# ClubRunner

Help Articles > District Help > District - Administration Guide > Communication > District email traffic report

## **District email traffic report**

Michael C. - 2021-02-08 - Communication

- 1. To check the District email traffic report, you must go to your district's homepage and login. Then, click **Member Area** in the top right corner of the homepage.
- 2. Along the top of the screen, you will see several tabs in the blue navigation bar. Click on the **Communication** tab.
- 3. Next, click on the Email Traffic Report link under Communication
- 4. You will now be looking at the Email Traffic Report overview. The 'Email Volume Limit' box will show you your annual email credit limit, as well as the average monthly email credit limit. If your District would like to purchase more email credits, <u>click here for more information</u>.

Email Traffic Report				
Email Volun	ne Limit	Usa	ge To Date Since Oct 04, 20	19
120000 Annual	10000 Monthly Average	<b>3</b> Annual	<b>3</b> Past 30 Days	<b>1</b> Monthly Average
Please note that your email volume lim your email package.	its are based on your account subs	cription. If you anticipate	requiring higher volumes, co	onsider upgrading
From: Dec 03, 2019 🛗 To: Jan 0	4, 2020 🛗 Generate Report			
Account	Batch	es Sent Emails	Sent Total Size	Actions
ClubRunner Demo District	3	3	27.56 KB	Details
Club Accounts: Filter records:				
Club Name	Batches Sent	Emails Sent	Total Size	Actions
Rotary Club of Teal County	0	0	0 bytes	Details
Rotaract Azure	0	0	0 bytes	Details

5. The 'Usage To Date' box will display the total email usage for the District annually, monthly (past 30 days), as well as a monthly average.

#### **Email Traffic Report**

Email Volum	e Limit	Usage To Date Since Oct 04, 2019				
120000	10000	3	3	1		
Annual	Monthly Average	Annual	Past 30 Days	Monthly Average		
Please note that your email volume limit your email package. From: Dec 03, 2019 📾 To: Jan 04,	s are based on your account subs	cription. If you anticipate	requiring higher volumes	i, consider upgrading		
Account	Batch	es Sent Emails	Sent Total Size	e Actions		
ClubRunner Demo District	3	3	27.56 KB	Details		
Club Accounts: Filter records:						
Club Name	Batches Sent	Emails Sent	Total Size	Actions		
Rotary Club of Teal County	0	0	0 bytes	Details		
Rotaract Azure	0	0	0 bytes	Details		

6. The Email Traffic Report will generate and display data based on a selected time range. You change the period of time shown in the report using the date fields. When a desired date range has been selected, click on **Generate Report** to update the report.

#### **Email Traffic Report** Email Volume Limit Usage To Date Since Oct 04, 2019 3 120000 10000 3 1 Annual Monthly Average Annual Past 30 Days Monthly Average Please note that your email volume limits are based on your account subscription. If you anticipate requiring higher volumes, consider upgrading your email package From: Dec 03, 2019 🛗 To: Jan 04, 2020 🛗 Generate Report Account Batches Sent Emails Sent Total Size Actions ClubRunner Demo District 3 3 27.56 KB Details Club Accounts: Filter records: Club Name Emails Sent Total Size Actions **Batches Sent** Rotary Club of Teal County 0 0 0 bytes Details 0 Details Rotaract Azure 0 0 bytes

7. Under **Account**, you will see from which account a given group of emails were sent. Using the District's website, you are also able to view the emails sent out from a specific Club within the District using the **Club Accounts** section.

#### **Email Traffic Report**

**Email Traffic Report** 

Rotaract Azure

Email Volu	ıme Limit	Usage To Date Since Oct 04, 2019			
120000 Annual	10000 Monthly Average	<b>3</b> Annual	<b>3</b> Past 30 Days	<b>1</b> Monthly Average	
Please note that your email volume li your email package. From: Dec 03, 2019 🛗 To: Jan	04, 2020 🗑 Generate Report	cription. If you anticipa	te requiring higher volumes,	consider upgrading	
Account	Batch	es Sent Ema	ils Sent Total Size	Actions	
ClubRunner Demo District	3	3	27.56 KB	Details	

Club Accounts:				
Filter records:				
Club Name	Batches Sent	Emails Sent	Total Size	Actions
Rotary Club of Teal County	0	0	0 bytes	Details
Rotaract Azure	0	0	0 bytes	Details

8. **Batches Sent** will let you know how many groups of emails have been sent out, while **Emails Sent** will provide you with a total amount of emails

Email Volu	me Limit	Usage To Date Since Oct 04, 2019			
120000 Annual	10000 Monthly Average	3 Annual Pr	3 ast 30 Days	1 Monthly Average	
Please note that your email volume li	nite are based on your account subs	cription. If you apticipate requirin	a higher volumes con	sider upgrading	
your email package.		anpuon. Il you anticipate requirin	g myner volumes, com	order opgradning	
From: Dec 03, 2019 🛗 To: Jan (	04, 2020 🛗 Generate Report				
			_		
Account	Batch	es Sent Emails Sent	Total Size	Actions	
Account ClubRunner Demo District	Batch 3	es Sent Emails Sent 3	Total Size 27.56 KB	Actions Details	
Account ClubRunner Demo District Club Accounts: Filter records:	Batche 3	es Sent Emails Sent 3	Total Size 27.56 KB	Actions Details	
Account ClubRunner Demo District Club Accounts: Filter records: Club Name	Batche 3 Batches Sent	es Sent Emails Sent 3 Emails Sent	Total Size 27.56 KB Total Size	Actions Details Actions	

9. The **Total Size** column lets you know exactly how much data has been used to send out the emails from an individual account.

0

0 bytes

Details

0

#### **Email Traffic Report**

Email Vol	lume Limit	Usage To Date Since Oct 04, 2019			
120000 Annual	10000 Monthly Average	<b>3</b> Annual	<b>3</b> Past 30 Days	<b>1</b> Monthly Average	
Please note that your email volume your email package. From: Dec 03, 2019 🛗 To: Jar	limits are based on your account sub	scription. If you anticipate re	equiring higher volumes, o	consider upgrading	
Account	Batc	hes Sent Emails S	ent Total Size	Actions	
ClubRunner Demo District	3	3	27.56 KB	Details	
Club Accounts: Filter records:				-	
Club Name	Batches Ser	t Emails Sent	Total Size	Actions	
Rotary Club of Teal County	0	0	0 bytes	Details	
Rotaract Azure	0	0	0 bytes	Details	

10. Clicking on **Details** under the Actions heading will generate a more in-depth email traffic report for that account.

#### **Email Traffic Report**

Email Volu	ume Limit	Usage To Date Since Oct 04, 2019			
120000	10000	3	3	1	
Annual	Monthly Average	Annual	Past 30 Days	Monthly Average	

Please note that your email volume limits are based on your account subscription. If you anticipate requiring higher volumes, consider upgrading your email package.

From:	Dec 03, 2019	To:	Jan 04, 2020	Generate Report				
Acco	unt			Ba	tches Sent	Emails Sent	Total Size	Actions
ClubR	lunner Demo Dist	trict		3		3	27.56 KB	Details

Club Accounts: Filter records:				
Club Name	Batches Sent	Emails Sent	Total Size	Actions
Rotary Club of Teal County	0	0	0 bytes	Details
Rotaract Azure	0	0	0 bytes	Details

11. On the Email Traffic Report page for an individual account, clicking on the details link provides you with a breakdown of every email sent out from that account. You can order this information according to date, sender, club, type of email, subject and email size by clicking on the column headers.

#### **ClubRunner Demo District Email Traffic Report**

From: Dec 03, 2	2019 🛗 To:	Jan 04, 2020  🛗	Generate Report		
Filter records:					
Date 🗸	Sender 🗸	Туре 🗸	Subject 🗸	Emails Sent 🚽	Total Size 🚽
Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club of Purple Metro	1	9.18 KB
Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club of Purple Metro	1	9.19 KB
Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club of Purple Metro	1	9.19 KB
			Total	3	27.56 KB
Showing all 3 reco	rds				

12. You can use the date fields provided to generate a report based on a given period of time. Click Generate report after selecting the **From** and **To** dates.

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From: Dec 03, 2	2019 🛗 To:	Jan 04, 2020  🛗	Senerate Report			
Filter records:						
Date 🚽	Sender 🗸	Туре 🗸	Subject 🗸		Emails Sent 👻	Total Size 🗸
Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Raypro Purple Metro	od Stn of Rotary Club of	1	9.18 KB
Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Raypro Purple Metro	od Stn of Rotary Club of	1	9.19 KB
Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Raypro Purple Metro	od Stn of Rotary Club of	1	9.19 KB
				Total:	3	27.56 KB
Showing all 3 reco	rds					

13. You can use the **Filter Records** field to search for a specific email or email subject.

From: Dec 03, 2019 🗃 To: Jan 04, 2020 🗃 Generate Report										
Filter records:										
Date 🗸	Sender 💂	Туре 🗸	Subject 🗸		Emails Sent 🚽	Total Size 🚽				
Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club o Purple Metro	f	1	9.18 KB				
Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club o Purple Metro	f	1	9.19 KB				
Dec 11, 2019	ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club o Purple Metro	f	1	9.19 KB				
			т	otal:	3	27.56 KB				
Showing all 3 reco	rds									

ClubRunner Demo District Email Traffic Report

14. Clicking on the number of emails sent for a given email message will open the Email Statistics for that

individual email. <u>Click here for more information on email statistics</u>.

#### **ClubRunner Demo District Email Traffic Report**

Emails     Total       Date     Sender     Type     Subject     Emails     Total       Dec 11, 2019     ClubRunner     Password     ClubRunner Password Reset for Rayprod Stn of Rotary Club of     1     9.18 KB	From: Dec 0	3, 2019 🛗 To:	Jan 04, 2020  🛗	Generate Report		
Date     Sender     Type     Subject     Emails Sent     Total Size       Dec 11, 2019     ClubRunner     Password Recovery     ClubRunner Password Reset for Rayprod Stn of Rotary Club of Purple Metro     1     9.18 KB	Filter records					
Dec 11, 2019 ClubRunner Password ClubRunner Password Reset for Rayprod Stn of Rotary Club of 1 9.18 KB Recovery Purple Metro	Date 🗸	Sender 🗸	Туре 🗸	Subject 🗸	Emails Sent 🗸	Total Size ↓
	Dec 11, 201	9 ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club of Purple Metro	1	9.18 KB
Dec 11, 2019 ClubRunner Password ClubRunner Password Reset for Rayprod Stn of Rotary Club of 1 9.19 KB Recovery Purple Metro	Dec 11, 201	9 ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club of Purple Metro	1	9.19 KB
Dec 11, 2019 ClubRunner Password ClubRunner Password Reset for Rayprod Stn of Rotary Club of 1 9.19 KB Recovery Purple Metro	Dec 11, 201	9 ClubRunner	Password Recovery	ClubRunner Password Reset for Rayprod Stn of Rotary Club of Purple Metro	1	9.19 KB
Total: 3 27.56 KB				Tota	l: 3	27.56 KB

Showing all 3 records

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