ClubRunner

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How do I manage email templates? Robin N. - 2025-05-27 - 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.

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

Directory			
û My Club >	Welcome to ClubRunner Nova! Were thilled to have you with us Explore the new features, and if you have any questions, suggestions, or thoughts to share, we'd have to have from using the operation in our Community or characterized differential Your hout have made		
⊠ Communication >			
≗ Members & Contacts →			
≅ Events >	Visit Community →		
Attendance			
ॐ Volunteers >			
⊕ Website >	ENGAGEMENT		
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🗠 Reports & Analytics 🔷		Events & Volunteering	Attendance
Settings	Get in touch with members and non-members alike with targeted email and newsletters.	Publicize and organize your events, speakers and volunteer schedules.	Track meeting attendance for members and guests, run reports and report to your District.
	Send Email → Send Bulletin → ⑦ Help	Create Event → Create Sign Up → ⑦ Help	Dashboard → Reports → ⑦ Help
	Email Services Builetins 🕐 Heip Mobile Notifications Builetin Send History Email Traffic Report Email Traffic Report	Event Planner Speakers Event Types Volunteers Calendar Items (Recurring) Member Hours Report Could Events (Tickets) Club Hours Report NyCventRunner Z O Help	Meeting List Dashboard Lawws of Absence Guest Reports Report Makeups Rules & Settings
	CLUB & MEMBERSHIP MANAGEMENT		
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On the Club Email Templates page, you will see the Actions drop down to the righthand 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.

