

## Create a New Email

Author:  
**ClubRunner**

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To create a new e-mail, do the following:

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

This will open a new window and take you to a page listing all the past emails you've sent.

Note: *If this is the first time you're doing this, the list will be blank.*

- » Click on **Compose New Message** on the top right of the page.
- » On the left side, select the recipients to which you would like to send the email.
- » On the right, enter the email subject and message.

Note: *Below the message editor you have many options to choose from such as adding attachments (**please note that attachments cannot exceed 3MB in size**), when to delete the message, copy yourself on the email, and send the list of recipients as an attachment.*

## Insert Attachments

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To add an attachment to an email, please follow these steps:

- » Â Login in and go to the Admin page.
- » Â Click on the Email Message Center link in the My ClubRunner section, this will open a new page.
- » Â Click on open beside an email/draft or Compose new message on the top right.
- » Â On the bottom of the editor, click on "Attachment - Click here to Expand"
- » Â Click on Browse and select the file you want to attach.

Note: The total size for uploaded attachments cannot exceed 3MB.

## Sending your Email

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**ClubRunner**

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Now that you've composed your email and selected your recipients, you are ready to send it out.

Before sending, you have a couple of options to choose from:

» **Delete:** Delete after one month, delete after 3 months, and delete after 2 months. Depending on which you select, the email will be kept until the allotted time frame has passed, after that time, it will be automatically deleted.

» **Send a list of recipients as an attachment:** If you select this option, your email will be sent with a text file attachment which will display a list of the recipients.

Note: The list will only display the first and last names of the recipients.

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