

USING THE EMAIL MESSAGE CENTRE...

To use the [Email Message Center](#) go to www.rcobs.com.au and then under the 'My ClubRunner' heading, select '[Email Message Center](#)'...

The screenshot shows the 'My ClubRunner' navigation menu. The 'Email Message Center' link is highlighted in blue. Other links include 'Edit My Profile', 'Change My Password', 'Upload My Photo', 'My Commitments', 'My New Member Activities', 'My Friends', 'View My Bulletin', 'View Club Directory', 'View Club Photo Directory', 'eDirectory Reports 2.0', 'View Printable Directory and Mailing Labels', 'View Printable Mailing Labels', 'Email Message Center', 'View Club Documents', 'My Attendance', 'My Committees', 'My Billing Account Balance', 'Website Manager', 'Website Designer 2.0', and 'Edit Home Page Links'. A secondary menu on the right contains links like 'Club D...', 'Active I...', 'Other L...', 'Inactive...', 'Friends', 'Online', 'New M...', 'Dues & Switch', 'Report', 'Reques', 'Edit Ex...', 'Comm...', 'Birthda', 'Gender', 'Downlo', 'Custo', and 'Membe'.

You will then be presented with this window – click on '[Compose new message](#)'

The screenshot shows the 'Club Email List' interface. It includes a header with the title 'Club Email List' and a note: '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.' Below the note are navigation links: 'Show All Emails', 'Show My Emails Only', 'Edit Custom Distribution Lists', and a yellow 'Compose new message' button. A table displays the email list with columns for 'Date Last Sent', 'Subject', 'Owner', and 'Actions'.

Date Last Sent	Subject	Owner	Actions
Draft	ClubRunner things to see	Peter Harvie	Open Delete
Dec 12 2012 12:07 AM EST	ClubRunner things to see and do...	Peter Harvie	Open Delete
Nov 28 2012 09:09 AM EST	Your ClubRunner	Peter Harvie	Open Delete

You will then get this window...

Type in the 'Subject' and then whatever you want to tell members above your own signature (Peter Harvie example)

Untick the 'Send a list of recipients as an attachment.' Box if you want to hide the cc list.

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.

Select Distribution Lists


- Active & Honorary Members
- Inactive Members
- ALL (Custom List)

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](#)



Peter Harvie
Rotary Club of Bendigo Sandhurst Inc.

Design HTML Preview

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.

Click on 'ALL (Custom List)' under 'Select Distribution Lists' – and you will be presented with the window below...

Choose all recipients you want to get the email and at the bottom of the page press 'Send'.

Simple as that – all done – by yourself – using the most accurate database the club owns.

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.

Select Distribution Lists

- Active & Honorary Members
- Inactive Members
- ALL (Custom List)**
 - Barrow, Linda
 - Breaden, David
 - Cannon, John
 - Carrington, Ray
 - Carrington, Toni
 - Commadeur, Liz
 - Cotton, Patti
 - De Vincentis, Matt
 - Devidas, Das
 - Dingle, Marcus
 - Elliott, Peter
 - Evers, Ken
 - Fraser, Bruce
 - Gregson, Wayne
 - Guley, Rob
 - Harkin, John
 - Harris, Philip
 - Harvie, Peter
 - Henderson, Paul
 - Hendy, Stan
 - Hinneberg, Brian
 - Hodge, Brian
 - House, Gerard
 - Kirkpatrick, Paul
 - Langley, John
 - Lehmann, Evelyn
 - Lougoon, Doug
 - Lynas, Graeme

Step 2: Enter your email subject and message.

Subject:

Message: If you are copying and pasting from v)

Rich Text Editor: [Plain Text Editor](#)

Peter Harvie
Rotary Club of Bendigo Sandhurst Inc.

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