

## How do I send an email (District)

Michael C. - 2021-03-03 - Communication

ClubRunner has a built-in email feature that allows you to email other club members in your District, provided you have the correct District access rights. You can access the **Email Message Center** from your District home page.

**Note:** The **Email Message Center** does not act as an inbox. To view messages you have received, you must access your personal email.

1. To access **Email Services**, you must go to your District homepage and log in. Then, click on **Member Area** on the top right.
2. Along the top of the screen you will see several grey tabs. Click on the **Communication** tab.
3. Now, click on **Email Service**.
4. You are now on the **District Communication** screen. Here, you can compose emails and view emails you may have sent.

### District Communication

To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email with the selected recipients.

Filter records:

Show All Emails	Show My Emails Only	Active Emails	Compose new message
Status	Subject	Owner	Actions
<input type="checkbox"/> Draft		Edward Chu (Green Town)	
<input type="checkbox"/> Sent on Nov 11, 2020 at 5:00 PM	District Event Notice	Edward Chu (Green Town)	
<input type="checkbox"/> Sent on Nov 11, 2020 at 4:59 PM	Food Drive Collection	Edward Chu (Green Town)	
<input type="button" value="Check All"/> <input type="button" value="Remove Selected"/>			

Showing all 3 records

5. To review one of the emails you have sent, click on the actions **Drop-down Arrow**, for the email to review and in the context menu, click the **View** option. You may also **Resend** the email, **Make a Copy** of the text, review the email **Stats** or **Delete** it, using the buttons in the same menu

## District Communication

To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email with the selected recipients.

Show All Emails Show My Emails Only Active Emails + Compose new message

Filter records:

Status	Subject	Owner	Actions
<input type="checkbox"/> Draft		Edward Chu (Green Town)	
<input type="checkbox"/> Sent on Nov 11, 2020 at 5:00 PM	District Event Notice	Edward Chu (Green Town)	
<input type="checkbox"/> Sent on Nov 11, 2020 at 4:59 PM	Food Drive Collection	Edward Chu	

Check All Remove Selected

Showing all 3 records

- View
- Stats
- Resend
- Make a Copy
- Delete

6. If you have a draft email in progress, you may click actions **Drop-down Arrow** to open the drafted email for editing or delete it by clicking the **Open** or **Delete** links in the menu.

## District Communication

To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email with the selected recipients.

Show All Emails Show My Emails Only Active Emails + Compose new message

Filter records:

Status	Subject	Owner	Actions
<input type="checkbox"/> Draft		Edward Chu (Green Town)	
<input type="checkbox"/> Sent on Nov 11, 2020 at 5:00 PM	District Event Notice	Edward Chu	
<input type="checkbox"/> Sent on Nov 11, 2020 at 4:59 PM	Food Drive Collection	Edward Chu	

Check All Remove Selected

Showing all 3 records

- Open
- Delete

7. To create a new message, click on the orange button marked **Compose New Message** just above the email view field.

## District Communication

To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email with the selected recipients.

Show All Emails Show My Emails Only Active Emails + Compose new message

Filter records:

Status	Subject	Owner	Actions
<input type="checkbox"/> Draft		Edward Chu (Green Town)	
<input type="checkbox"/> Sent on Nov 11, 2020 at 5:00 PM	District Event Notice	Edward Chu (Green Town)	
<input type="checkbox"/> Sent on Nov 11, 2020 at 4:59 PM	Food Drive Collection	Edward Chu (Green Town)	

Check All Remove Selected

Showing all 3 records

8. You are now on the **Create Email** page. Here, you can compose a message to

district club members, executives and non-member friends and contacts in the district database. The steps you must follow to compose an email are detailed below.

[Create Email](#)

*Last saved on Nov 11, 2020 at 5:04 PM*

← Hide Recipients

Step 1:

Select the recipients of this message by expanding each category, then clicking the "Expand List" link. Please note: you will not be able to select recipients that have not supplied an email address.

- ☐ District Executives (Current Year) (0/4)
- ☐ District Executives (Next Year) (0/0)
- ☐ Club Executives & Directors (Current Year) (0/13)
- ☐ Club Executives & Directors (Next Year) (0/0)
- ☐ Custom Distribution Lists (0/2)
- ☐ Active Members (0/252)
- ☐ Active (Custom) (0/1)
- ☐ Honorary Members (0/9)
- ☐ Inactive Members (0/48)
- ☐ Contact Groups (0/2)

Step 2:

Enter your email subject and message.

Subject

## ■ Templates and Merge Fields

Select Template -- Select Group --

Recipient Recipient Title Add

Sender Sender First Name Add

Account Account Full Name Add

The Nick Name merge field will be replaced by First Name if it is empty.

The screenshot shows the CKEditor toolbar with the following icons from left to right: Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink, Source, Find, and Replace. Below the toolbar, the text "Image" and "Templates" are visible, followed by a row of buttons for "Format", "Font", and "Size". The text "B I U S x² Iₓ" is displayed, where "Iₓ" is a subscripted 'x'.

Dear \$NICK\_NAMES \$LAST\_NAMES,

9. Follow the steps on the screen to compose a new email. First, you select the recipients by clicking on the buttons to expand the member lists. You can select individual members, or choose to send messages to everyone in a given list. In this case, we have selected to send our email to the District Governor, Assistant/Area Governors, and Committee Chairs.

### Step 1:

Select the recipients of this message by expanding each category, then clicking the "Expand List" link. Please note: you will not be able to select recipients that have not supplied an email address.

☒ ☐ District Executives (Current Year) (2/4)

<input checked="" type="checkbox"/>	District Governor	Expand	(1/1)
<input type="checkbox"/>	District Executives	Expand	(0/2)
<input checked="" type="checkbox"/>	District Officers and Directors	Expand	(1/1)
<input type="checkbox"/>	Assistant/Area Governors	Expand	(0/0)
<input type="checkbox"/>	Committee Chairs	Expand	(0/0)

- ☒ ☐ District Executives (Next Year) (0/0)
- ☒ ☐ Club Executives & Directors (Current Year) (0/13)
- ☒ ☐ Club Executives & Directors (Next Year) (0/0)
- ☒ ☐ Custom Distribution Lists (0/2)
- ☒ ☐ Active Members (0/252)
- ☒ ☐ Active (Custom) (0/1)
- ☒ ☐ Honorary Members (0/9)
- ☒ ☐ Inactive Members (0/48)
- ☒ ☐ Contact Groups (0/2)

10. Now, select an email template (if any) and fill in the subject field.

### Step 2:

Enter your email subject and message.

Subject

District Virtual Gathering \*

#### ☒ Templates and Merge Fields

Select Template -- Select Group --

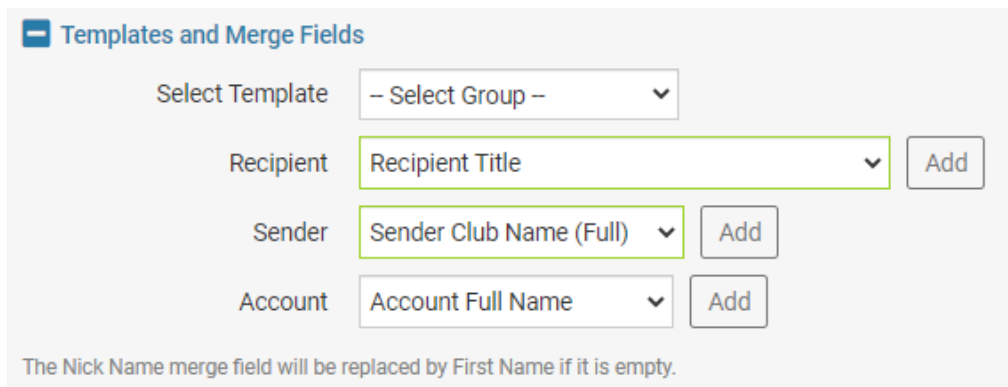
Recipient Recipient Title Add

Sender Sender First Name Add

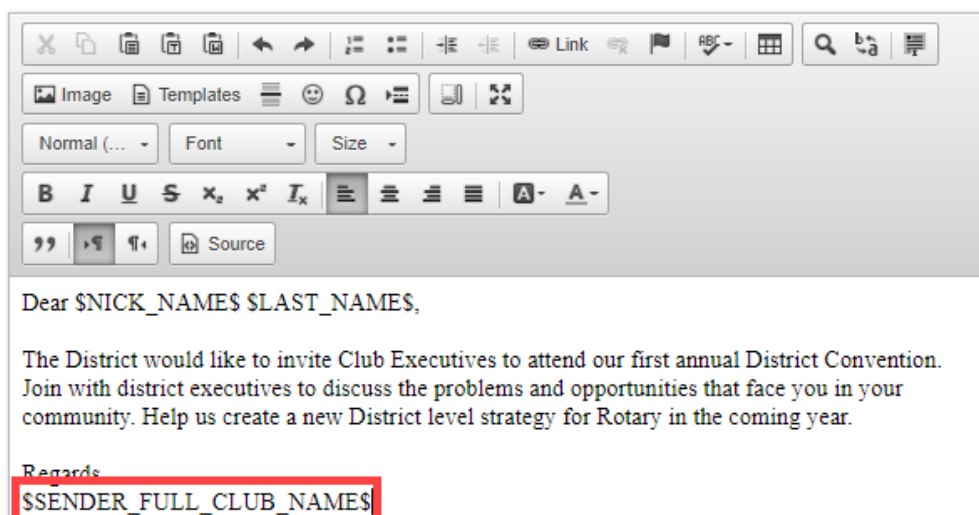
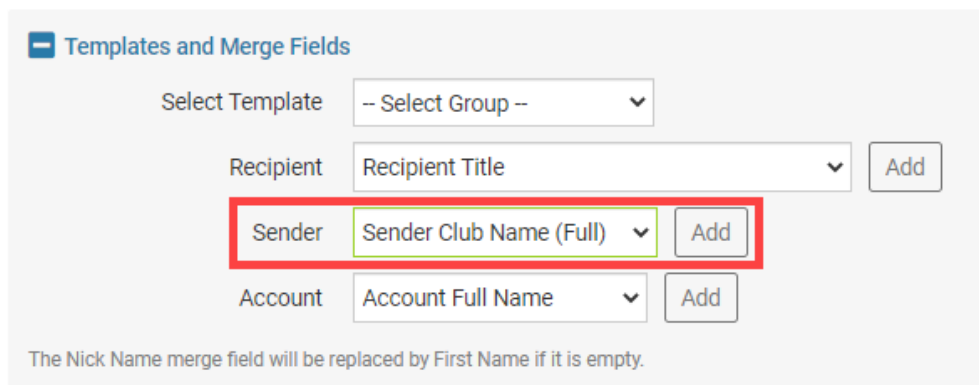
Account Account Full Name Add

The Nick Name merge field will be replaced by First Name if it is empty.

11. Your email is automatically generated with a greetings to the recipient that includes their first name and last name. You can change this information using the **Insert Mail Merge Fields** feature. This feature also allows you insert the recipient's name or other information in the body of the email.



12. For example, if you wish to sign your full name in the body of the email, select **Sender Club Name (Full)** from the **Sender** menu and click the **Add** button when you are at the appropriate point in your email. This adds a piece of code, which tells ClubRunner to insert the member's first name from your club database when the email is sent. The person who receives your email will see your name, and not the code.



13. Compose your message. You can use the buttons above the writing field to edit your

fonts and text style, and to add images and links.

**Templates and Merge Fields**

Select Template: -- Select Group --

Recipient: Recipient Title

Sender: Sender Club Name (Full)

Account: Account Full Name

The Nick Name merge field will be replaced by First Name if it is empty.

Rich text editor interface showing a toolbar with icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, link, unlink, list, indent, outdent, and search. Below the toolbar are dropdowns for font, size, and style. The main text area contains the following content:

Dear \$NICK\_NAMES\$ \$LAST\_NAMES\$,

The District would like to invite Club Executives to attend our first annual District Convention. Join with district executives to discuss the problems and opportunities that face you in your community. Help us create a new District level strategy for Rotary in the coming year.

Regards,  
\$SENDER\_FULL\_CLUB\_NAMES\$

body div

14. You now have the option to add a file attachment to the email. This could include photos or documents relevant to the email. To add a file, click **Select Files for Upload**. You can then choose files from your computer. The files cannot be larger than 6 MB in total.

**Step 3 (Optional):**

Upload attachments to your email.

Maximum 5.00 MB per file  
Total attachment size: 0 B/6.00 MB

15. Next, you have the option to **Send a list of recipients as an attachment**, and/or

to send a copy to yourself, by clicking on the indicated check boxes. Attaching a recipient list lets your readers know who else has received your message.

#### Step 4:

Choose your email options and send.

☐ Send a list of recipients as an attachment

☐ Copy me on this email

16. You can choose to send your email immediately, or at the time of your choosing. To send the email right away, leave the **Send Right Now** button checked, and click **Send**.
17. If you want to send the email later, select **Schedule** and enter the time and date you wish your message to go out. Then click **Send**, as noted in the previous step.



#### Step 5:

You can send the email right now, or click on schedule to choose when you would like to send it.

☐ Send right now

☒ Schedule

Choose the date and time to schedule when you want to send this email to the selected recipients. You can still use "Send to Myself" to preview the email.

Nov 13, 2020  at 05:15 PM 

Save as Draft

Send to Myself

Send

#### Related Content

- [How do I create or edit an email template? \(District\)](#)
- [District email traffic report](#)