[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

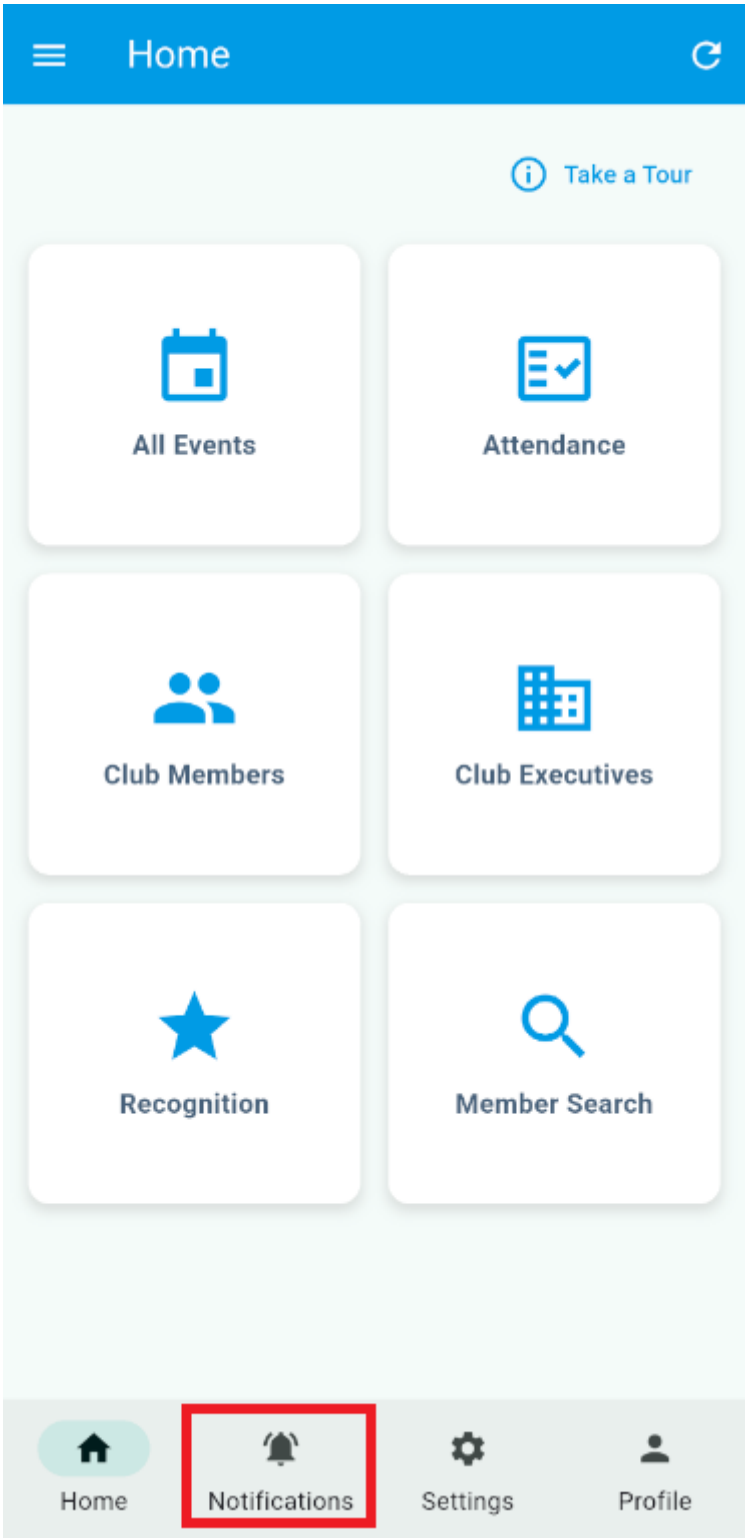
- A club can send a maximum of **20** total notifications per month
- A district can send a maximum of **30** total notifications per month

Note

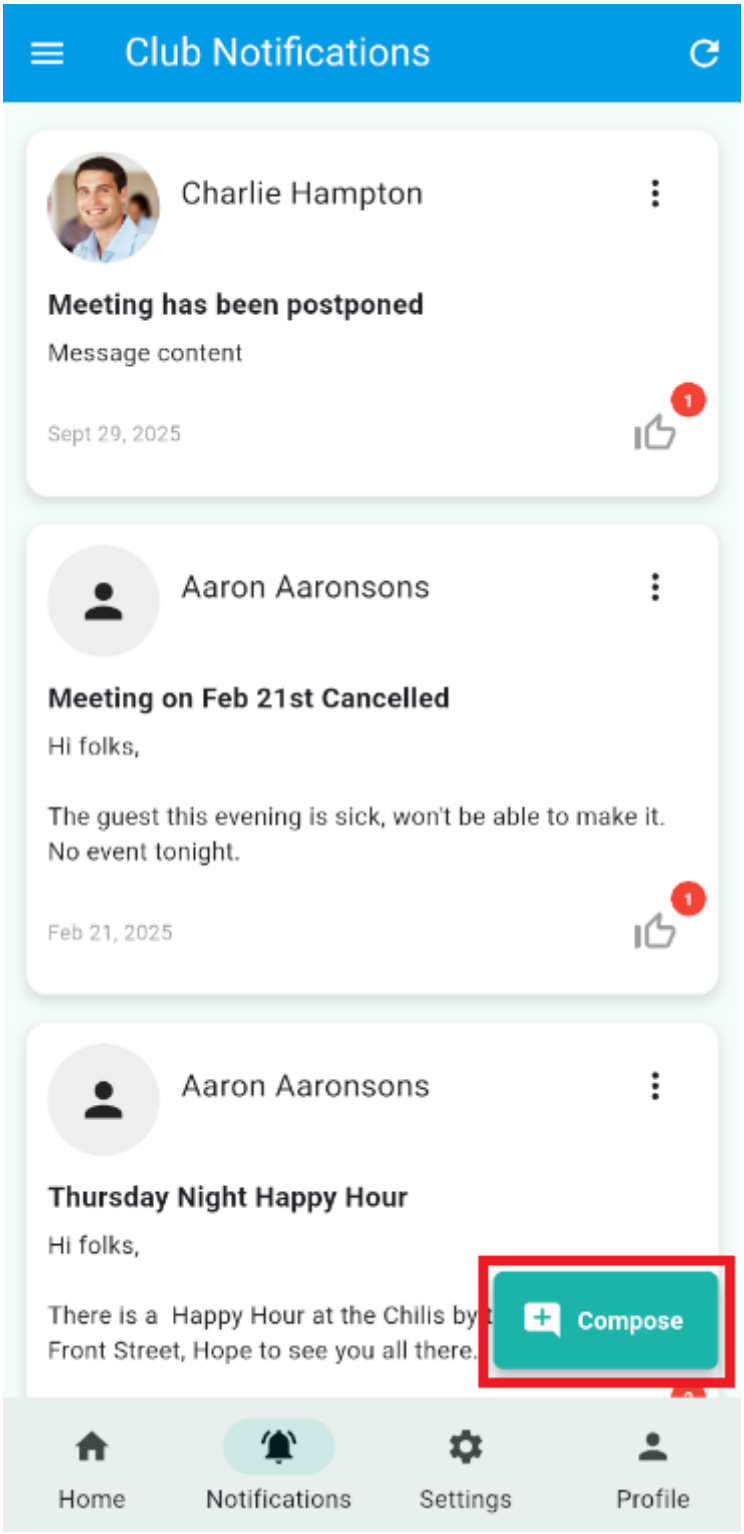
In order to send notifications, you must have an access level of 50 or greater. The following roles can send notifications:

- 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.



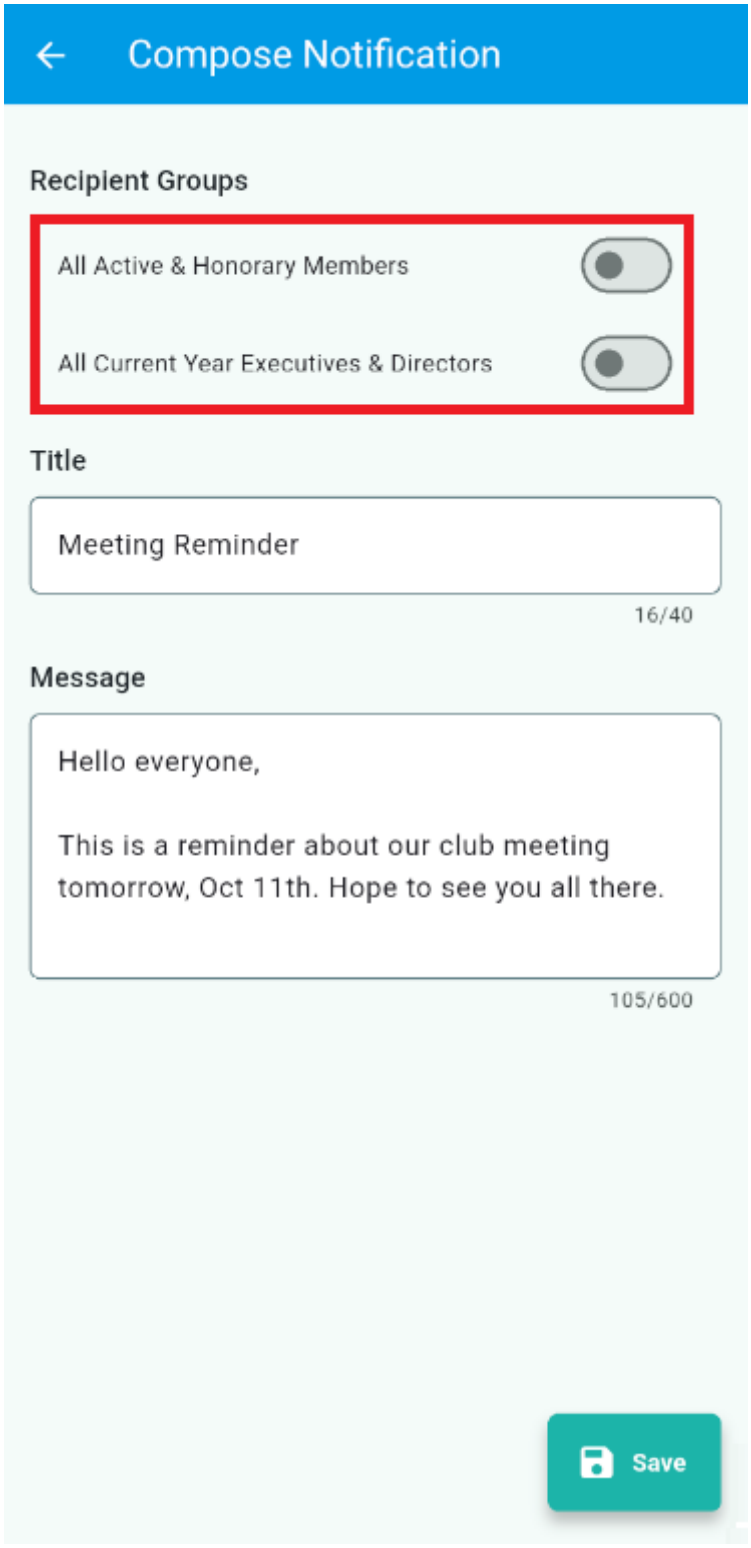
4. Here you will see a history of past notifications sent out to the club. Tap the **Compose** button to create a new notification.



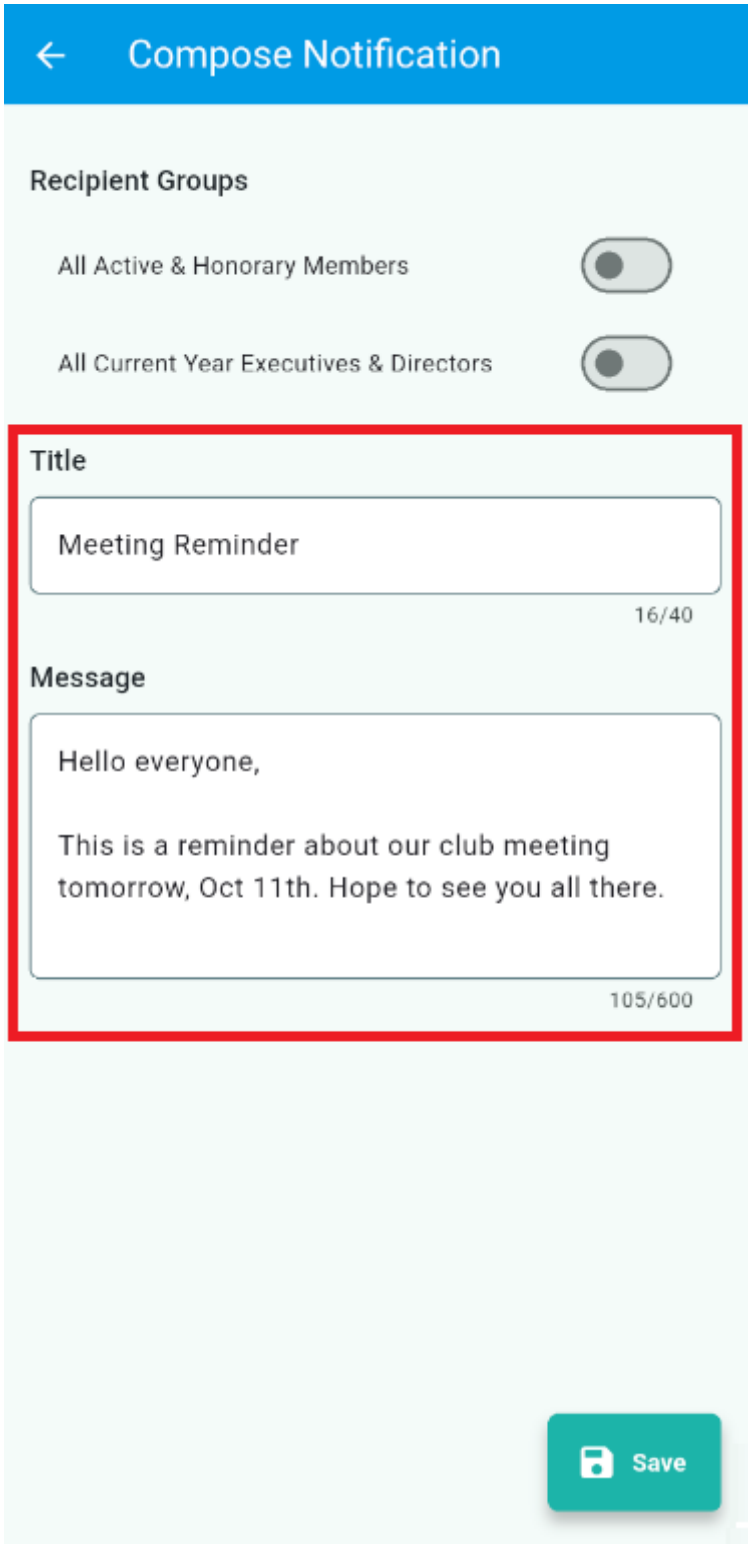
5. First you can select who will receive your notification. Tap the toggle next to each option to select the recipient groups.

    - All Active & Honorary Members - The notification will be sent to your active and honorary members.

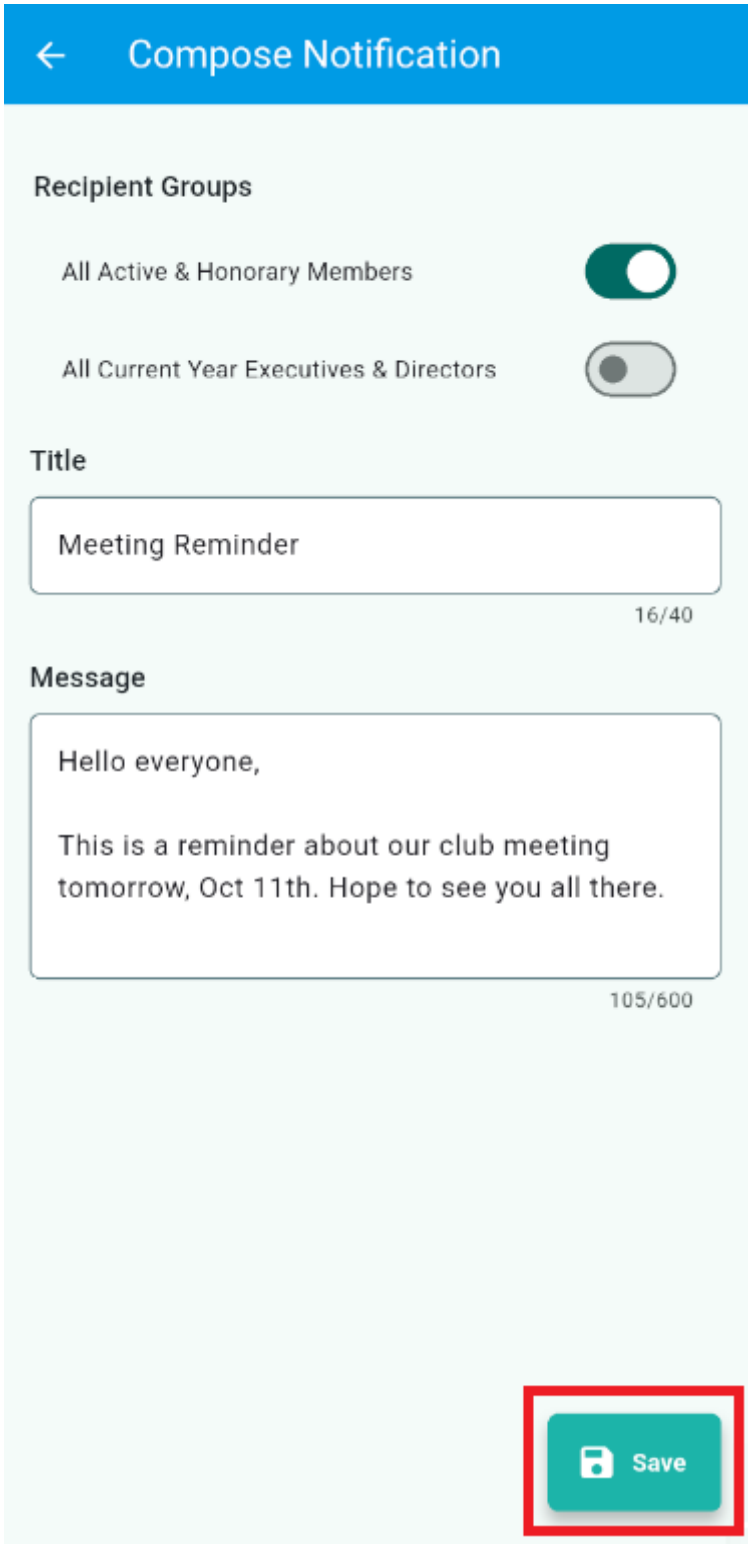
    - All Current Year Executives & Directors - The notification will be sent to your current year executives and directors.



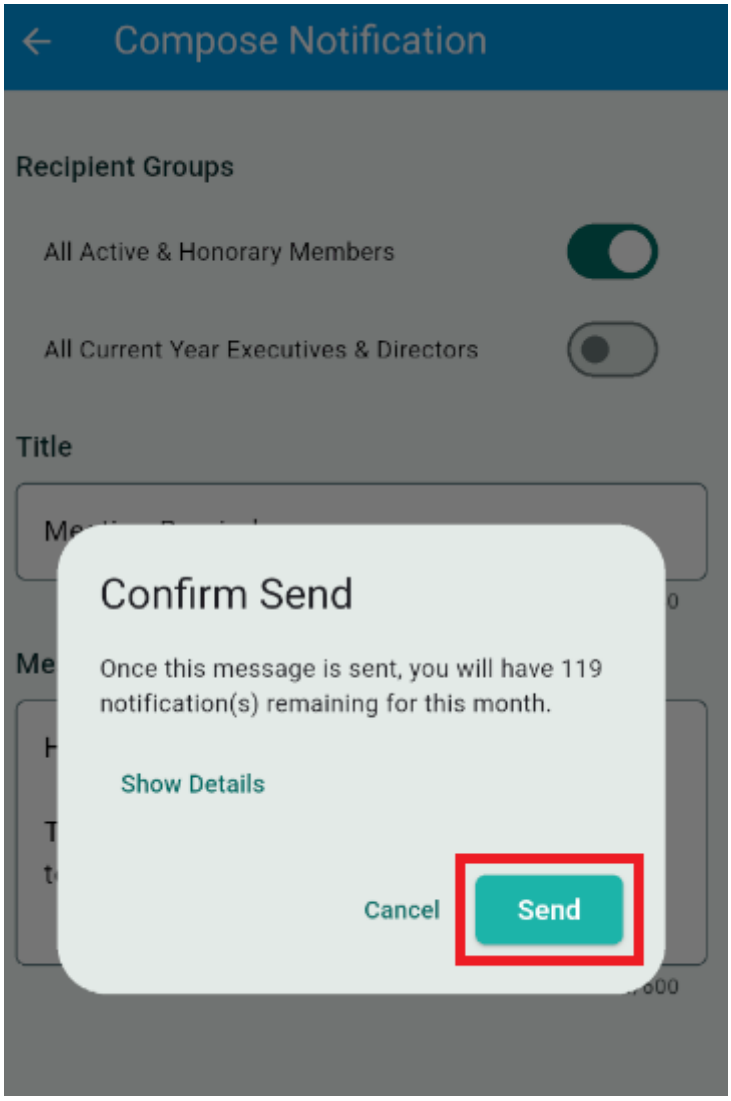
6. Next, you may enter the **Title** and **Message** for your notification. This is what will be displayed to the recipients of the notification.



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



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?