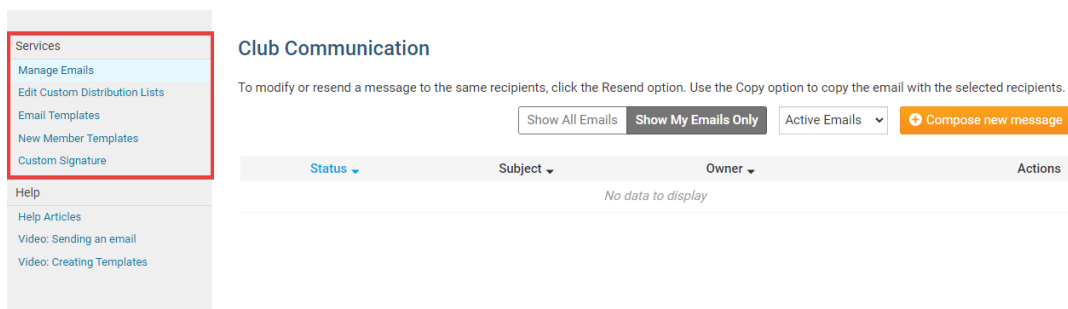


How do I create a Custom Distribution List?

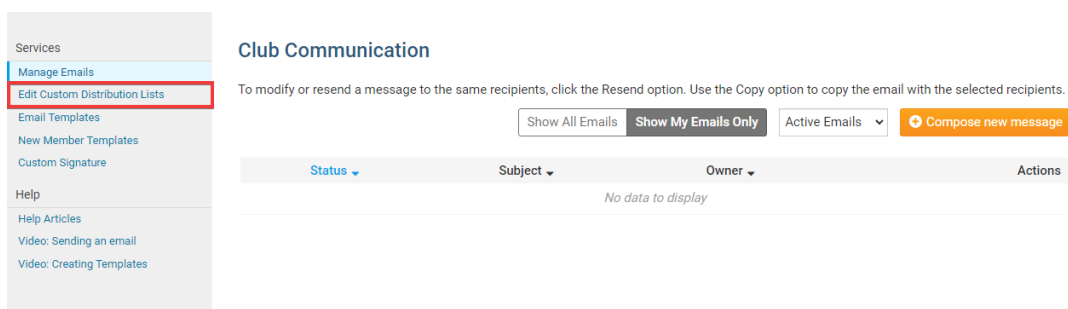
Michael C. - 2022-03-25 - Communication

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

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?](#)