

# Sending clubrunner email to club members

- Open Clubrunner
- <https://portal.clubrunner.ca/3070>
  - Sign-in to member area to get to **member dashboard**
  - User ID: and password. Most people who joined within the last 4 years are firstname.lastname.3070
  - If you don't remember your password, you will see a prompt to change it.

Scroll down to "**Communication \ select "send email."**" there are 5 steps.

1. **Step 1:** On the left side of the page, select the "Active and honorary members " you want to send to. you can deselect honorary if you wish. Expand the list to select the name(s) you want
2. **Step 2:** Type the subject into the subject line (required)
  1. Type the text of your emails into the space allowed. Or
    1. If you want to FORWARD an email you received, go to your email you want to forward; and select and copy the text you want .
    2. Switch to clubrunner email. Here's the key step. you need to paste your text into a special popup window that clubrunner provides.
    3. Click on the little box that says "Paste" "Paste from word " might work with your system also. See the screenshot.
    4. "control V" pastes your copied text into the intermediate popup box, then hit OK.
  2. Your text is now in the body of the new email.
  3. Most of the time, any links will automatically be added correctly. There is a special LINK button . Highlight the text of the link and click the link button. The actual url of the link should be in the URL area. However, I always send a test email to myself to ensure the links work OK before sending to all
3. **Step 3:** If there is an attachment, you will need to download the attachment to your computer, then add it separately in step 3.
4. **Step 4.** choose email options
5. **Step 5:** Send to your selected list.
6. **Class assignment:** Send an email to me and the next person down from you in the alphabetical list of all the recipients. Just type a brief note or "test" or a funny message to send to the next person. Do not send to all. If you do, people will receive TONS of email. First person to do this gets a FABULOUS prize!

(If you need help remembering your user id, just reach out to me by text or email.)

PS. Clubrunner does have online help. You can click on the word HELP option in the blue member area options banner.

The screenshot shows the Clubrunner administration interface for configuring an email. On the left, there are expandable lists for 'Active' (47/48), 'Active - Corporate' (6/6), 'Active-Suspended' (5/6), and 'Honorary' (0/6) members. A 'Paste' dialog box is open, displaying a message: 'Because of your browser security settings, the editor is not able to access your clipboard data directly. You are required to paste it again in this window. Please paste inside the following box using the keyboard (Ctrl/Cmd+V) and hit OK'. A red circle highlights the 'Paste' button in the dialog. The main content area is titled 'Templates and Merge Fields' and includes dropdown menus for 'Select Template', 'Recipient', 'Sender', and 'Account'. Below this is a rich text editor with a toolbar and a preview area showing the email content: 'Dear SNICK\_NAMES SLAST\_NAMES,'.

The screenshot shows the website navigation menu for the Rotary Club of Chanhassen. The 'Help' link is circled in red. The menu includes: Admin, My ClubRunner, Communication, Bulletin, New Bulletin (Beta), Contacts, Membership, Organization, RI integration, Attendance, Website, New Website (Beta), Reports, Events, Volunteers, Donations (Beta), and Help. Below the navigation menu, the 'Create Email' page is visible, showing a 'Hide Recipients' button and two steps: 'Step 1: Select the recipients of this message by expanding each category, then clicking the "Expand List" link. Please note: you will not be able to select recipients that have not supplied an email address.' and 'Step 2: Enter your email subject and message.' The subject field contains the text: 'How to send Clubrunner emails to some or all club members'.