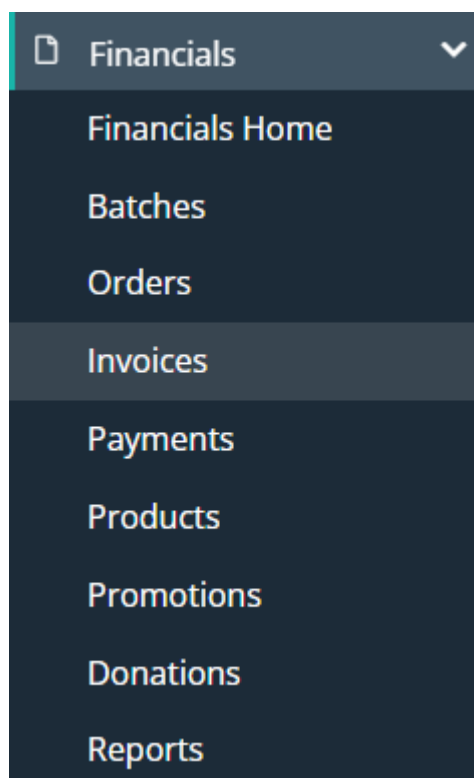


[NOVA] How do I remind people that they owe?

Robin N. - 2025-08-26 - [Financial](#)

Using the **Financials** function of ClubRunner, you can send reminders of outstanding dues to your members. You can send reminders en mass via the Invoices option, or you can use the Financials tab in the member's profile page to send them the reminder of their outstanding amounts.

Go to the **Financials** tab, and select **Invoices**.



On the **Invoices** page, you can use the filtering options to look for specific Invoices, you can filter by date posted, specific products or line items, there are quite a few filtering options available for your club to find the invoices. Once the invoice has been found, there is a checkbox to the left of each Invoice. Select as many or as few invoices that you'd like to send a reminder for. Once the options have been selected, you'll see the **Email Invoices** options go from grey to blue. Which will then allow you to send an email to the members to remind them of their outstanding balance.

Date

Custom

Date Range

to

Update Results

Date Posted

Custom

Date Range

to

Due Date

Custom

Date Range

to

Bill To

Search...

Status

Invoice ID

Source

Order No

Line Item Type

Product Options

Is Posted

All

Batch No

Email Invoice(s)

Export to PDF

Export To Excel

Display 25 invoices

3 of 254 total records selected.

	DATE	INVOICE ID	ORDER NO	BILL TO	TOTAL (USD)	SOURCE	POSTED	DATE POSTED	DUE DATE	STATUS	ACTIONS
<input checked="" type="checkbox"/>	May 09, 2025	1000253	343	Bill Gates	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input checked="" type="checkbox"/>	May 09, 2025	1000252	342	Anne Smith	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input checked="" type="checkbox"/>	May 09, 2025	1000251	341	Nancy Smith	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	May 09, 2025	1000250	340	Student Name	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	May 09, 2025	1000249	339	Quintus Leblanc	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	May 09, 2025	1000248	338	Rotary Club of Kipling	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	May 09, 2025	1000247	337	Aaron Aaronsons	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000246	336	Marina NB	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000245	335	Shane Doan	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000244	334	Eadmund Ziems	100.00	Dues	No		May 25, 2025	Not Paid	

Once the invoices have been selected, another window will open that allows you to change the content of the email such as sender information and adding more text to the email before sending the reminder to club members.

Date

Custom

Date Range

to

Update Results

Date Posted

Custom

Date Range

to

Due Date

Bill To

Invoice ID

Order No

Product Options

Batch No

Email Invoice(s)

Export to PDF

Export To Excel

Display 25 invoices

3 of 254 total records selected.

	DATE	INVOICE ID	ORDER NO	BILL TO	TOTAL (USD)	SOURCE	POSTED	DATE POSTED	DUE DATE	STATUS	ACTIONS
<input checked="" type="checkbox"/>	May 09, 2025	1000253	343	Bill Gates	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input checked="" type="checkbox"/>	May 09, 2025	1000252	342	Anne Smith	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input checked="" type="checkbox"/>	May 09, 2025	1000251	341	Nancy Smith	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	May 09, 2025	1000250	340	Student Name	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	May 09, 2025	1000249	339	Quintus Leblanc	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	May 09, 2025	1000248	338	Rotary Club of Kipling	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	May 09, 2025	1000247	337	Aaron Aaronsons	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000246	336	Marina NB	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000245	335	Shane Doan	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000244	334	Eadmund Ziems	100.00	Dues	No		May 25, 2025	Not Paid	

Email Invoice(s)

Recipient(s)

3 selected recipient(s).

Sender Information

Sender Profiles

Me

Custom

Send From (Name and Email) *

Aaron Aaronsons

aaron@rotaryclub.com

☒ Reply-To same as sender

Subject *

\$ACCOUNT_FULL_NAME\$ Invoice: {{NewInvoice.FriendlyId}}

Preview Text

Cancel

Send