1. Login to our website at www.jeffersonkiwanis.org using your username and password.
2. Once logged in you will see several options under õMyClubrunnerö that are available to general members of the club.
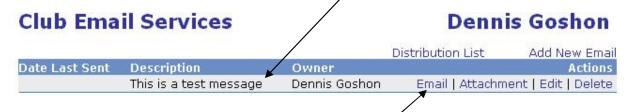3. Choose the Email Message Center item.

4. Click õAdd New Emailö to create your message.

5. A new blank message form will appear. Type the õSubjectö and õMessageö content into the form. When done adding your content to the message form, click Save.

6. Once you save your message it will appear on the list of saved messages that have been created under your account. Once the message is saved you have the ability to edit the message or add an attachment to the message.
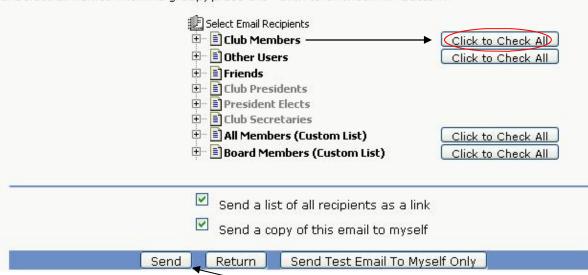
Club Email Services   Dennis Goshon

Distribution List   Add New Email

Date Last Sent	Description	Owner	Actions
	This is a test message	Dennis Goshon	Email | Attachment | Edit | Delete

7. To send this message to members of the club, click on Email.
8. The Select Recipients window will open. This is where you can choose who you want to send the message to. If you want to send it to all club members choose õCheck Allö. You also have the ability to expand the Club Member group and choose certain individuals vs. the whole membership.

Select Recipients   Dennis Gosh

To expand each group, click on the + sign in front of the group name. By default, no one is selected receive the message. To select all names within a group, press the "Click to Check All" button. To unselect all names within a group, press the "Click to Uncheck All" button.

Select Email Recipients
- Club Members   →   [Click to Check All]
- Other Users   [Click to Check All]
- Friends
- Club Presidents
- President Elects
- Club Secretaries
- All Members (Custom List)   [Click to Check All]
- Board Members (Custom List)   [Click to Check All]

☑ Send a list of all recipients as a link
☑ Send a copy of this email to myself

[Send] [Return] [Send Test Email To Myself Only]

9. Once you have your Recipients selected click the Send button to send your message to club members.
10. When you are done using ClubRunner please Logout of your account.