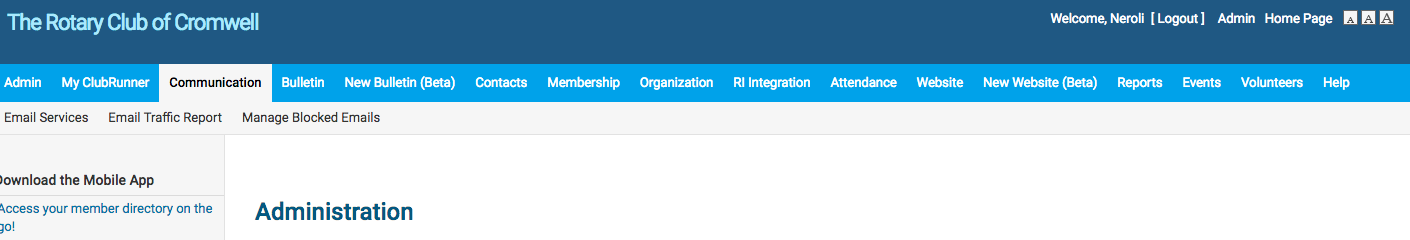
**Sending a group email on Clubrunner**

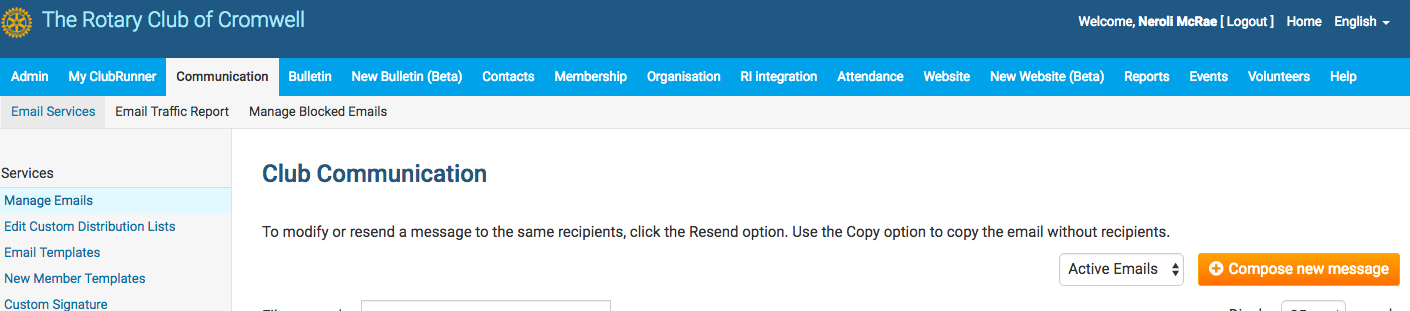
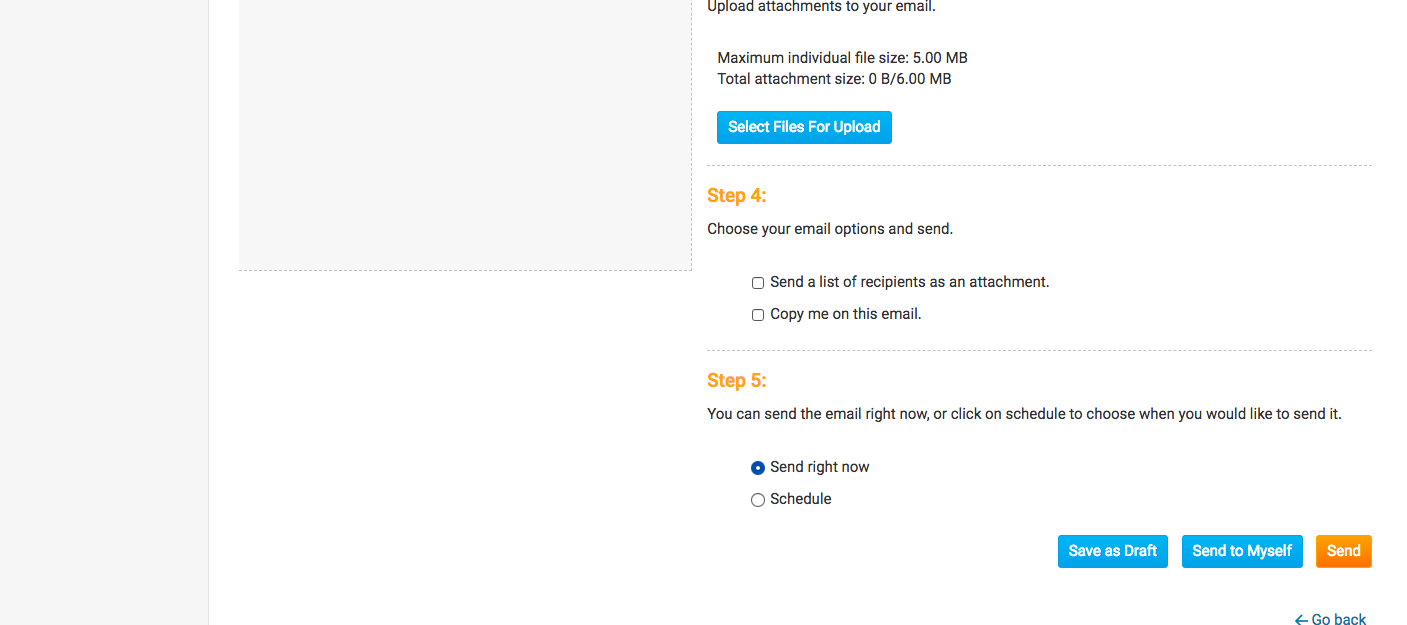
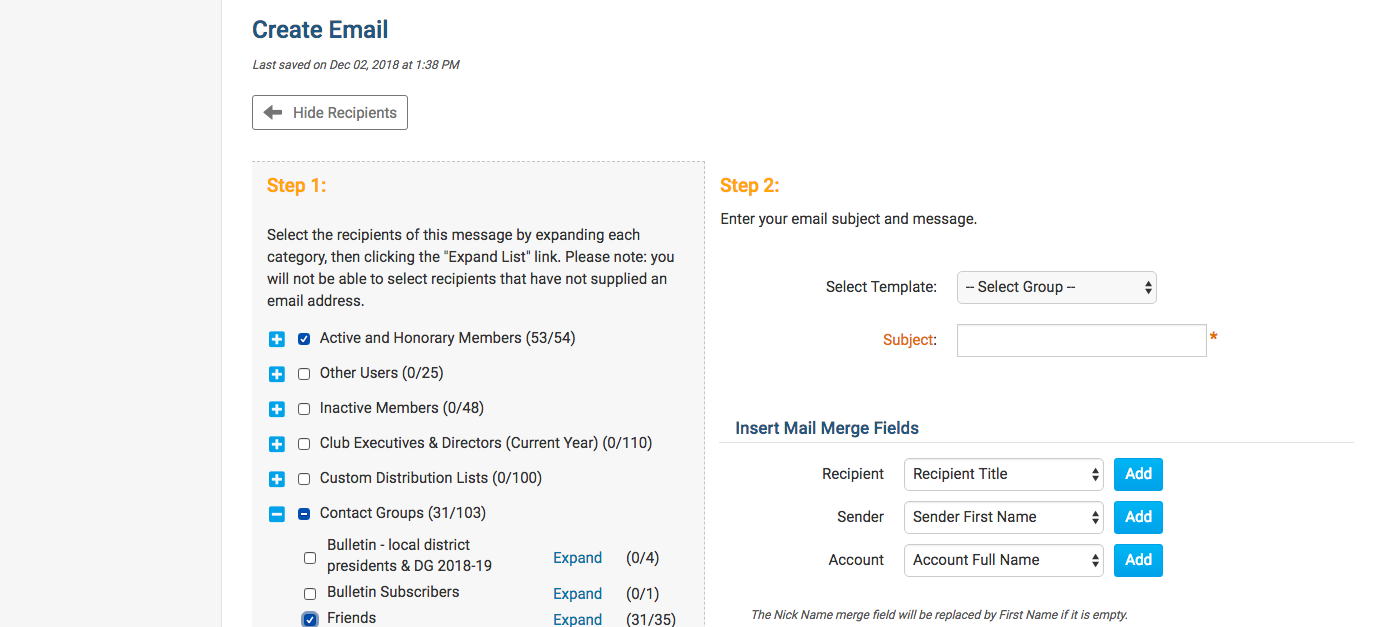
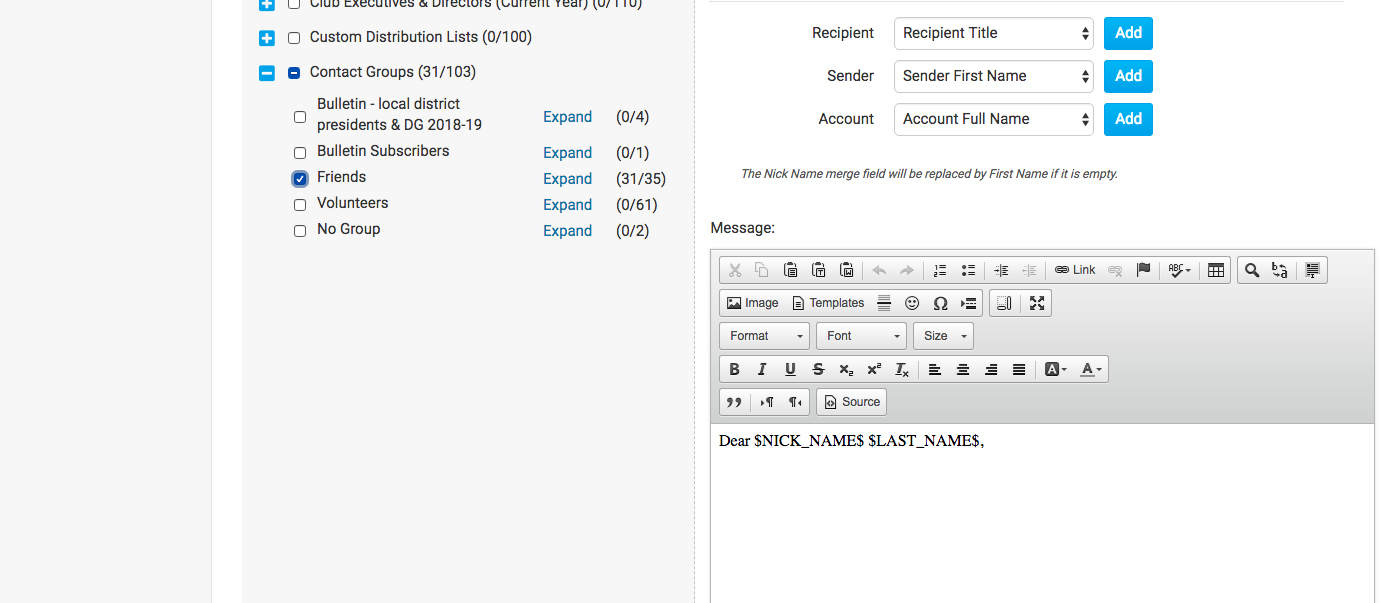


* Go to <https://cromwellrotary.club/>
* Login in to Clubrunner – member Login– Top R) corner



* Members Area – Top R) corner



* Communication
* Email services
* Compose new message
* Tick “active & honorary members” (Or click on blue cross to expand and select individuals)
* For “Friends of Rotary” click and expand on “Contact groups”
* Insert heading
* Start your email. The first name (Nick name) & last name are already inserted. I usually delete the last name.
* You can add an attachment
* Once you have finished your email you can “Save as a draft” or “send to myself” to check it