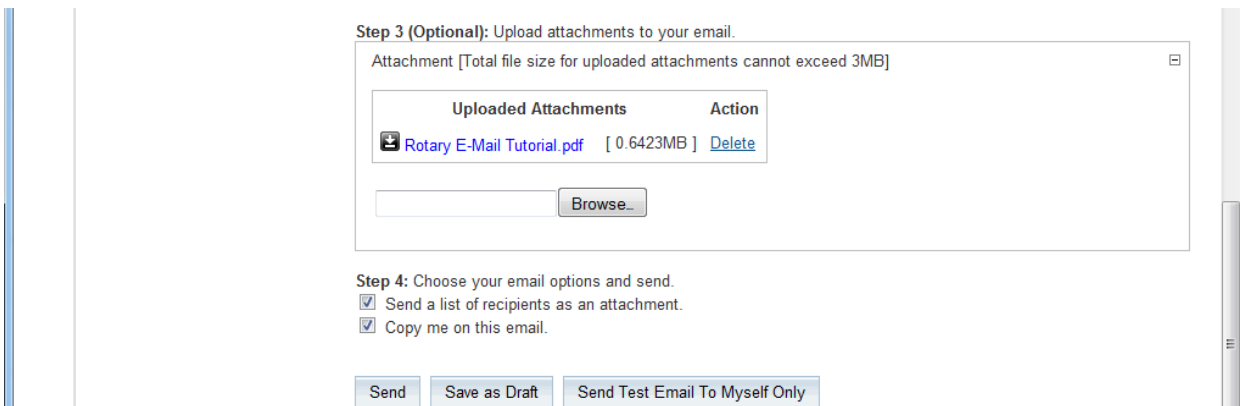
Navigate to where you have saved the file.



Click on the file and click Open.

You will see where the file has been attached.

If you need to send another attachment, Click the Browse button and repeat the process.



When you are finished, scroll to the bottom and click the Send button.