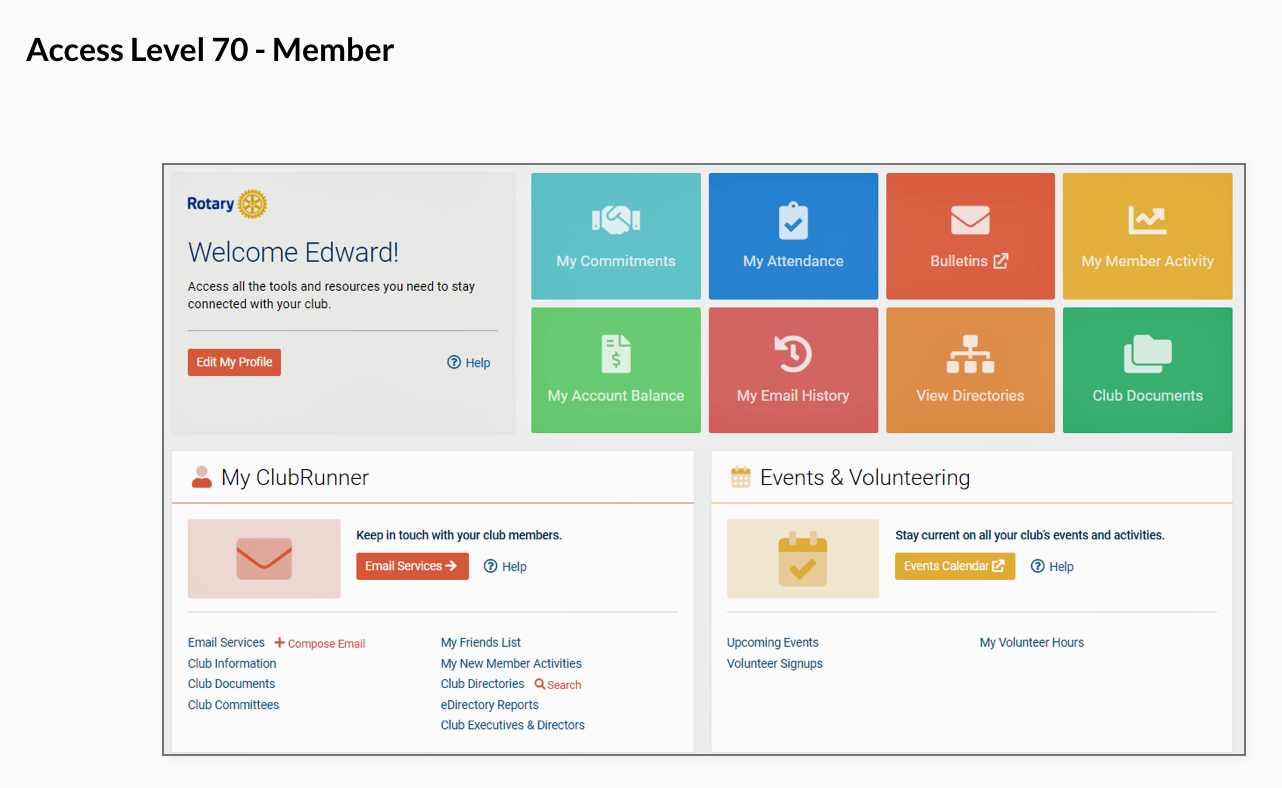
**Login to ClubRunner** at: [www.ipswichrotary.org](http://www.ipswichrotary.org)

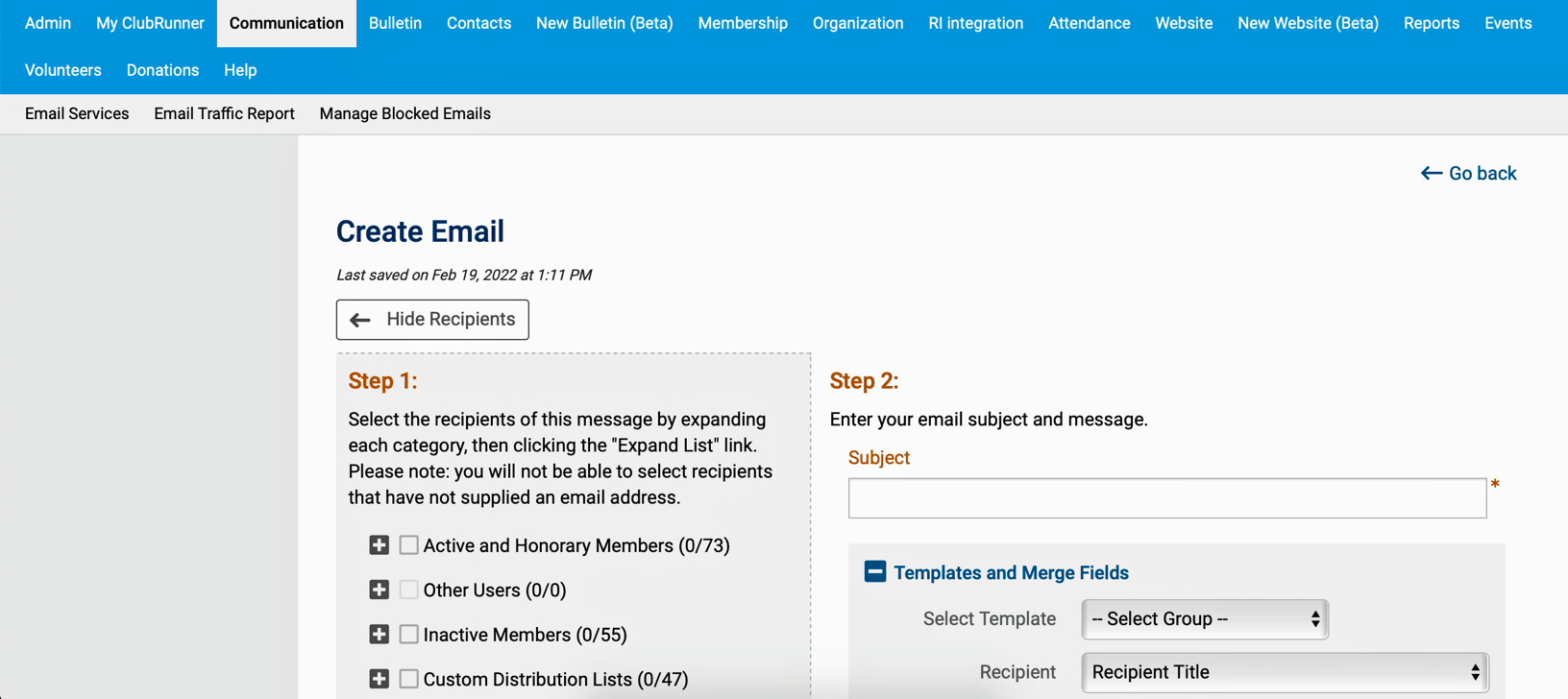
From the Home screen, click on **Member Area** from the top menu



In the My ClubRunner menu, click on **Email Services.**

***Note:*** *the menu you see will depend on your access level in ClubRunner*.

Under the Communication tab you will see **Create Email**.



To continue, follow the **step by step instructions** in the following short video (8 minutes):

[**https://www.clubrunnersupport.com/kb/articles/video-how-do-i-send-an-email**](https://www.clubrunnersupport.com/kb/articles/video-how-do-i-send-an-email)

This ClubRunner tutorial is another easy to use reference for **creating and customizing** your email:

[**https://www.clubrunnersupport.com/kb/articles/how-do-i-send-an-email**](https://www.clubrunnersupport.com/kb/articles/how-do-i-send-an-email)

*Recorded webinars, videos, and tutorials are available at any time in ClubRunner by clicking on the* ***Help*** *tab on the Admin menu in the Member Area.*