

ClubRunner

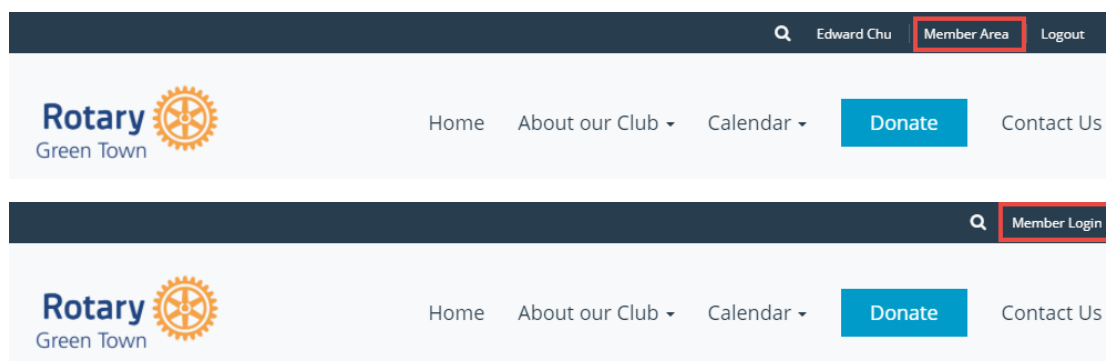
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How do I cancel a scheduled email?

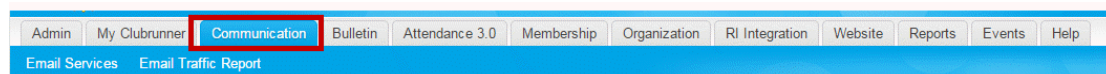
Michael C. - 2021-01-20 - [Communication](#)

Sometimes, you may need to cancel a scheduled email. For example, if a club event is cancelled, you can prevent the scheduled reminder emails from being sent out.

1. You can cancel a scheduled email using the **Club Communication** page. To access this page, you must first log in to your website.



2. Once you have logged in, click on the **Communication** tab and then the **Email Services** link just below.



3. You are now on the **Club Communication** page, where you can view a list of your emails. You can identify a scheduled email by looking at the information under the **Status** column on the left side of the list.

Club Communication

To modify and resend a message to the same recipients, click the Resend option. To create a duplicate of the email message only, click the Copy Email option. Note that the Resend option will send to the exact same people regardless of any executive assignment changes

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Filter records:

Status	Subject	Owner	Actions
Draft		Edward Smith	Open Delete
Scheduled for Feb 12, 2015 at 6:10 PM	Spring Fling Garage Sale	Edward Smith	View Stats Resend Make a Copy Cancel Delete
Sent on Feb 04, 2015 at 1:34 PM	Green Town Rotary needs your help	Edward Smith	View Stats Resend Make a Copy Delete
Sent on Feb 03, 2015 at 12:11 PM	Appeal for Donors	Edward Smith	View Stats Resend Make a Copy Delete
Sent on Jan 20, 2015 at 1:09 PM	Spring Fling	Edward Smith	View Stats Resend Make a Copy Delete
Sent on Dec 15, 2014 at 12:57 PM	Venue Change	Carlos Salvador	View Stats Resend Make a Copy Delete
Sent on Oct 31, 2014 at 4:28 AM	Scheduled email function test	Carlos Salvador	View Stats Resend Make a Copy Delete
Sent on Oct 30, 2014 at 8:39 AM	Food drive collection	Carlos Salvador	View Stats Resend Make a Copy Delete

Showing all 8 records

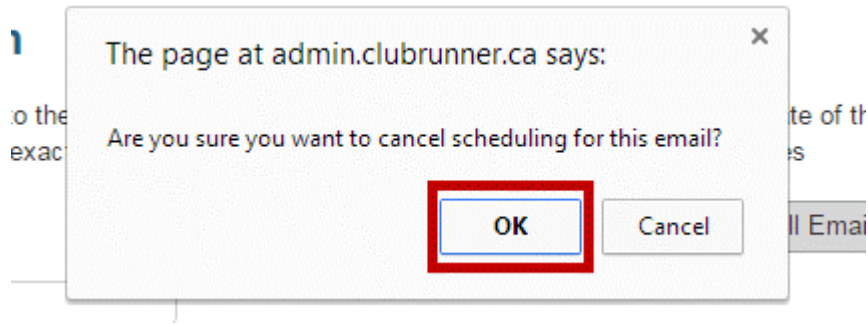
4. To cancel the scheduled email, click the **Cancel** link under the **Actions** column.

Filter records:

Status	Subject	Owner	Actions
Draft		Edward Smith	Open Delete
Scheduled for Feb 12, 2015 at 6:10 PM	Spring Fling Garage Sale	Edward Smith	View Stats Resend Make a Copy Cancel Delete
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5. You will be asked to confirm your cancellation by a pop up window. Click **OK** to confirm, or **Cancel** to restore

the scheduled email.



6. The email is now listed as a **Draft** message. You may delete this email, or open it to reschedule delivery or edit the contents.

Filter records:

Status ▾	Subject ▾	Owner ▾	Actions
Draft	Spring Fling Garage Sale	Edward Smith	Open Delete
Draft		Edward Smith	Open Delete
Sent on Feb 04, 2015 at 1:34 PM	Green Town Rotary needs your help	Edward Smith	View Stats Resend Make a Copy Delete
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