Sooner Club E-Mail Tutorial

Table of Contents (click to navigate to the page)

Log Into the Sooner Rotary Website
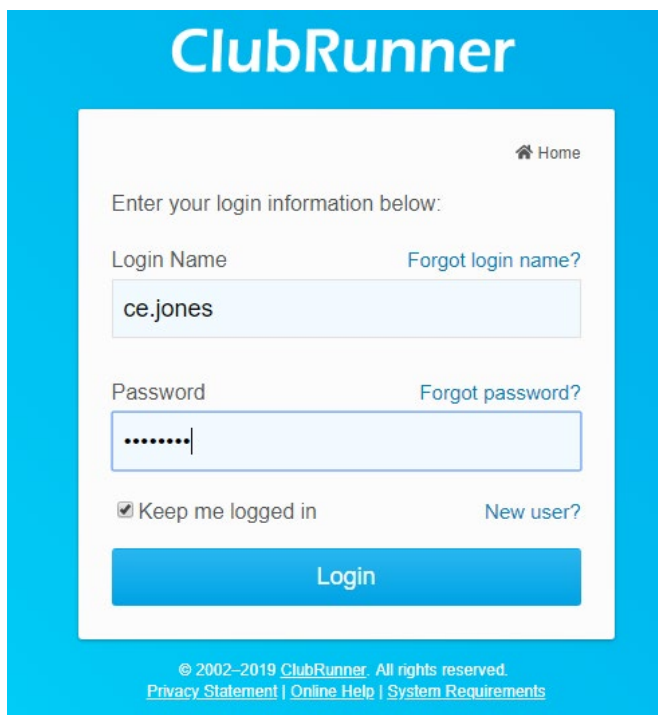
Go to www.soonerrotary.org

Click the Member Login link in the top bar.

Log into the website using your user name and password. If you do not know your user name and password, you can call the club Secretary.

You can also click the link Forgot Password? To retrieve your password and user name.

Click the Login button.

Click the Member Area link in the top right corner.

Click Email Message Center in the left column in the main body of the admin page.

Sooner Club E-Mail Tutorial

Norman Sooner Rotary

Welcome, C.E. [Logout]   Admin   Home Page   A A A

| Admin | My ClubRunner | Communication | Bulletin | New Bulletin (Beta) | Contacts | Membership | Organization | RI Integration | Attendance | Website | New Website (Beta) | Reports | Events | Volunteers | Help |

Admin   Club Info & Settings   Edit Privacy Policy   ClubRunner Mobile   Help Guides   Webinars   Contact Support   Community

Download the Mobile App

Access your member directory on the go!

Help

Support Center
On Demand Videos
Webinars
Submit a Ticket

ClubRunner Add-ons

Enhanced Committees Module
MyEventRunner
Online Payment & eCommerce Module - US
Online Payment & eCommerce Module - CAN
Barcode Scanner Module

javascript:__doPostBack('ctl00$ctlTopMenu1$lvMain$ctrl4$lblItem','')

Administration

New to ClubRunner or need a refresher? Register for free ClubRunner webinars here.
Visit our Support Website where we have all the KB articles, training videos, and more! Support Website

My ClubRunner

Edit My Profile
Change My Password
Upload My Photo
My Commitments
My New Member Activities NEW!
My Friends
View Club Directory
View Club Photo Directory
eDirectory Reports 2.0
~~Printable Mailing~~ NEW!
Email Message Centre NEW!
~~Club Document~~
My Attendance
My Committees
My Billing Account Balance

Website Manager

Website Designer 3.0
Edit Home Page Links

Membership Manager

Club Dashboard
Active Member List
Other Users List
Inactive Members List
Friends of the Club
Bulletin Subscribers
New Member Program
Dues & Billing
RI Integration
Request Member Updates
Edit Executives and Directors
Committee Management
Birthday & Anniversary Report
Gender Distribution (Summary)
Download Member Data NEW!
Member Designations

Meeting Services

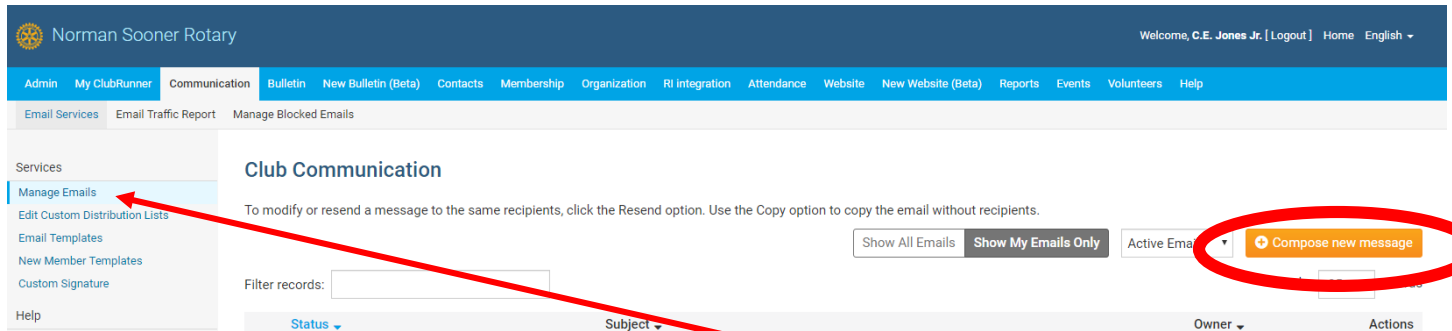Input Attendance

Sooner Club E-Mail Tutorial

Create New Message

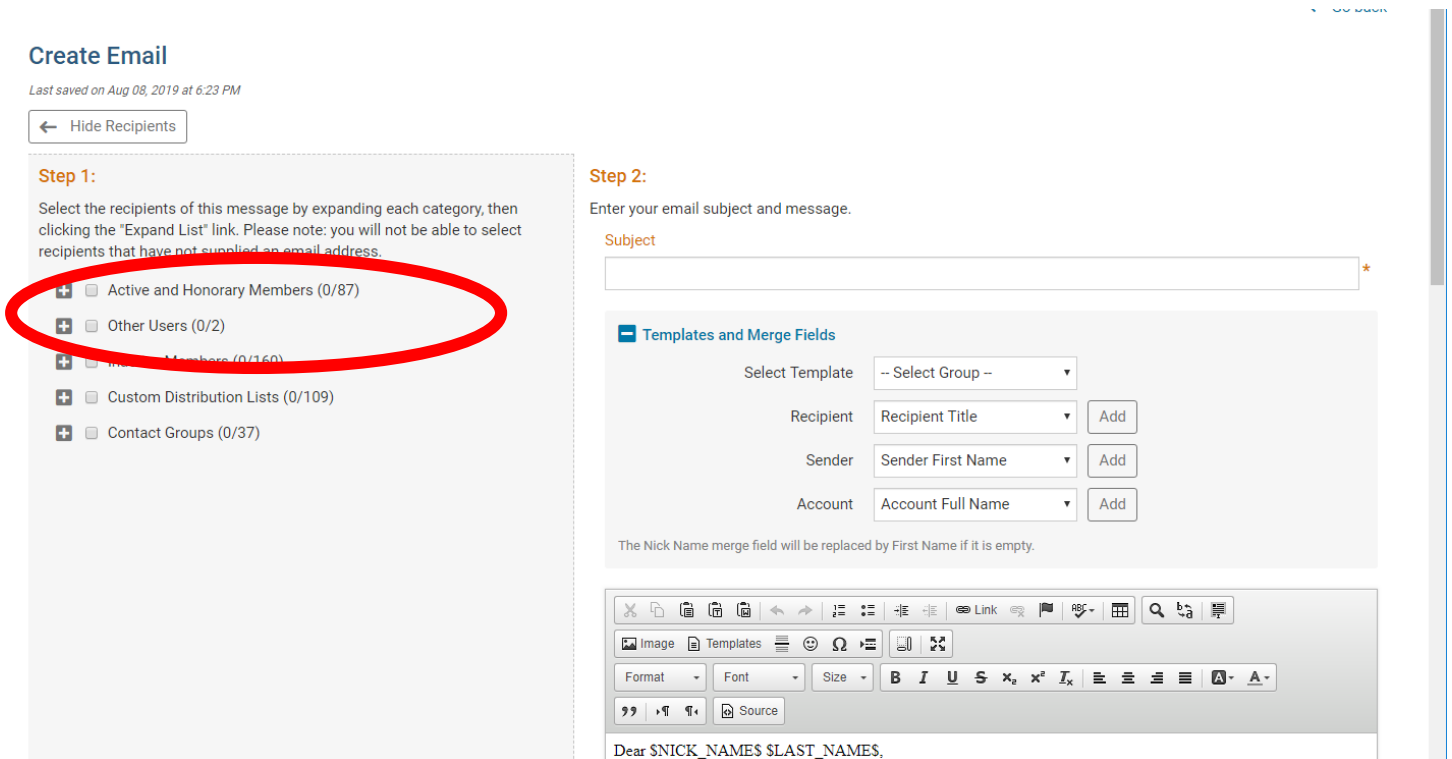Click Compose New Message in the top right corner.

Note: Be sure Manage Emails is selected at the top of the left panel.

Select Reciepients

Follow the steps. Start with Step 1. Select the recipients. Click in the Active and Honorary members box.

Note: Click the + sign to expand the list. Use this to customize the list.

To include Prospective members, click the check box next to Other Users.

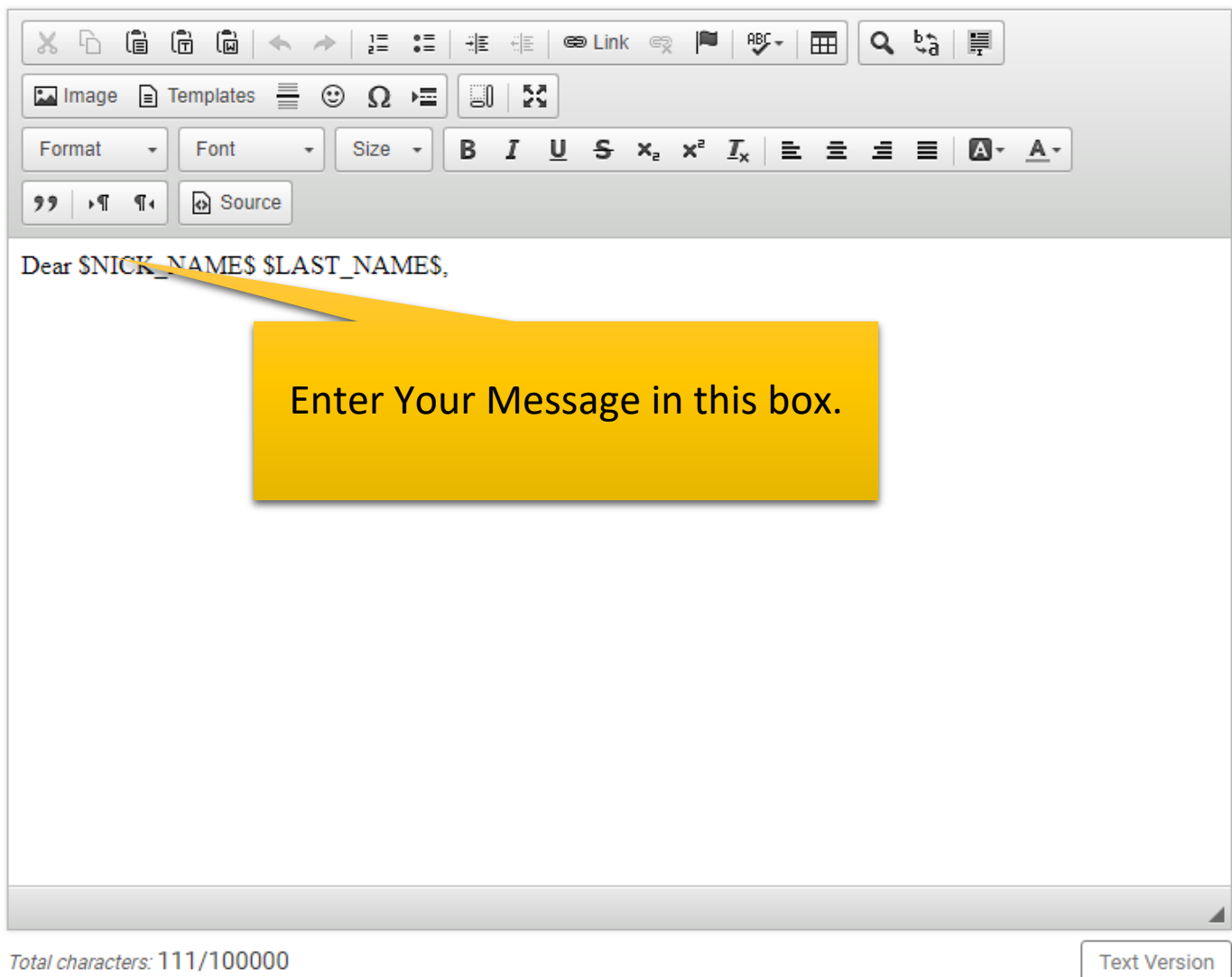# Sooner Club E-Mail Tutorial

Type Message

Go to Step 2. Enter a Subject for your message.

Scroll down the page to the body of your message.

Type the message.

ScS

The Nick Name merge field will be replaced by First Name if it is empty.

Dear $NICK_NAME$ $LAST_NAME$,

Enter Your Message in this box.

Total characters: 111/100000   Text Version

Scroll down once you have entered your message.

Sooner Club E-Mail Tutorial

Add attachments to your message

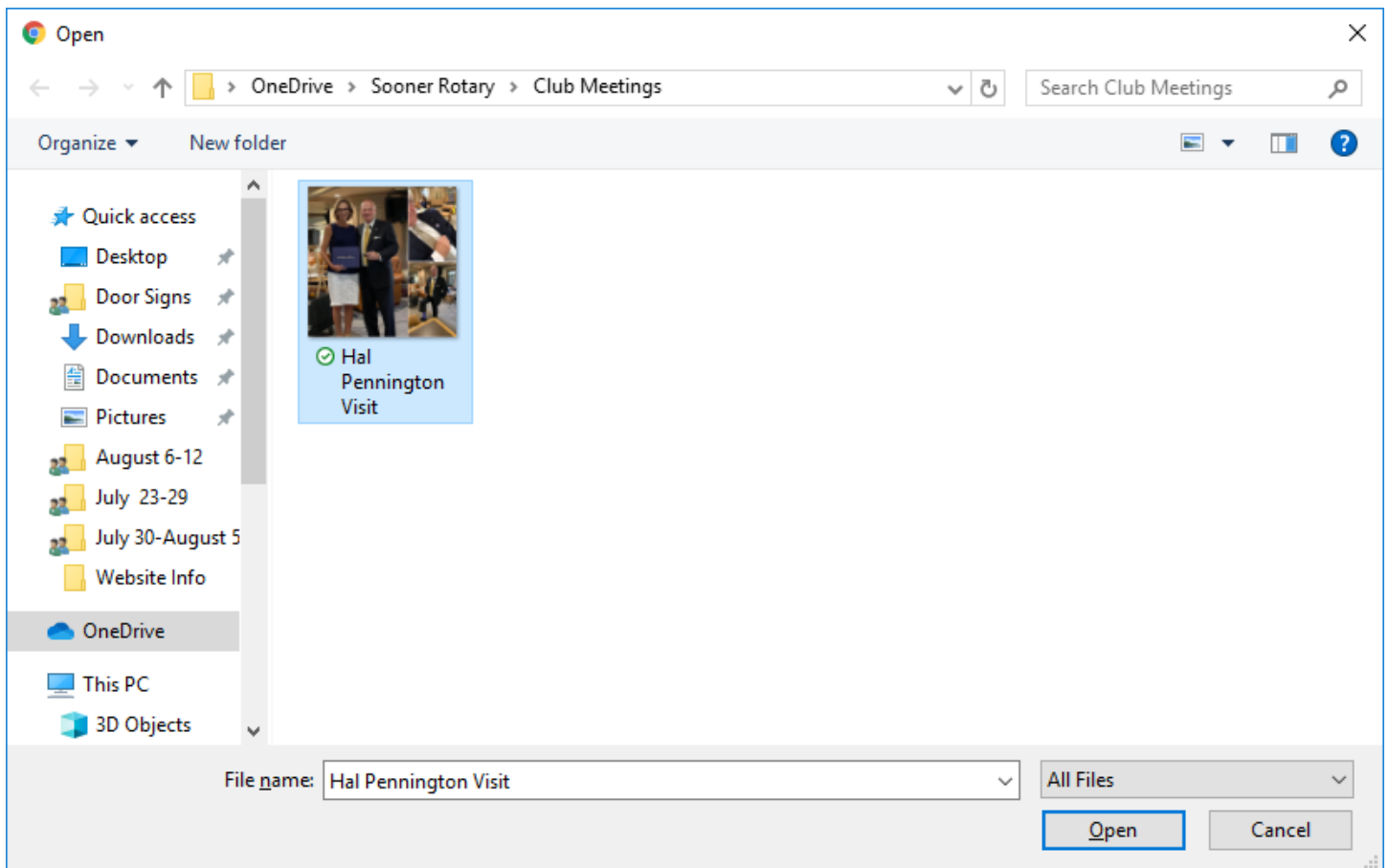Click the box Select Files for Upload beneath the Step 3 heading.

Navigate to the file you wish to attach.

Click the file to select it then click Open

Sooner Club E-Mail Tutorial

Step 4:

Choose your email options and send.

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

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

Save as Draft **Send to Myself** **Send**

Review Steps 4 and 5. Make any changes you wish.

Click Send to send the message immediately.

A window will pop up saying Send email to (#) of recipients?

Send email to 1 recipients?

Cancel **OK**

Click OK.

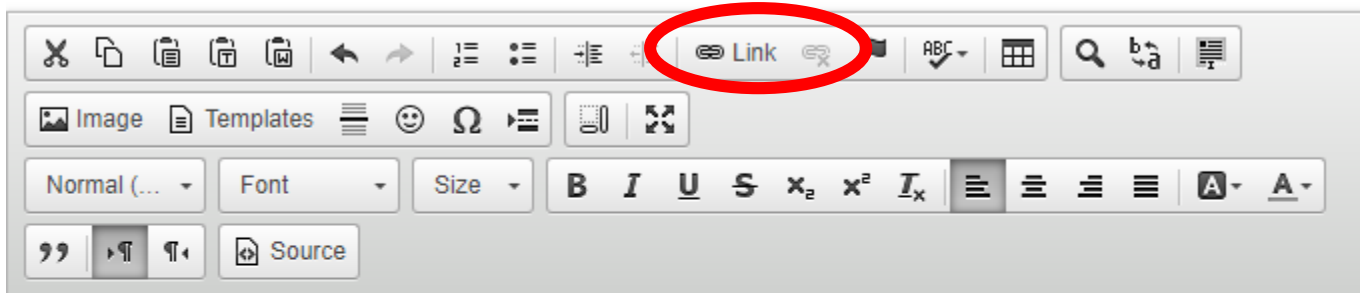# Sooner Club E-Mail Tutorial

Add Hyperlinks to your message

From time to time, you might want to use a link in your messages.

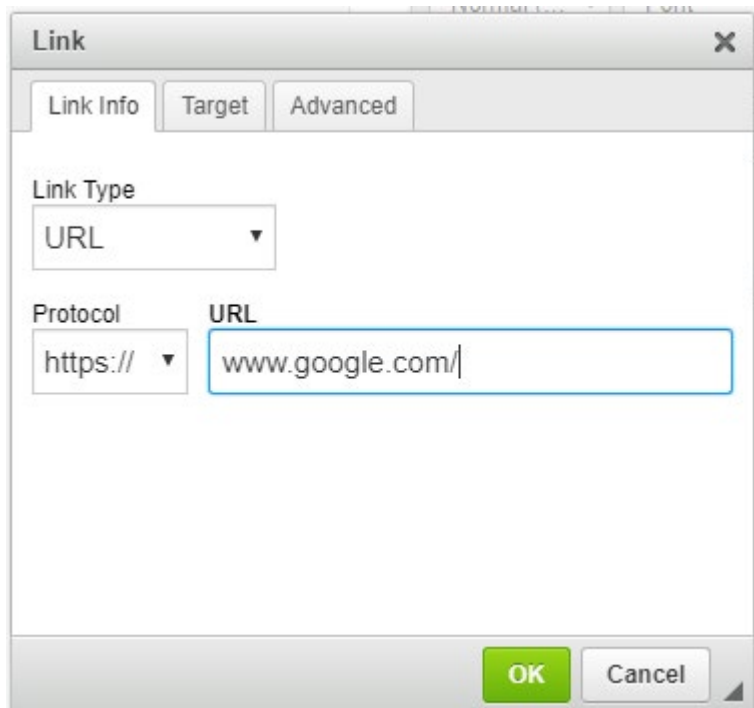Go to the site you wish to navigate to.

Copy the site address (URL).

Highlight the text you want the recipient to click.

Click the Link icon in the toolbar.

Paste the URL you just copied

Click the Target tab.

Sooner Club E-Mail Tutorial

Choose In a New Window to force a new window to open when the link is clicked.

Click OK