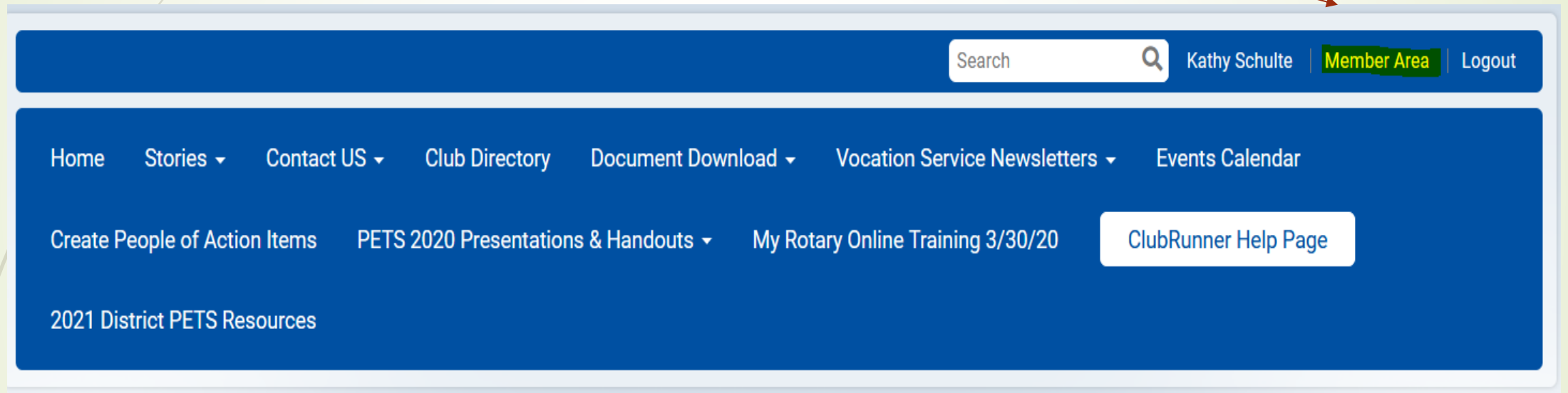# ClubRunner Communication

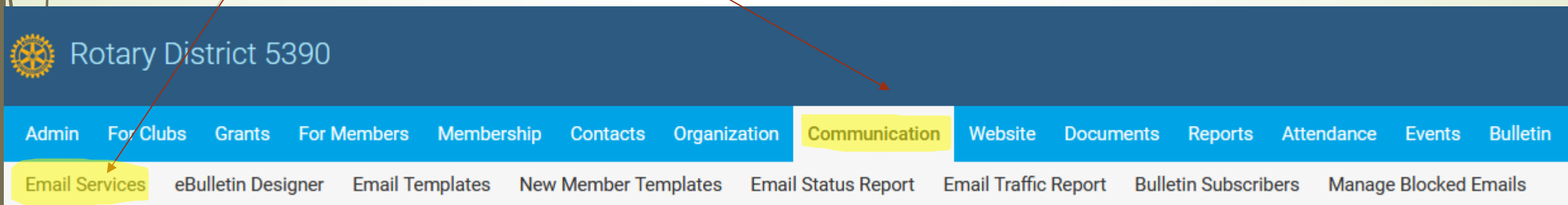**Sending emails through ClubRunner**

Email Message Center

ClubRunner's Email Message Center feature uses a sophisticated engine that ensures your emails are professional, reliable and reach all intended recipients using a centralized, up-to-date distribution list so you can communicate with active members or create your own custom groups to contact prospective members, donors, sponsors, past alumni, etc. Distribute attachments with your message or easily link to files available on your website.
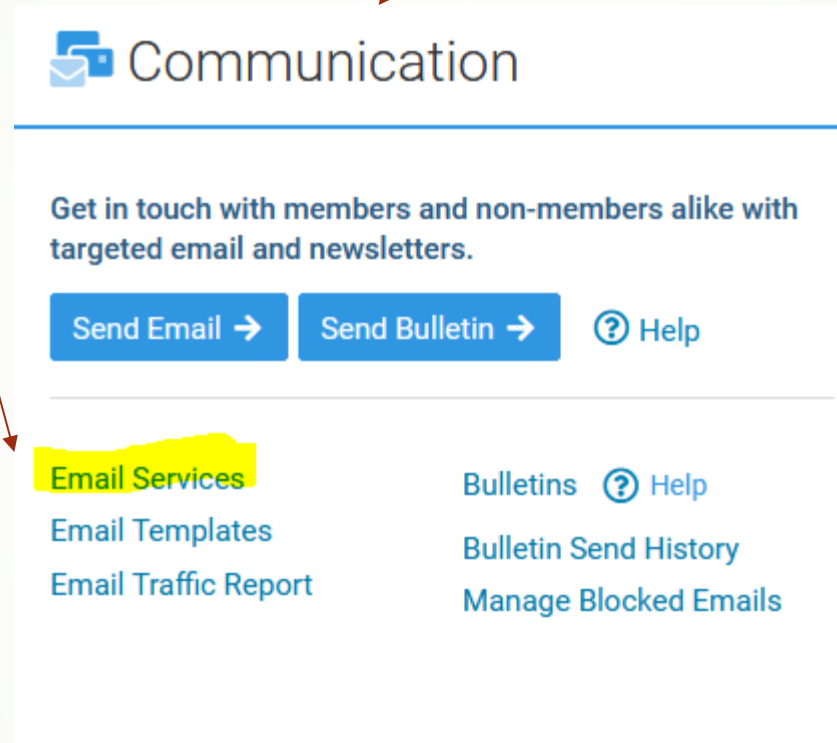
1. Login to ClubRunner and Click on Member Area

2. Your Classic Dashboard will open:
   Click on "Communication"
Then click on Email Services

Rotary District 5390

Admin   For Clubs   Grants   For Members   Membership   Contacts   Organization   Communication   Website   Documents   Reports   Attendance   Events   Bulletin

Email Services   eBulletin Designer   Email Templates   New Member Templates   Email Status Report   Email Traffic Report   Bulletin Subscribers   Manage Blocked Emails

Or Under "Communication"
Click on Email Services in the new dashboard

3. The Page that opens will look like this, containing a list of the recent emails sent. You can click the "Actions" button for options, or <u>click to compose a new email.</u>

Email Services

To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email with the selected recipients.

Show All Emails | **Show My Emails Only** | Active Emails | **⊕ Compose new message**

Filter records: 🔍

Status ▾	Subject ▾	Owner ▾	Actions
Sent on Jan 03, 2023 at 3:45 PM	ClubRunner Training Saturday, January 21, 2023 - REGISTRATION NOW OPEN	Kathy Schulte (Missoula)	▾
Sent on Dec 20, 2022 at 3:59 PM	Woohoomanity Campaign Update - Almost At Our Goal!!!	Kathy Schulte (Miss	▾
Sent on Dec 08, 2022 at 7:25 PM	2023 High Country PETS Registration is Open!	Kathy Schulte (Miss	▾
Sent on Dec 05, 2022 at 11:37 AM	ClubRunner Training 21Jan23 - REGISTRATION NOW OPEN	Kathy Schulte (Miss	▾
Sent on Dec 05, 2022 at 11:12 AM	Woohoomanity Campaign Update - Good News!!	Kathy Schulte (Miss	▾

🔍 View
⬚ Stats
⟳ Resend
⎘ Make a Copy
🗑 Delete

4. Page will open, and email template will be displayed

5. __Select Recipients__ - Use plus sign to open section and click expand to see total list

District View

Club View

Create Email

Last saved on Jan 04, 2023 at 3:33 PM

← Hide Recipients

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.

- ☐ District Executives (Current Year) (0/31)
  - ☐ District Governor   Expand   (0/1)
  - ☐ District Executives   Expand   (0/6)
  - ☐ District Officers and Directors   Expand   (0/16)
  - ☐ Assistant/Area Governors   Expand   (0/7)
  - ☐ Committee Chairs   Expand   (0/1)

- ☐ District Executives (Next Year) (0/7)
- ☐ Club Executives & Directors (Current Year) (0/288)
- ☐ Club Executives & Directors (Next Year) (0/23)
- ☐ Custom Distribution Lists (0/91)
- ☑ Active Members (1291/1394)
- ☐ Active (Custom) (0/46)
- ☐ Honorary Members (0/85)
- ☐ Inactive Members (0/3798)
- ☐ Contact Groups (0/6)

Create Email

Last saved on Jan 05, 2023 at 7:56 AM

← Hide Recipients

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 (0/55)
- ☐ Other Users (0/14)
- ☐ Inactive Members (0/321)
- ☐ Club Executives & Directors (Current Year) (0/124)
- ☐ Custom Distribution Lists (0/94)
- ☐ Contact Groups (0/193)
- ☐ Prospects (0/0)
- ☐ Prospects by Status (0/0)

6. Insert your Subject

Step 2:

Enter your email subject and message.

Subject *

[   ]

☐ Templates and Merge Fields

Select Template	-- Select Group -- ▾	
Recipient	Recipient Title ▾	Add
Sender	Sender First Name ▾	Add
Account	Account Full Name ▾	Add

The Nick Name merge field will be replaced by First Name if it is empty.

Note: Group Selected in Step 1 - (previous Slide)

Click here to change the Recipient Salutation

7. Begin your message/communication to the group you have selected.

ClubRunner will insert their name as shown below unless you change the Recipient salutation

Dear $NICK_NAME$ $LAST_NAME$,

Kathy Schulte
District Secretary
Kathy.schulte90@gmail.com
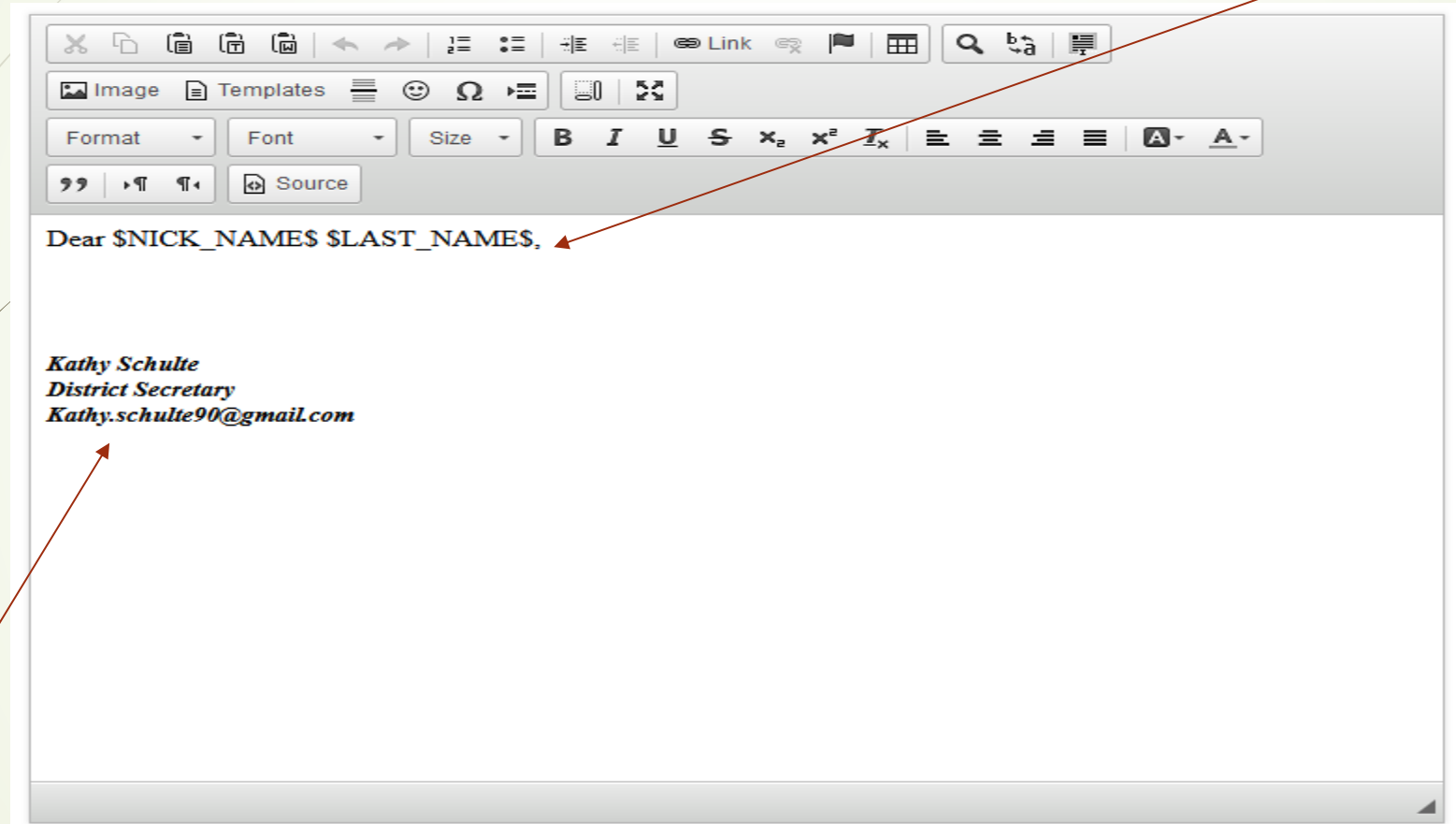
A custom signature line can be created in your personal profile.
The prompt "Custom Email Signature" will appear when you click on your "communication" tab.

To paste a picture or text into your email, the box below will pop-up, and you'll need to paste into the box, which will transfer to your email.

Paste   ✕

Because of your browser security settings, the editor is not able to access your clipboard data directly. You are required to paste it again in this window.
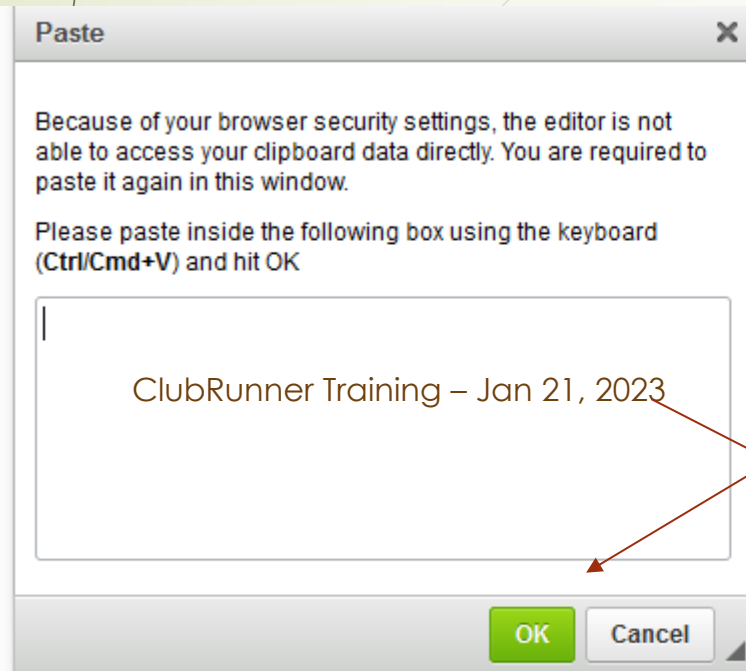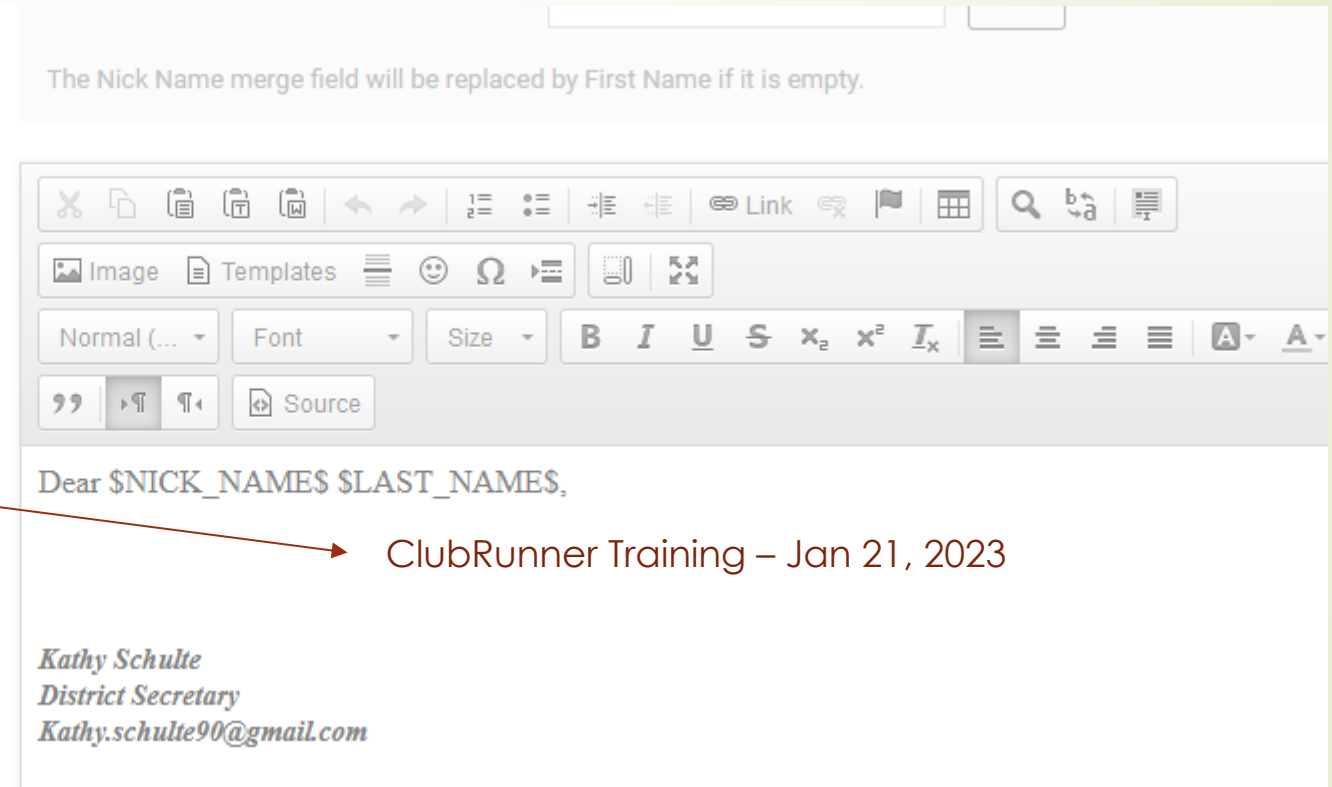
Please paste inside the following box using the keyboard (Ctrl/Cmd+V) and hit OK

ClubRunner Training – Jan 21, 2023

OK   Cancel

Hit OK

Transfers

The Nick Name merge field will be replaced by First Name if it is empty.

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🖼 Image   📄 Templates   ≣ ☺ Ω ▸≣   ⬚ ⤢

Normal (... ▾   Font   ▾   Size ▾   **B** *I* U S x₂ x² I̳ₓ | ≣ ≣ ≣ ≣ | A▾ A▾

❞ ▸¶ ¶◂   ◈ Source

Dear $NICK_NAME$ $LAST_NAME$,

ClubRunner Training – Jan 21, 2023
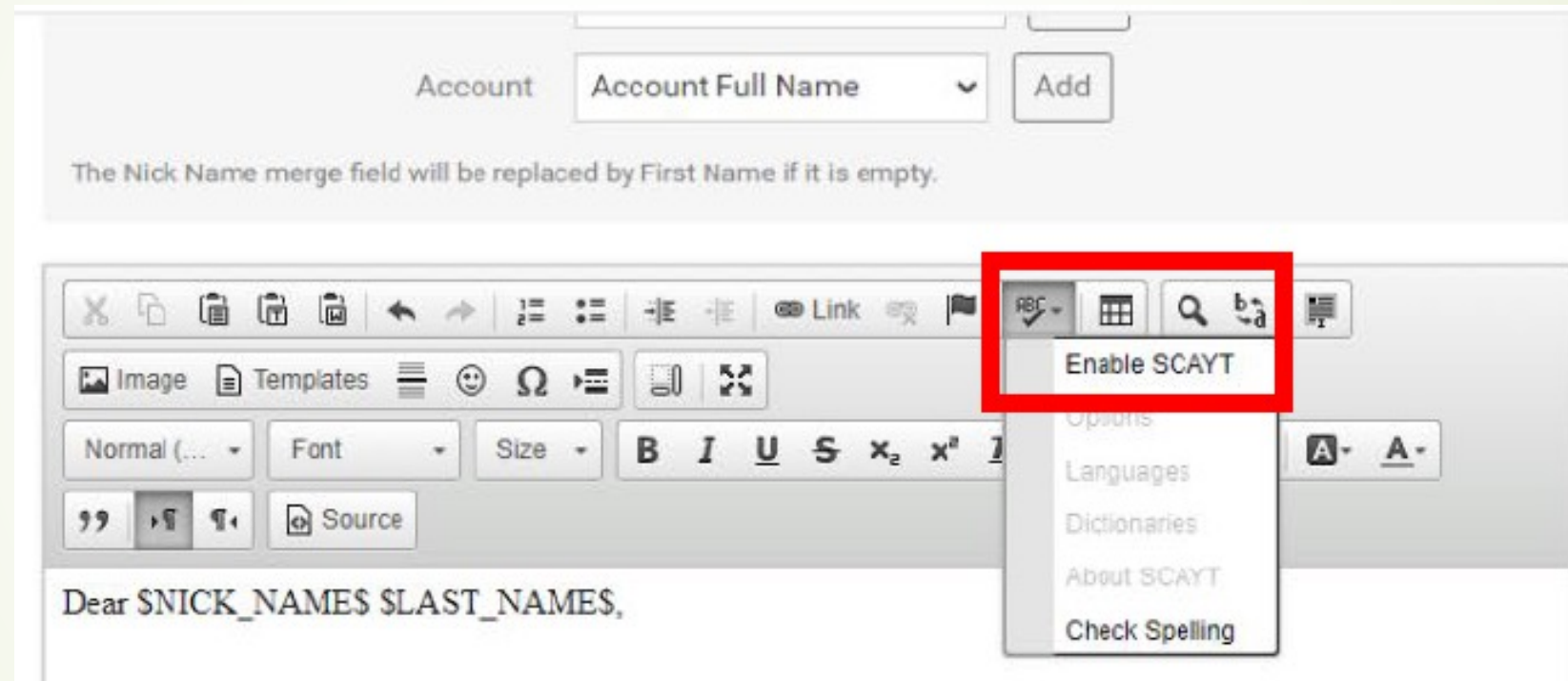
Kathy Schulte
District Secretary
Kathy.schulte90@gmail.com

Note – for spell checking select the ABC button and select "SCAYT"
Note the other formatting features similar to other "word" programs

Step 3 (Optional):

Upload attachments to your email.

Select Files For Upload

Maximum 5.00 MB per file
Total attachment size: **0 B/6.00 MB**

Step 4:

Choose your email options and send.

☐ Include link to list of recipients

A link to view the list of recipients will be included in the footer of the email

☐ Copy me on this email

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

Save as Draft   Send to Myself   Send

Upload files you wish to email

Choices you can make

Send now as a test to yourself, send to the group or save as a draft

Click here to preview YouTube Video
How to Send an Email through ClubRunner

Related Content:
How do I cancel a scheduled email?
How do I add an attachment to an email?
How do I create and edit email templates?
How do I create a custom signature?
VIDEO: How do I create an email template?
How do I send an email?
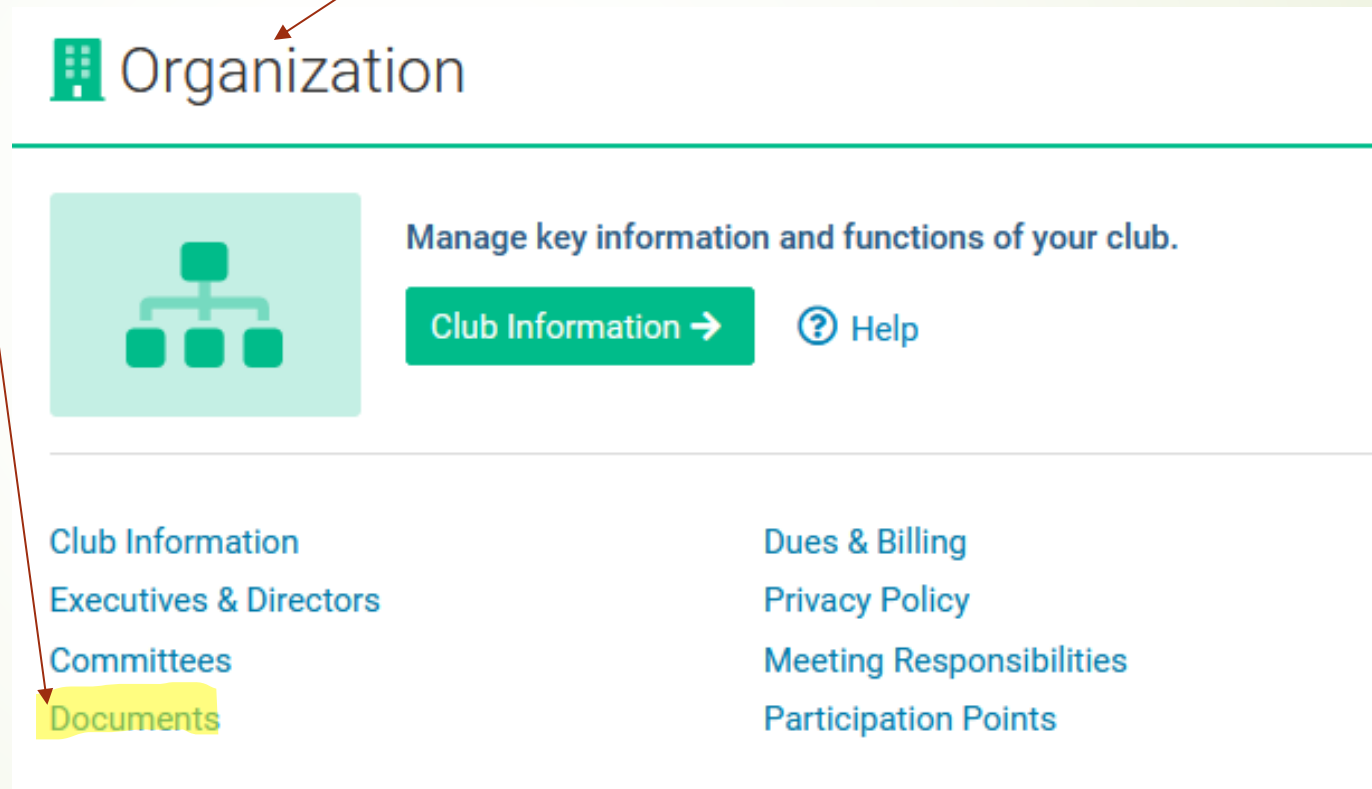Where can I send an email in ClubRunner

Sharing Documents with Club Members

When you open your Classic Dashboard
Click on "Organization"
Then click on "Documents"

Rotary Club of Missoula   Welcom

Admin   My ClubRunner   Communication   Bulletin   Contacts   Membership   **Organization**   RI integration   Attendance   Website   Reports   Events   Volunteers   Donations   Membership Success   Help

Executives & Directors   Committees   Dues & Billing   Documents   Venue Map   Meeting Responsibilities (Duty Roster)   Participation Points   Comments Management

Or under "Organization",
Click-on "Documents" in the new dashboard

🏢 Organization

Manage key information and functions of your club.

Club Information →   ⑦ Help

Club Information	Dues & Billing
Executives & Directors	Privacy Policy
Committees	Meeting Responsibilities
Documents	Participation Points

The Page that opens will look like this, containing a list of documents saved
You can click the "Add Folder" to create a document,
Or "add or edit" an existing file

Documents

🔍 Search	Go

[📁 Add Folder] [➕ Add] [📘 Add Multiple] [☁ Download All]

Documents and folders are sequenced alphabetically. Drag and drop documents and folders to move them from one folder to another or to change the parent folder.

[Collapse All] [Expand All]

Name	Updated On ▼	Updated By ▼	Actions
⋮ ▼ 📁 Board Meeting Minutes FY 22-23	Sep 09, 2022	Kathy Schulte	Add | Add Multiple | more... ▼
⋮ 🔒 August 2022	Sep 09, 2022	Kathy Schulte	Edit | Get Link | Delete
⋮ 🔒 July 2022	Sep 09, 2022	Kathy Schulte	Edit | Get Link | Delete
⋮ ▶ 📁 Board Minutes ARCHIVE	Mar 13, 2019	Victoria Emmons	Add | Add Multiple | more... ▼
⋮ ▶ 📁 Club Administration	Jun 08, 2012		Add | Add Multiple | more... ▼
⋮ ▶ 📁 Club Documents 2020-2021	Aug 05, 2020	Victoria Emmons	Add | Add Multiple | more... ▼
⋮ 📁 Meeting Minutes FY 22-23	Sep 09, 2022	Kathy Schulte	Add | Add Multiple | more... ▼
⋮ ▶ 📁 Powerpoint Presentations	Jun 25, 2021	Martha Ripley	Add | Add Multiple | more... ▼

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https://site.clubrunner.ca/page/webinars

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https://site.clubrunner.ca/page/changeover-training