

# ClubRunner

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## [Mobile] How can I send a broadcast message with Notifications?

Michael C. - 2025-10-15 - [ClubRunner Mobile App](#)

Using the ClubRunner mobile app, club executives will be able to send out a broadcast message to other members of your club who also use the ClubRunner mobile app.

### Note

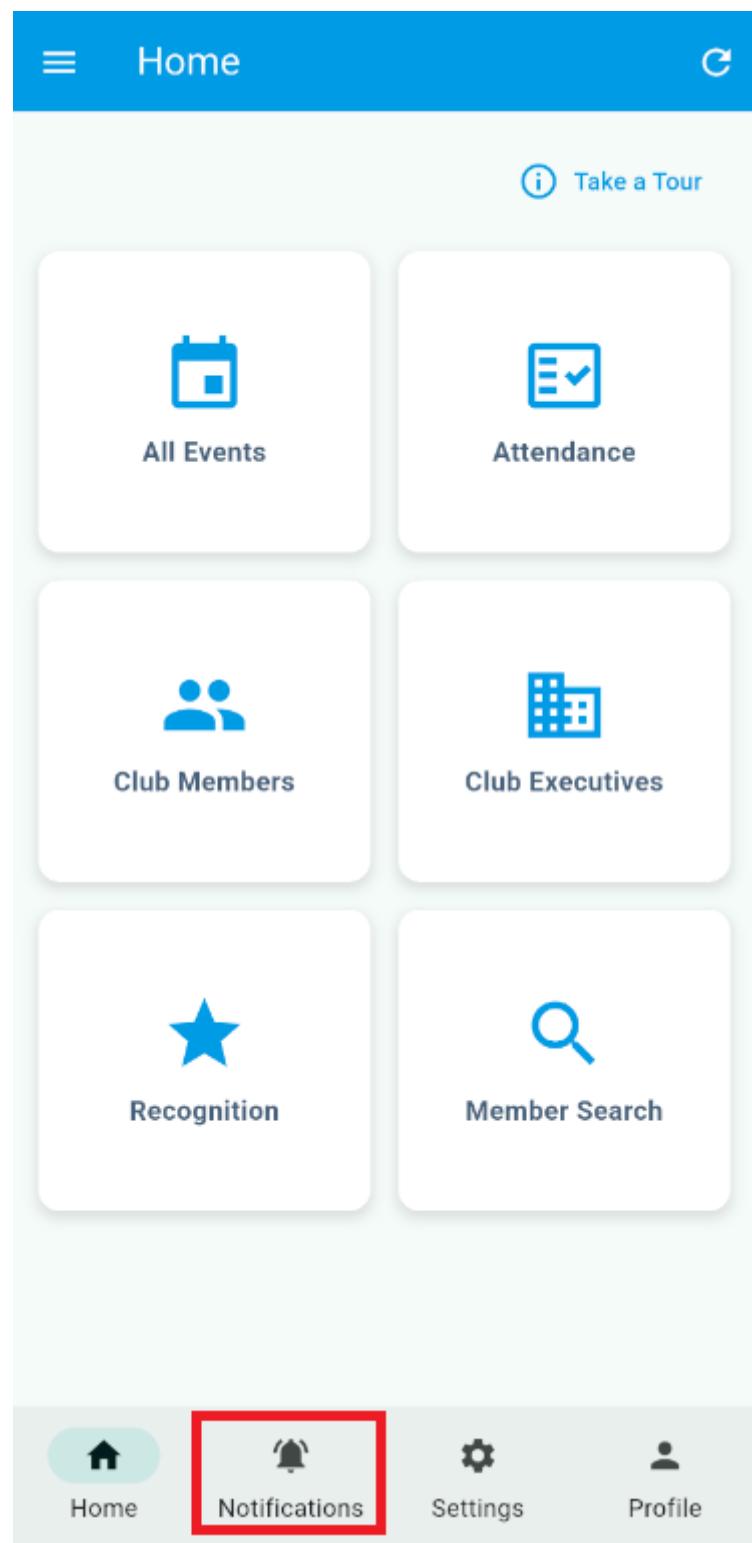
- A club can send a maximum of **20** total notifications per month
- A district can send a maximum of **30** total notifications per month

### Note

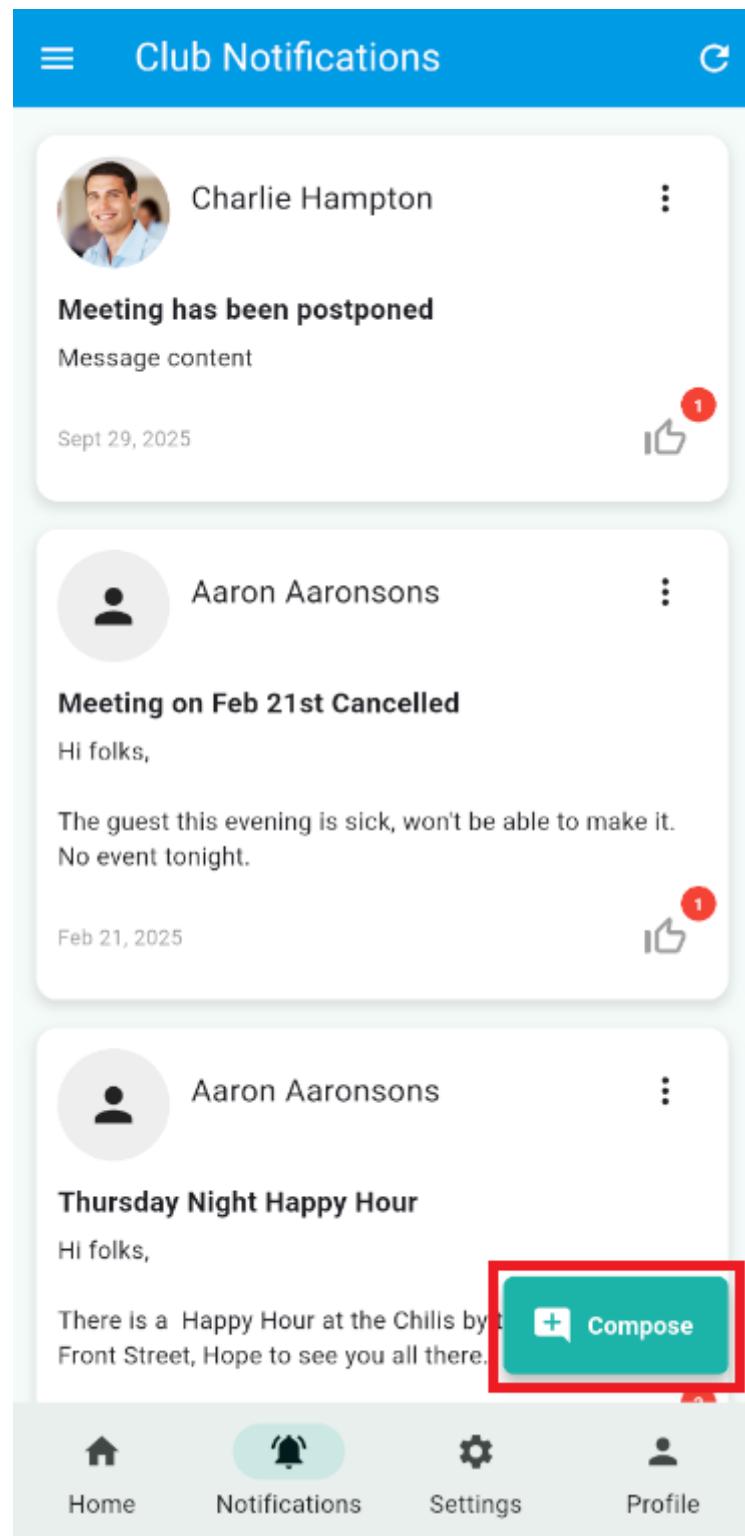
In order to send notifications, you must have an access level of 50 or greater. The following roles can send notifications:

- 30 - Site Administrator
- 40 - Club President
- 50 - Club Executive

1. Open the ClubRunner mobile app through your device's list of applications.
2. If you are not already logged in, you may do so by following the steps in the [How do I log in to the ClubRunner Mobile App](#) article.
3. At the bottom of the home screen, tap the **Notifications** button.



4. Here you will see a history of past notifications sent out to the club. Tap the **Compose** button to create a new notification.



Club Notifications

Charlie Hampton

Meeting has been postponed

Message content

Sept 29, 2025

Aaron Aarons

Meeting on Feb 21st Cancelled

Hi folks,

The guest this evening is sick, won't be able to make it.  
No event tonight.

Feb 21, 2025

Aaron Aarons

Thursday Night Happy Hour

Hi folks,

There is a Happy Hour at the Chillis by Front Street, Hope to see you all there.

Compose

Home Notifications Settings Profile

5. First you can select who will receive your notification. Tap the toggle next to each option to select the recipient groups.
  - All Active & Honorary Members - The notification will be sent to your active and honorary members.
  - All Current Year Executives & Directors - The notification will be sent to your current year executives and directors.

## ← Compose Notification

### Recipient Groups

All Active & Honorary Members

All Current Year Executives & Directors

### Title

Meeting Reminder

16/40

### Message

Hello everyone,

This is a reminder about our club meeting tomorrow, Oct 11th. Hope to see you all there.

105/600

 Save

6. Next, you may enter the **Title** and **Message** for your notification. This is what will be displayed to the recipients of the notification.

## ← Compose Notification

### Recipient Groups

All Active & Honorary Members

All Current Year Executives & Directors

### Title

Meeting Reminder

16/40

### Message

Hello everyone,

This is a reminder about our club meeting tomorrow, Oct 11th. Hope to see you all there.

105/600

 Save

7. Once you have composed your notification, tap the **Save** button to push the notification to your selected recipients.

## ← Compose Notification

### Recipient Groups

All Active & Honorary Members 

All Current Year Executives & Directors 

### Title

Meeting Reminder

16/40

### Message

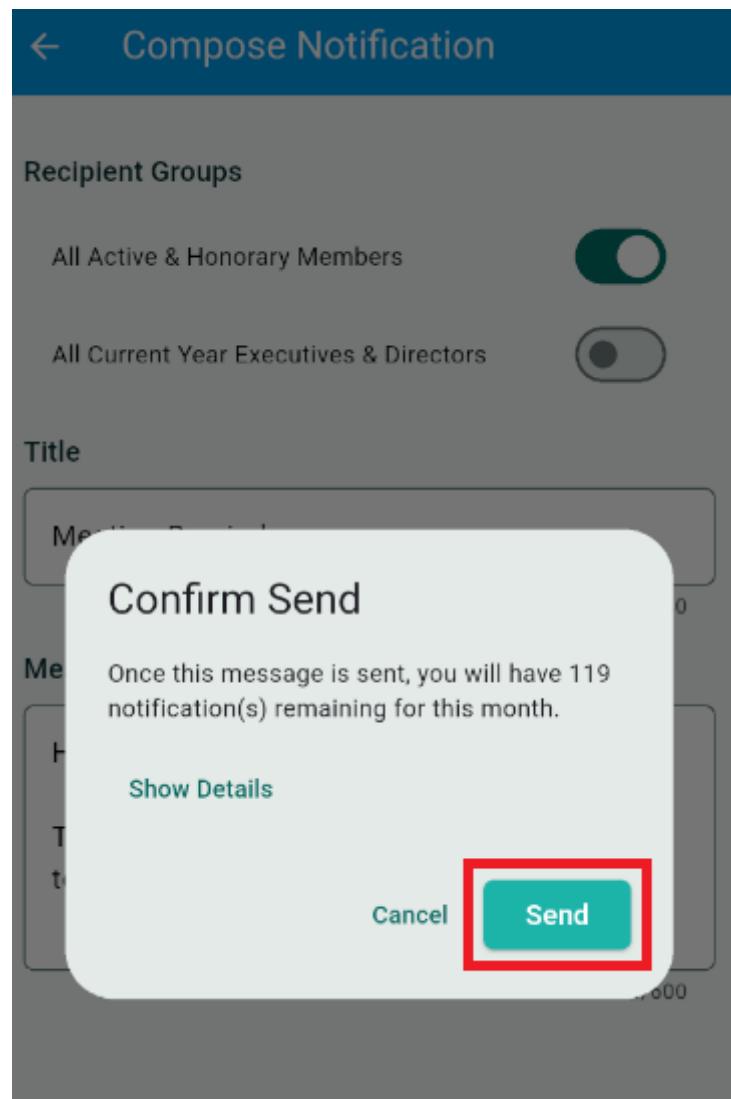
Hello everyone,

This is a reminder about our club meeting tomorrow, Oct 11th. Hope to see you all there.

105/600

 Save

8. A pop-up window will appear to ask for confirmation. Tap **Send** once again to confirm and send out the notification.



## Related Content

- [\[Mobile\] How can I troubleshoot issues for Broadcasts/Notifications in the Mobile App?](#)