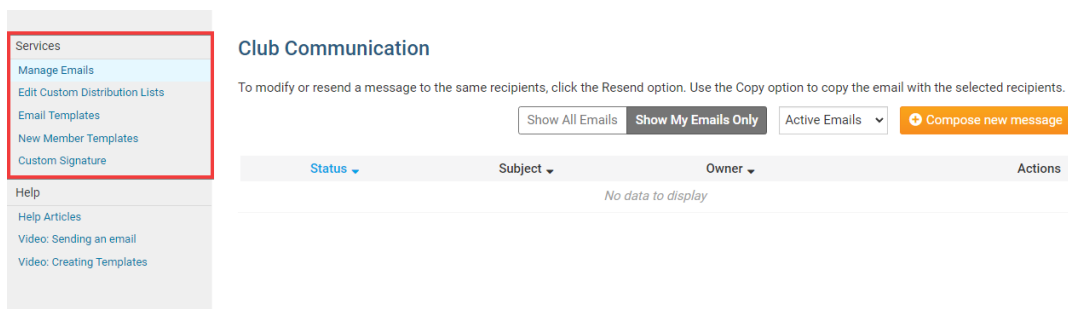# ClubRunner

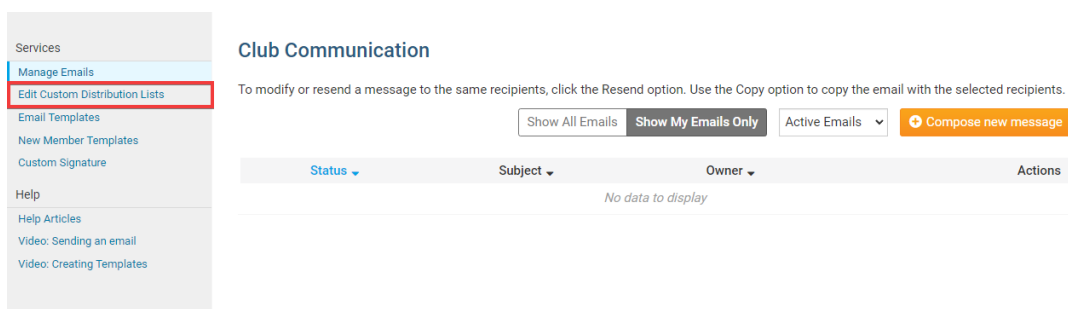## How do I create a Custom Distribution List?

Michael C. - 2022-03-25 - Communication

ClubRunner's **Custom Distribution List** feature lets you email certain groups of people within your club's member list. For example, you could create a custom distribution list that would send an email to everyone on a given committee, or only to new members.

1. To access the **Custom Distribution List** feature, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.

2. Along the top of the screen you will see several tabs. Click on the **Communication** tab.

3. Now, click on **Email Services.**

4. You are now on the **Club Communication** screen. At the left side of the screen, you will see the **Services** menu, which is highlighted below.

5. Next, click on **Edit Custom Distribution** lists.

6. Next you will see all of the existing custom Distribution lists (if any). Click on the **Create New Distribution List** button found in the top right corner.

Email Distribution Lists

Create New Distribution List

No Distribution Records.

7. Here, you can enter a **Name** for the new Distribution List.

Edit List

Distribution List Name:

Charity Committee

Distribution List Members:

Save

Add members to distribution list:

☑ Aaron, Johnathon
☑ Aaronson, Abe
☐ Aaronson, Erin
☐ Adams, Shawn
☑ Arnold, Kathy
☑ Bartlet, Josiah
☐ Bennett, Norma
☐ Black, Johnny
☐ Bowman, Angela
☐ Bowman, Peter
☐ Bowman, Phillip
☐ Boyd, Nicole
☐ Burke, Martin
☐ Burns, Judy

Members with disabled checkboxes do not have an email address and cannot be added to the distribution list.

<< Add To List

8. Next, on the right side select all the members that you would like to appear in this Distribution list. Then click **Add to List.**

Note: Members with disabled checkboxes indicate that they do NOT have an email address setup in ClubRunner.

Edit List

Distribution List Name:

Charity Committee

Distribution List Members:

Save

Add members to distribution list:

- ☑ Aaron, Johnathon
- ☑ Aaronson, Abe
- ☐ Aaronson, Erin
- ☐ Adams, Shawn
- ☑ Arnold, Kathy
- ☑ Bartlet, Josiah
- ☐ Bennett, Norma
- ☐ Black, Johnny
- ☐ Bowman, Angela
- ☐ Bowman, Peter
- ☐ Bowman, Phillip
- ☐ Boyd, Nicole
- ☐ Burke, Martin
- ☐ Burns, Judy

Members with disabled checkboxes do not have an email address and cannot be added to the distribution list.

<< Add To List

9. Once all members have been selected click on the **Save** button to save the list.

Edit List

Distribution List Name:

Charity Committee

Distribution List Members:

Name	Email	Actions
Aaron, Johnathon	ajohnathon@example.com	Delete
Aaronson, Abe	aaaronson@example.com	Delete
Arnold, Kathy	karnold@example.com	Delete
Bartlet, Josiah	jbartlet@example.com	Delete

Save

10. The new Distribution list should now be in the list. Click on the **Edit** button to modify the Distribution list,
click on the **Copy List** link to make a copy of the existing Distribution list, or click **Delete** link to delete the Distribution
list.

Email Distribution Lists

Create New Distribution List

1

List Name	Owner		Date Created	Action
Charity Committee	Edward Elric	Change Owner	Mar 25 2022	Edit | Copy List | Delete

Related Content

- VIDEO: How do I create a custom distribution list?