

ClubRunner

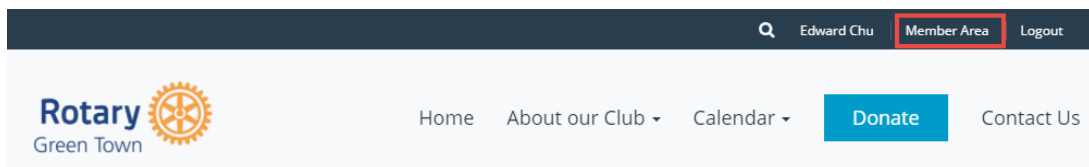
Help Articles > Club Help > Club - Members' Guide > Communication > How do I create a custom signature?

How do I create a custom signature?

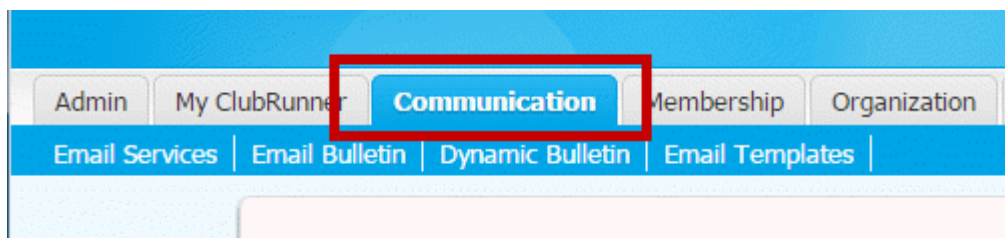
Michael C. - 2021-01-19 - Communication

A custom signature is a personalized signature at the end of an email. You may wish to create a standard custom signature for club emails with your title, or one that contains commonly needed information such as your phone number. Using the **Custom Signature** you can create your own signature for club messages.

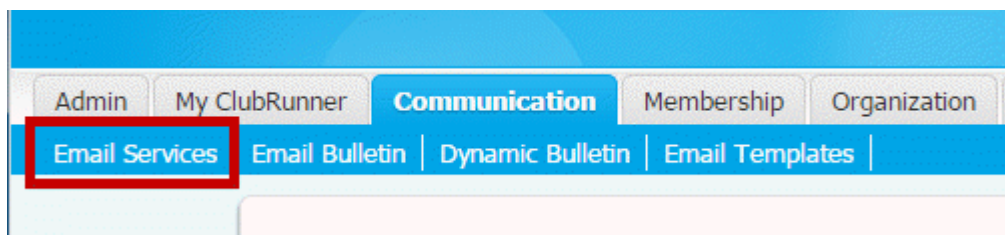
1. To access the **Custom Signature** feature, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.



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 **Email Services** menu, which is highlighted below.

Email Services

Services

- ▶ Manage Emails
- ▶ Edit Custom Distribution Lists
- ▶ Email Templates
- ▶ New Member Templates
- ▶ Custom Signature

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

Search: Show entries

Status ▼	Subject ▼	Owner ▼	Actions
Draft		Carlos Salvador	Open Delete
Draft		Carlos Salvador	Open Delete
Draft		Carlos Salvador	Open Delete

5. To view your custom signatures, or create a new one, click on **Custom Signature**.

Email Services

Services

- ▶ Manage Emails
- ▶ Edit Custom Distribution Lists
- ▶ Email Templates
- ▶ New Member Templates
- ▶ Custom Signature

6. You are brought to the Settings tab of your Member Profile page. Now, click **Edit** under the **Custom Email Signature** header.

Member Profile



Carlos Salvador
[Printable Version](#)

[Update](#)

Personal **Rotary** **Biography** **Commitments** **Settings** **Privacy**

[Edit](#)

System Login

Club Access Level	30 - Site Administration	Login Name	csalvador
		Password	Change Password

Member Roles

Custom Email Signature


[Edit](#)

Last updated on Oct 30 2014 by Carlos Salvador

7. Enter your custom signature in the field provided. You may edit your font style and insert special characters, using the buttons above the text entry field.

Custom Email Signature

To add a single line break, hold down Shift and press Enter.



Normal Font Size **B** *I* U ~~S~~ x₂ x² I_x [List Icons] [Color Icons] [Source]

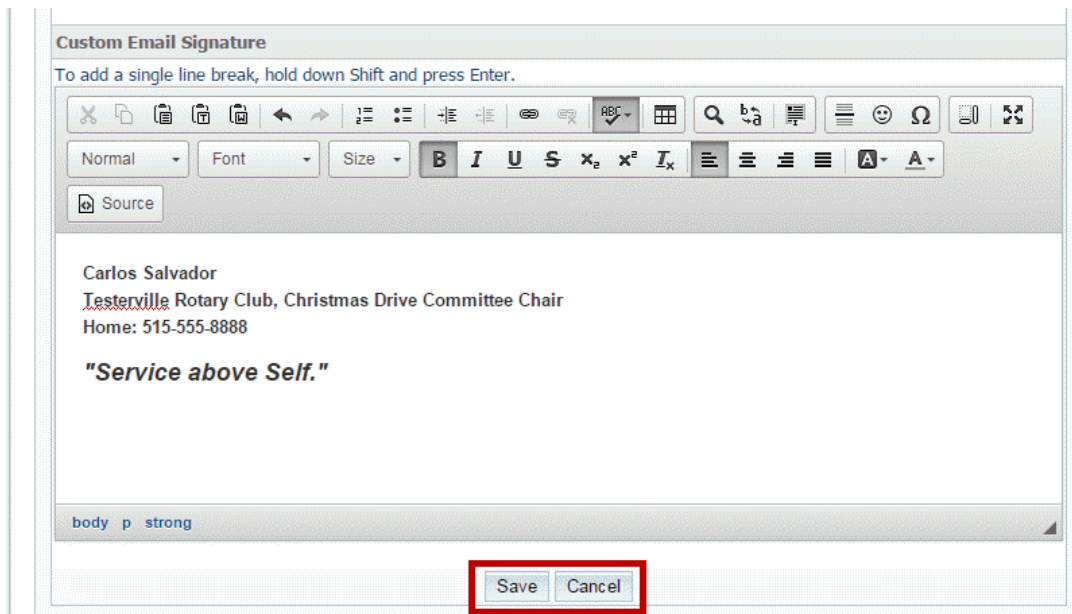
Carlos Salvador
Testerville Rotary Club, Christmas Drive Committee Chair
Home: 515-555-8888

"Service above Self."

body p strong

[Save](#) [Cancel](#)

8. When you are finished, click **Save**. Or, if you wish to discard what you have written, click **Cancel**.



Related Content

- [Where can I send an email in ClubRunner?](#)
- [VIDEO: How do I send an email?](#)
- [VIDEO: How do I create an email template?](#)