

## How do I generate content using the email AI assistant?

Michael M. - 2025-07-31 - Communication

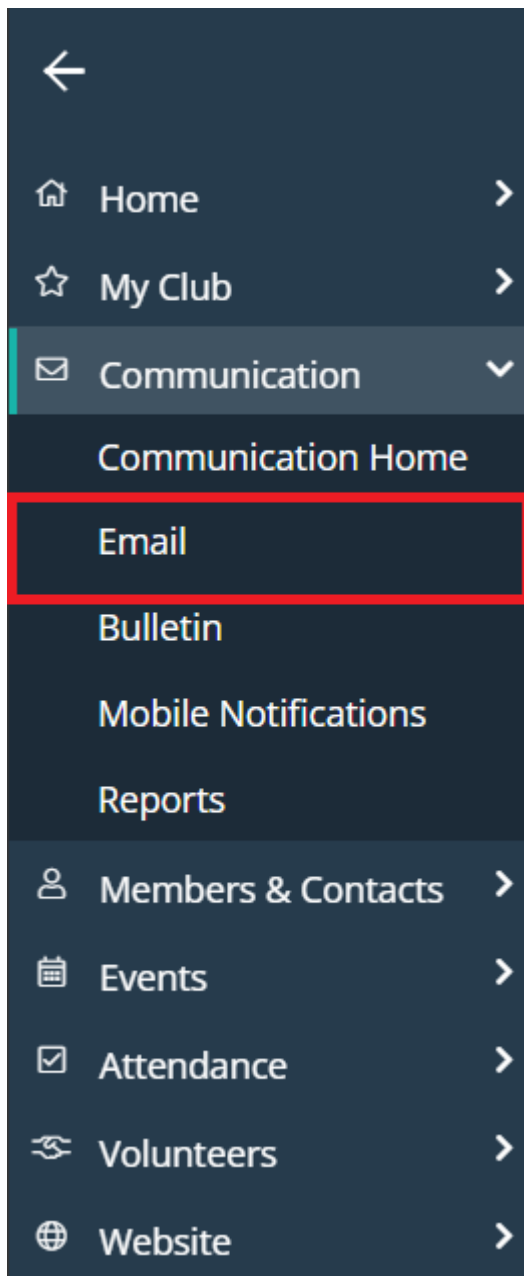
Email AI Assistant is available in the email message center to help you quickly compose or refine emails with ease. This option is accessible under the Communications menu, as well as within the email editor found within the Events module.

### Note

Access to this feature requires the appropriate permissions. The Email AI Assistant is available to users in roles with communication privileges, such as Administrators and Membership Managers.

To use the email AI assistant to help you with your club emails, follow these steps:

1. Log in to your account through your club homepage, then click on Member Area on the top right under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. For club emails, click **Communication** and then **Email** in the left-hand menu navigation.



3. Click **Compose New Message**.

## Club Communication

To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email with the selected recipients.

Show All Emails

Show My Emails Only

Recent Active Emails ▾

✚ Compose new message


4. In the email editor, click Generate with AI, located at the top-left of the Body section.

## Create Email

Subject

Body

HTML Version    Text Version

Generate with AI 

Choose heading    A<sup>2</sup>    A<sub>1</sub>    A<sub>1</sub>    A<sub>1</sub>    A<sub>1</sub>    B    I    U    S    x<sub>2</sub>    x<sup>2</sup>    I<sub>x</sub>    ≡    “

Choose lang...    Source


For more guidance on composing and sending emails, refer to our help article: [How do I compose and send an email?](#)

- When you click the Generate with AI button, you'll be directed to a dedicated screen where you can interact with the assistant. You'll see a text box (up to 500 characters) to describe what you'd like the email to say, and a Preview pane that displays the AI-generated content.


## Create Email

[Give Feedback](#)[Cancel](#)[Replace](#)

How can I help you create this email?



Hi! Cad: I'm your AI assistant! Describe what you'd like to say in this email.




Total characters: 0/500

[Generate](#)

### PREVIEW

This is a preview of your email. You can edit the text and links on the next screen. We recommend sending yourself a test email to ensure all mail merge fields and links work correctly.



No preview yet

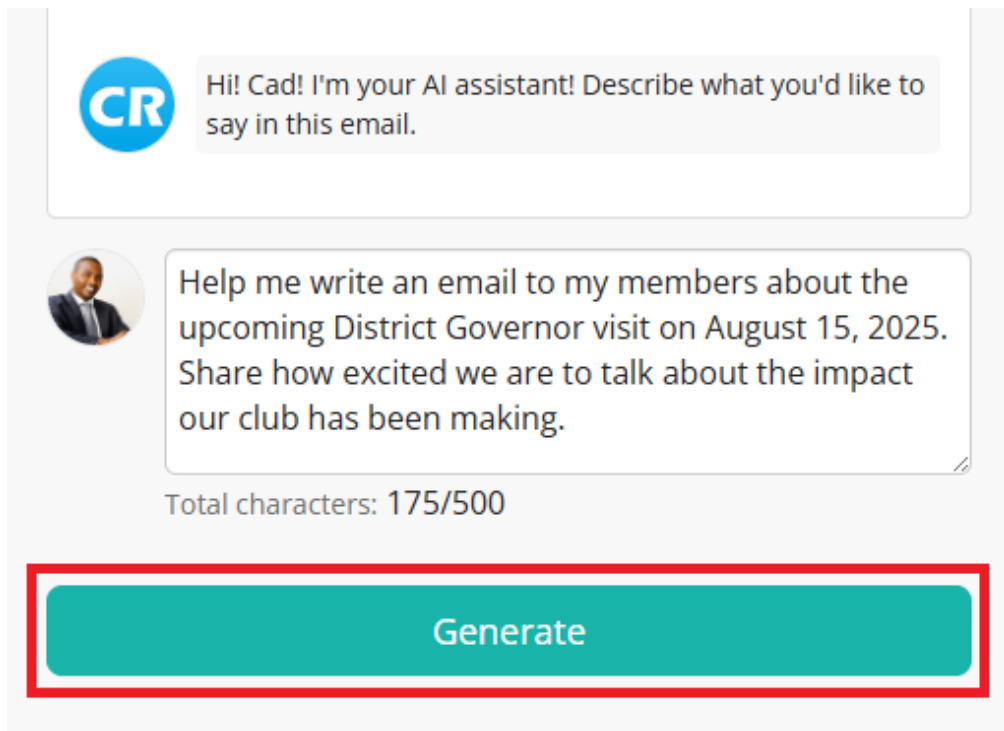
Submit the form and your message will show up here.

0 ms

7,694/100,000

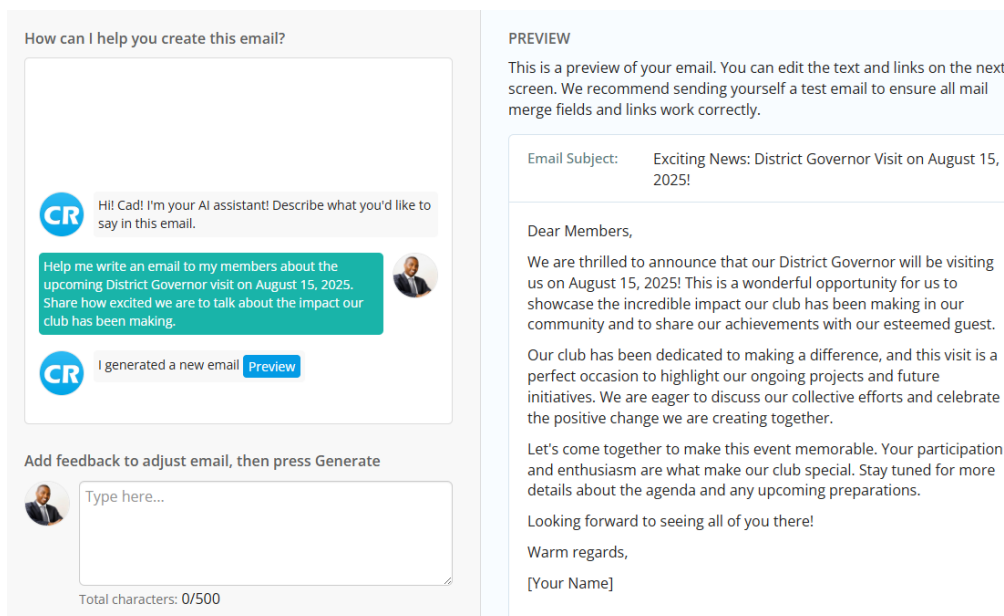
1,554/50,000

6. In the text box, enter a brief description of the message you'd like to send, then click Generate.



The screenshot shows a chat interface with a blue circular logo containing 'CR'. The chat history includes a message from the AI: "Hi! Cad! I'm your AI assistant! Describe what you'd like to say in this email." and a user response: "Help me write an email to my members about the upcoming District Governor visit on August 15, 2025. Share how excited we are to talk about the impact our club has been making." Below the chat history, it says "Total characters: 175/500". At the bottom, there is a large teal button with the word "Generate" in white, which is highlighted with a red rectangular border.

7. Review the generated draft in the Preview pane. You can continue refining the content as needed by typing further instructions in the text box to adjust the message and then clicking on Generate to update the preview. Use the Preview links in the chat history to view or restore previous versions.



The screenshot shows the AI assistant interface with a 'Preview' pane on the right. The main chat area on the left shows the AI's response: "Hi! Cad! I'm your AI assistant! Describe what you'd like to say in this email." and the user's request. Below the chat history, it says "Total characters: 0/500". The 'Preview' pane on the right shows the generated email draft, including the subject line "Exciting News: District Governor Visit on August 15, 2025!" and the body text. Below the chat history, there is a section titled "Add feedback to adjust email, then press Generate" with a text box labeled "Type here..." and a "Preview" button.

8. After the initial generation, you'll be able to adjust tone and writing style using these options:

### Tone

Professional

Casual

Friendly

Formal

### Preferences

Generate excitement

Add urgency

Boost engagement

Make it shorter

Make it longer

Improve readability

Generate

- Tone: Formal, Friendly, Professional, Casual
  - Preferences: Generate excitement, Add urgency, Boost engagement, Make it shorter, Make it longer, Improve readability
9. Once you're happy with the content, click Replace to insert the generated text into the main email editor.

 Give Feedback

Cancel

Replace

#### PREVIEW

This is a preview of your email. You can edit the text and links on the next screen. We recommend sending yourself a test email to ensure all mail merge fields and links work correctly.

Email Subject:      Exciting News: District Governor Visit on August 15!

Hi everyone,

We're excited to share that our District Governor will be visiting us on August 15, 2025! This is a wonderful opportunity to highlight the great work our club has been doing and to celebrate our achievements together.

We can't wait to show off our impact and share our stories. More details will be coming soon, so stay tuned!

Looking forward to seeing all of you there!

Best wishes,

[Your Name]