ClubRunner

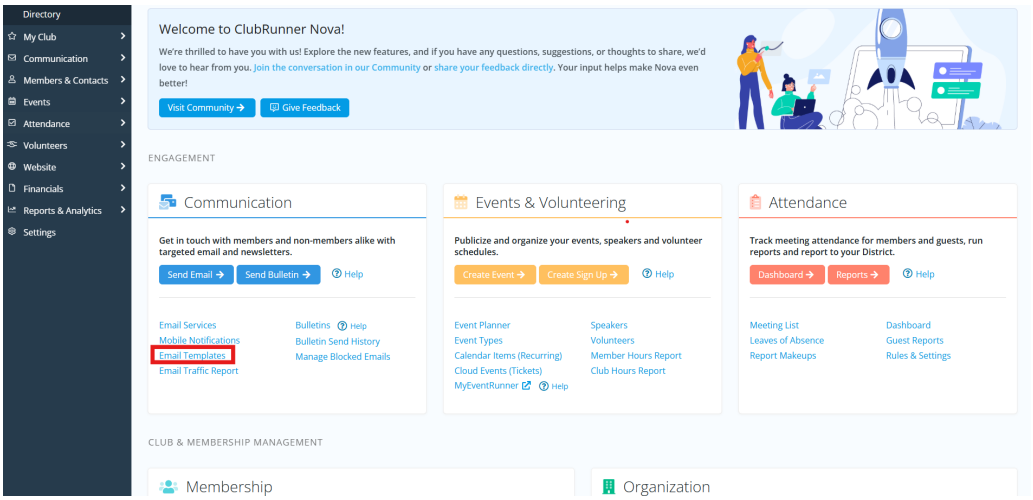
[NOVA] How do I manage email templates?

Robin N. - 2025-08-26 - Communication

When you're writing standardized club emails, you may find it useful to create an **Email Template**. An email template is a standard email format that can be saved in ClubRunner Nova and used whenever it is needed. For example, you might wish to create a standard template for a new member welcome email, or to remind members of overdue invoices. This article will show you how to manage your existing email templates.

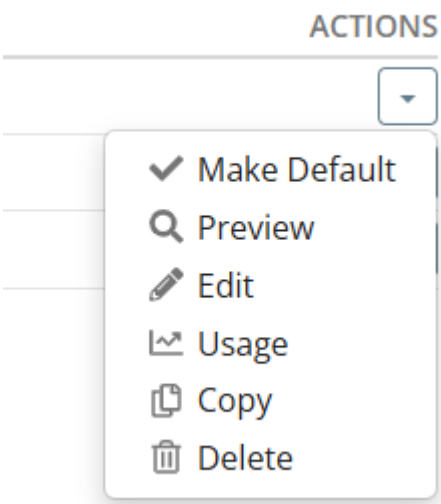
1. To begin, log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. **Alternatively, click here to go directly to the ClubRunner login page.**

2. You can find the **Email Templates** under the **Communication** heading on the landing page. You can also find it by selecting **Communication** along the navigation on the left-hand side of the screen.



3. On the Club Email Templates page, you will see the Actions drop down to the right-hand side of each email template. Clicking the **Actions drop-down** presents the following options:

   Make Default: Makes any of the templates you've create to be set as the **Default** email template for the club.
   Preview: This will open a small window to show you what the template looks like without having to edit the entire template.
   Edit: This will open the Email Editor, allowing you to make any changes to the template as needed.
   Usage: If the template has been used previously, this option will show both the stats as well as the email the template was used in.
   Copy: This will make a copy of the email template. This option is useful if you need to create a new bulletin that has similar content to a pre-existing template, and allows you to create a new template without starting from scratch.
   Delete: This option deletes the template from the list of Email Templates.


ACTIONS
Make Default
Preview
Edit
Usage
Copy
Delete