Contents

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Overview

The ClubRunner Email system allows you to have even more control over your email communications. Use the Services Menu to access your Distribution Lists and Create Templates.

How to Create a New Email

Step 1: Login to your ClubRunner website. Click on the **Member Login** link found in the top right corner of the homepage.

Step 2: Next you will be taken to the Login screen. Here enter you **Login Name** and **Password**.

Step 3: Member Area. Now back on the homepage click on the **Member Area** link found in the top right corner.

Step 4: Email Message Center. Now on the Administration page, under the My ClubRunner section click on the **Email Message Center** link.
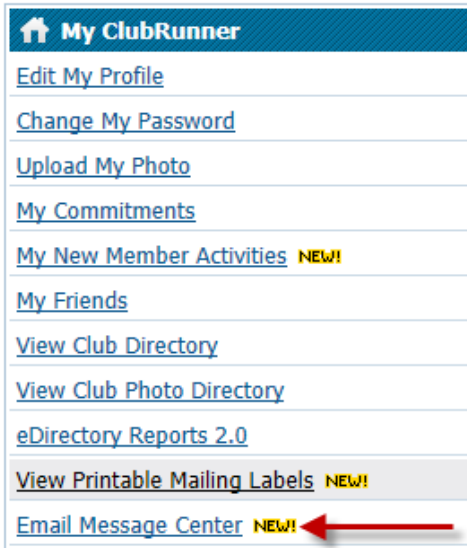
Step 5: Compose New Message. Now on the Club Communication page, click on the **Compose New Message** button found in the top right corner.

Note: Only members with access level 30 - Administrators can see **Show All Emails** and **Show My Emails Only**.

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Step 6: Selecting the recipients. Select the recipients of this message. You can expand each category by clicking on the blue icon with the white plus.

Note: You will not be able to select recipients that have not supplied an email address.

Step 1:

Select the recipients of this message by expanding each category, then clicking the "Expand List" link. Please note: you will not be able to select recipients that have not supplied an email address.

- [−] ☐ Active and Honorary Members (0/15)
    - ☐ Active   Expand List   (0/15)
- [+] ☐ Other Users (0/2)
- [+] ☐ Inactive Members (0/3)
- [+] ☐ Friends (0/2)
- [+] ☐ Custom Distribution Lists (0/15)
- [+] ☐ Contact Groups (0/51)

*Note: When the recipients have been selected for the email, click on the **Hide Recipients** button (found in the top left corner) to minimize the recipient list.*

← Hide Recipients

Step 7: Composing the Email. Enter a **Subject** in the subject line. Now scroll down to the Editor (Body of the Email Message) and enter the contents of the email.

Message:

Dear $NICK_NAME$ $LAST_NAME$,

body dir
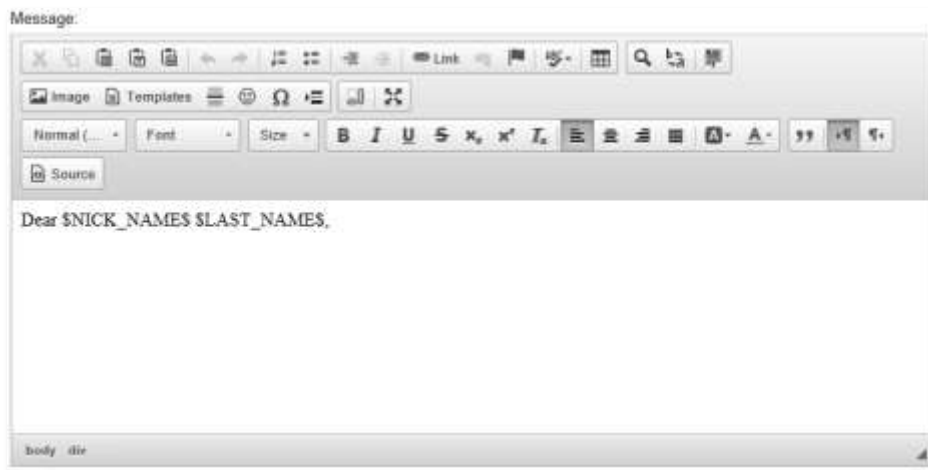
Step 8: Optional; Attachments. After composing the email the next step is uploading an attachment to your email. If you have not attachment skip to Step 9; otherwise click on the **Select Files For Upload** button and select a file from your computer. *Note: Total Attachment size is: 6 MB.*

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

Total attachment size: 0 B/6.00 MB

Select Files For Upload

Step 9: Choose Email Options. Next you have two options:

- **Send a list of recipients as an attachment**: A text file will be added to the email being sent out that will contain all of the recipient's member's names.
- **Copy me on this email**: Will send a copy of the email to the member logged in (Providing they have an email address).

Step 4:
Choose your email options and send.

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

Step 10: When to Send Email. You can send the email right now, or click on schedule to choose when you would like to send it.

Step 5:
You can send the email right now, or click on schedule to choose when you would like to send it.

◉ Send right now
○ Schedule

Optional: If you choose to Schedule; choose the date and time to schedule when you want to send the email to the selected recipients. You can still use "Send to myself" to preview the email.

Jan 1, 2014   at 09:00AM

Step 11: Send Email Options. There are three sending options when it comes to emails:

- **Save as Draft:** Will save all the details of the draft email (including recipients) so you can edit it later.
- **Send to Myself:** Will only send the email to the member that is logged in for verification purposes.
- **Send:** Will send the email to the selected recipients.

Step 12: Email History. After you have sent the email you will be taken back to the Club Communication page. There are a few actions you can do with the email message.

View: Displays the email.

Stats: Displays the Email Statistics page. This page may take several minutes to display information.

Resend: Lets you edit and resend an email to the same recipients.

*Note: That the **Resend** action will send to the exact same people regardless of any executive position changes.*

Make a Copy: Copies the email.

Delete: Deletes the email.

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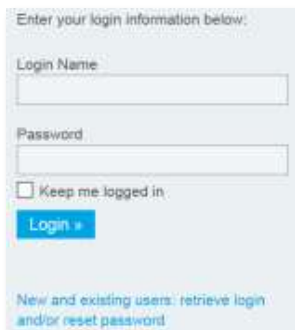
Edit Custom Distribution Lists

Custom Distribution Lists allow you to create a new distribution list where you define all of the members in the list. Distribution lists can only be made up of existing members of the club; people outside of the club cannot be added to a distribution list.

Below are the steps on how to create a new Custom Distribution List:

Step 1: Login to your ClubRunner website. Click on the **Member Login** link found in the top right corner of the homepage.

Step 2: Next you will be taken to the Login screen. Here enter you **Login Name** and **Password**.

Step 3: Member Area. Now back on the homepage click on the **Member Area** link found in the top right corner.

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Step 4: Email Message Center. Now on the Administration page, under the My ClubRunner section click on the **Email Message Center** link.
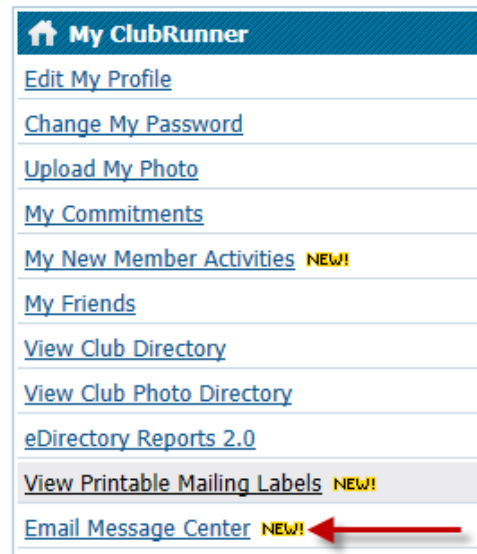
Step 5: On the left side click on the **Edit Custom Distribution Lists** link.
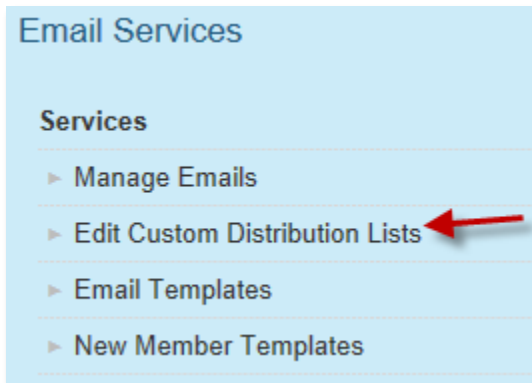
Step 6: Next you will see all of the existing custom Distribution lists (if any exist). Click on the **Create New Distribution List** link found in the top right corner.

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Step 7: First, enter a **Name** for the Distribution List.

Edit List

Distribution List Name:
Distribution Demo ←

Step 8: Next on the right side select all the members that you would like to appear in this Distribution list. *Note: Members with disabled checkboxes indicate that they do NOT have an email address setup in ClubRunner.*

Add members to distribution list:
- ☐ 30, ClubDemo
- ☐ 40, ClubDemo-40
- ☐ 50, ClubDemo-50
- ☐ 60, ClubDemo-60
- ☐ 70, ClubDemo-70
- ☐ 80, ClubDemo-80
- ☐ 90, ClubDemo-90
- ☐ Aaron, William

Step 9: Once all members have been selected click on the **Save** button to save the list.

Edit List

Distribution List Name:
Distribution Demo
Distribution List Members:

Save ←

Step 10: The new Distribution list should now be in the list. Click on the **Edit** button to modify the Distribution list, click on the **Copy List** link to make a copy of the existing Distribution list, or click **Delete** link to delete the Distribution list.

Email Distribution Lists

Create New Distribution List

1

List Name	Owner		Date Created	Action
Distribution Demo	ClubDemo 30	Change Owner	Apr 08 2014	Edit	Copy List	Delete

Email Templates

Below are the steps on how to create a new Email Template:

Step 1: Login to your ClubRunner website. Click on the **Member Login** link found in the top right corner of the homepage.
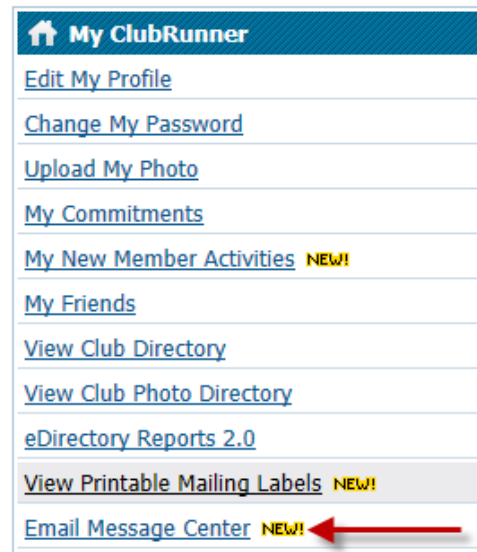

Step 2: Next you will be taken to the Login screen. Here enter you **Login Name** and **Password**.

Step 3: Member Area. Now back on the homepage click on the **Member Area** link found in the top right corner.

Step 4: Email Message Center. Now on the Administration page, under the My ClubRunner section click on the **Email Message Center** link.

Step 5: On the left side click on the **Email Templates** link.
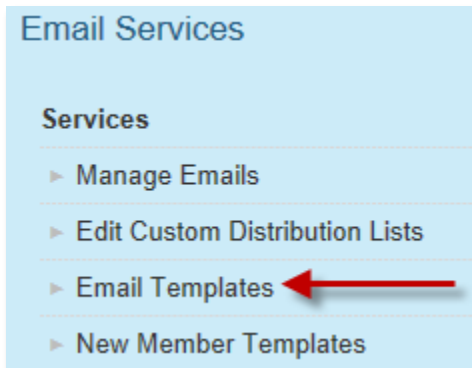
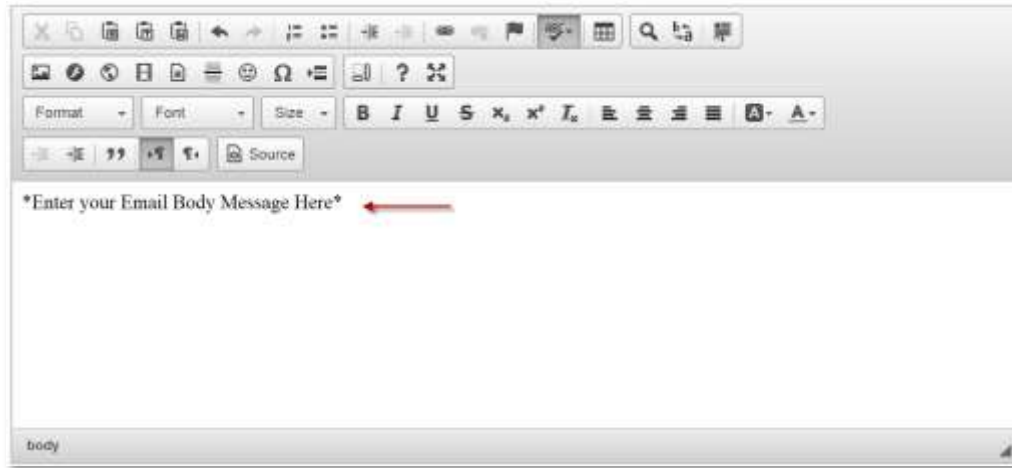Step 6: Next click on the **Add** button found in the top right corner.

Step 7: Next specify the **Name** and **Subject** of the Email template.

Step 8: Compose the body of the email template. Enter the contents in the editor provided below.

Step 9: Once the body has been configured click on the **Create** button found in the bottom right corner.

Step 10: The new Email Template should now be in the list. Click on the **Edit** button to modify the Email Template, or click **Delete** link to delete the Email Template.

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