

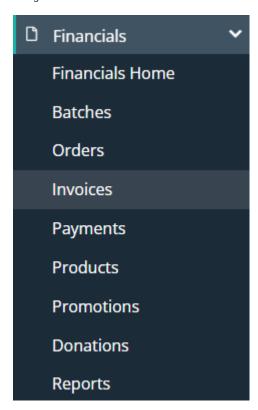
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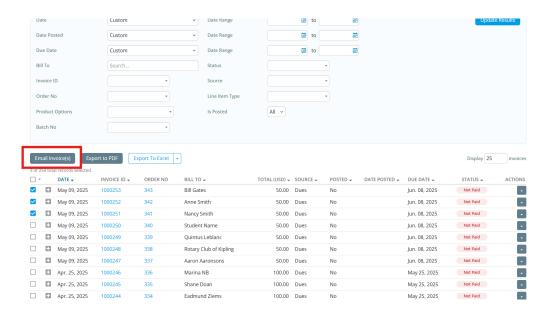
Robin N. - 2025-10-01 - Financial

Using the Financials function of ClubRunner, you can send reminders of outstanding dues to your members. You can send reminders en masse 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.

 To begin, log into the member area and click Financials and then Invoices in the left-hand menu navigation.



1. On the Invoices page, you can use the filtering options to look for specific invoices, by date posted, specific products or line items, or other filtering options available. Once the invoice has been found, there is a checkbox to the left-hand side 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** option become available, which will then allow you to send an email to the selected members to remind them of their outstanding balance.



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. Click **Send** to send the
reminder to club members.

