ClubRunner

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How do I add an attachment to an email?

Michael C. - 2025-05-16 - Communication

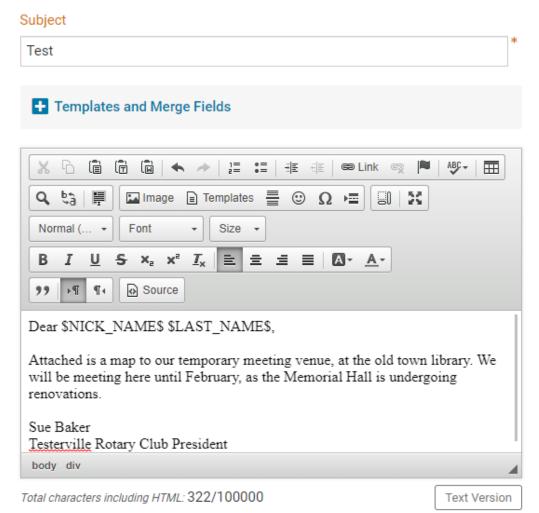
You can attach images or documents to emails you send with ClubRunner's **Email Message Center**. This is useful for sharing club documents with members and non-members alike.

Note: The total size of the attachments cannot exceed 15 MB.

- 1. To add an attachment, you must first log in and compose an email. To do so, refer to the steps outline in this article. Your link will open in a new window.
- 2. Compose your email as usual in the relevant fields.

Step 2:

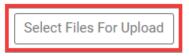
Enter your email subject and message.



3. Next, proceed to the portion of the email composition screen under the header **Step 3 (Optional)**. To attach a file to the email, click on **Select Files for Upload**.

Step 3 (Optional):

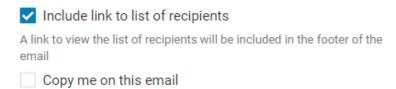
Upload attachments to your email.



Maximum 15.00 MB per file Total attachment size: 0 B/15.00 MB

Step 4:

Choose your email options and send.



Step 5:

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



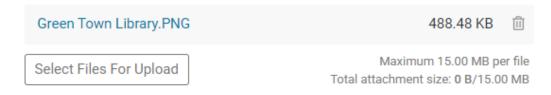
4. Now, you will prompted to select the file you want from your computer or local network. Select the file you want

Note: Your view may vary, depending on your computer's operating system.

5. If you have successfully uploaded your file, the filename will appear onscreen. Click on the **Remove/Trashbin Icon** if you wish to remove the attachment, or attach an additional file by clicking **Select Files for Upload**.

Step 3 (Optional):

Upload attachments to your email.



6. Now, use the email send options to send your email as normally.

Step 4:

Choose your email options and send.

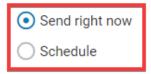
Include link to list of recipients

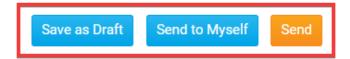
A link to view the list of recipients will be included in the footer of the

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.





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