

ClubRunner

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How do I send an email (District)

Michael C. - 2025-05-16 - [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.

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

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)	<div>View Stats Resend Make a Copy Delete</div>
<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

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)	<div>Open Delete</div>
<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

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.

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, image, video, table, and other formatting options. Below the toolbar are dropdown menus for Format, Font, and Size, followed by a row of text formatting buttons (B, I, U, S, x, x, I, x) and a Source button.

Dear \$NICK_NAME\$ \$LAST_NAME\$,

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)

District Governor

Expand

(1/1)

District Executives

Expand

(0/2)

District Officers and Directors

Expand

(1/1)

Assistant/Area Governors

Expand

(0/0)

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

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.

Templates and Merge Fields

Select Template

-- Select Group --

Recipient

Recipient Title

Add

Sender

Sender Club Name (Full)

Add

Account

Account Full Name

Add

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

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.

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](#)