

## Website Tip #4 - Clubrunner Email System

Clubrunner, the host for our website, has an email system that can be used to email a single Member, multiple Members, a predefined group of Members or all of our Clubs' Members. A primary feature of the Clubrunner email system is that the email address of our Member is automatically added when they join or deleted if they leave. Maintenance is therefore minimal and always current.

1. To use the Clubrunner email system, Login to our website and the following Administration screen will be displayed.

### Administration

Need some training? Register for ClubRunner webinars [here](#).  
Latest Updates - Release Notes Available on [Service Updates](#) page.



2. Click on the Email Message Center option, and the following message will be displayed.

### Club Email List

Please note that this screen only displays emails that were created in the past 3 months. Drafts will also remain in the system for 3 months.

[Show All Emails](#) [Show My Emails Only](#) [Edit Custom Distribution Lists](#) [Compose new message](#)

Date Last Sent	Subject	Owner	Actions
Email scheduled to be sent on: Sep 03 2013 04:00 PM EST	Hill Country Family Services Food Drive	Jim Tom	<a href="#">Open</a>   <a href="#">Cancel</a>
Aug 16 2013 03:14 PM EST	September Meals on Wheels Drivers	Jim Tom	<a href="#">Open</a>   <a href="#">Delete</a>
Aug 16 2013 03:02 PM EST	Member Info & Wine Tour	Jim Tom	<a href="#">Open</a>   <a href="#">Delete</a>
Aug 12 2013 12:53 PM EST	Member Information Request	Jim Tom	<a href="#">Open</a>   <a href="#">Delete</a>
Aug 12 2013 10:00 AM EST	Member Roster Correction	Jim Tom	<a href="#">Open</a>   <a href="#">Delete</a>

3. To open and view a sent email, click on the "Open" Actions option.

To "Delete" a sent email, click on the "Delete" Actions option.

To "Cancel" an email that has been scheduled to be sent at a future date, click on the Actions Cancel option.

To send a new email, click on the "Compose new message" option.

If you click on the "Compose new message" option, the following screen will be displayed.

### Club Email Service

**Step 1:** Select the recipients of this message by clicking on the group name to expand, then select from the list of people.



**Step 2:** Enter your email subject and message.

Subject: \_\_\_\_\_

Message: If you are copying and pasting from Word, please use the [Paste from Word](#) icon ( )

Rich Text Editor Plain Text Editor

Normal Arial 1 (8pt) B I U

Jim Tom  
Rotary Club of Fair Oaks Ranch

4. In the Left Panel of the screen, the various groups of Members are displayed. To email to all Active & Honorary Members, you would check the box to the left of the group.

To select the Member you wish to send an email, click on the group where your Member would be. All of the Members are in this group, so you could select any Active or Honorary Member from it. Click on that group and all Members are displayed. Simply check the box to the left of their names and they will receive your email.

Enter a Subject in the Subject box and then your message in the body of the email form. Note the usual document options in the two menu bars above the email body.

5. After the email has been completed, scroll down to the bottom section to get the options provided there, shown by the following screen.

**Step 3 (Optional):** Upload attachments to your email.

Attachment - Click [Here](#) to Expand

**Step 4:** Choose your email options and send.

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

**Step 5 (Beta):** Choose the date and time (in Eastern Time) when this email will be scheduled to be sent. Leave blank to send this email right away.

Note: Works for sending only, will not take effect if you save as draft or send a test email.

EST Tip: Type 'A' or 'P' to switch AM/PM.

If you wish to attach documents or photos to your email, click on the “Here” button to display the following screen.

**Step 3 (Optional):** Upload attachments to your email.

Attachment [Total file size for uploaded attachments cannot exceed 3MB]

No file chosen

Click on the “Choose File” button and your Windows browser will be opened. You can then browse the Directories and Files of your PC and find the objects you wish to attach. When you click on the selected object, it will be uploaded and attached to your email

In Step 4: above, if the box to the left of the option “Send a list of recipients as an attachment” is checked, all the Members receiving the email will be attached as a text document to your email This would let the Members receiving your email know who else was sent the email.

Also, in Step 4: above, if the box to the left of the option “Copy me on this email” is checked, you will also receive the email to make sure of its contents.

In Step 5 above, you can choose a future date and time and schedule the email to be sent then.

Click on the “Send” button to send the email. Click on “Save as Draft” to save for completion at a later time. Click on “Send Test Email To Myself Only” to check the content of your email.

Please contact me if you have questions or problems – Phone: 830-755-4975 – email: [jimctom@gmail.com](mailto:jimctom@gmail.com)