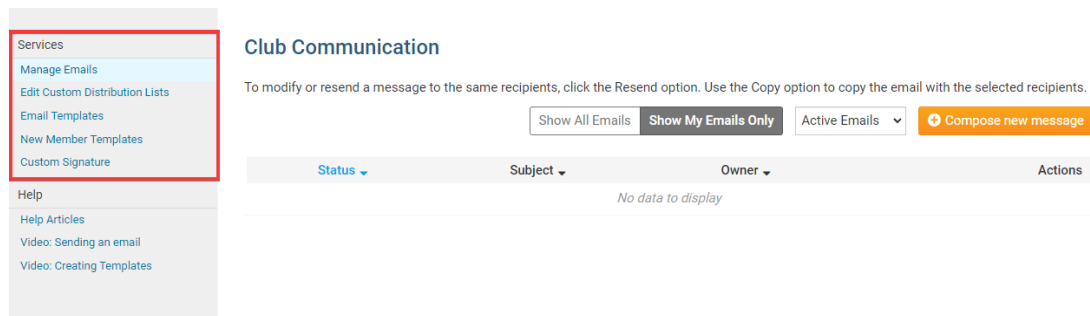


How do I create a Custom Distribution List?

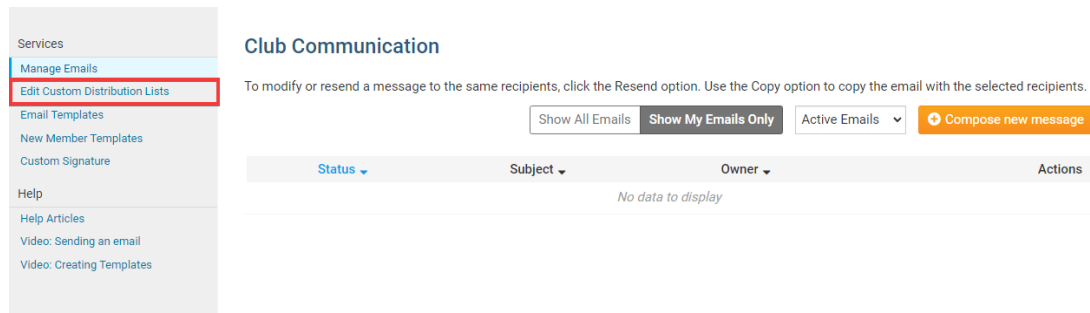
Michael C. - 2022-03-25 - [Communication](#)

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

No Distribution Records.

Create New Distribution List

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?](#)