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.

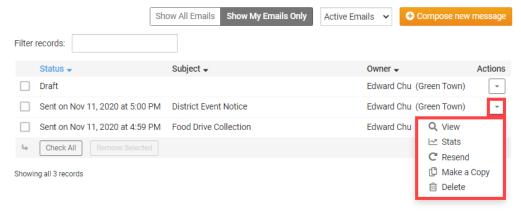
- To access Email Services, you must go to your District homepage and log in. Then, click on Member Area on the top right.
- 2. Along the top of the screen you will see several grey tabs. Click on the **Communication** tab.
- 3. Now, click on Email Service.
- 4. You are now on the **District Communication** 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 Draft Edward Chu (Green Town) Sent on Nov 11, 2020 at 5:00 PM District Event Notice 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

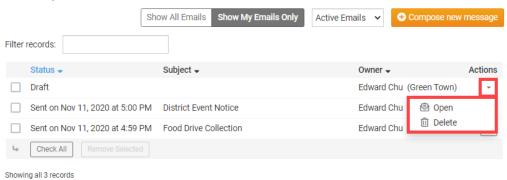
To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email with the selected recipients.



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

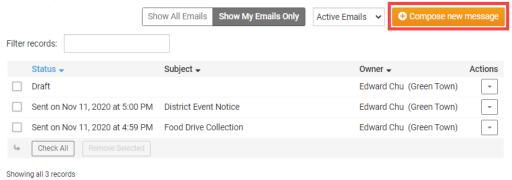
To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email with the selected recipients.



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

District Communication

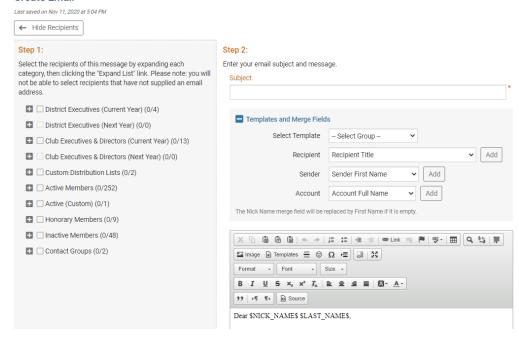
To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email with the selected recipients.



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



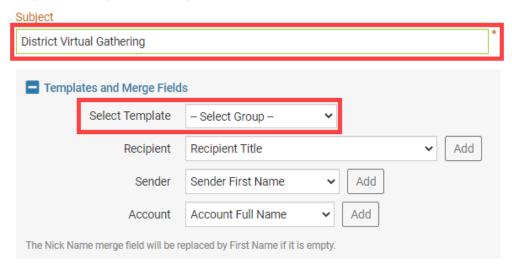
9. Follow the steps on the screen to compose a new email. First, you select the recipients by clicking on the buttons to expand the member lists. You can select individual members, or choose to send messages to everyone in a given list. In this case, we have selected to send our email to the District 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 Expand (1/1)Directors Assistant/Area Governors Expand (0/0)Committee Chairs Expand (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)

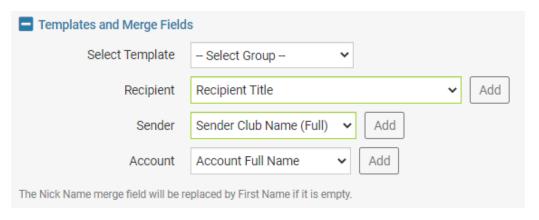
10. Now, select an email template (if any) and fill in the subject field.

Step 2:

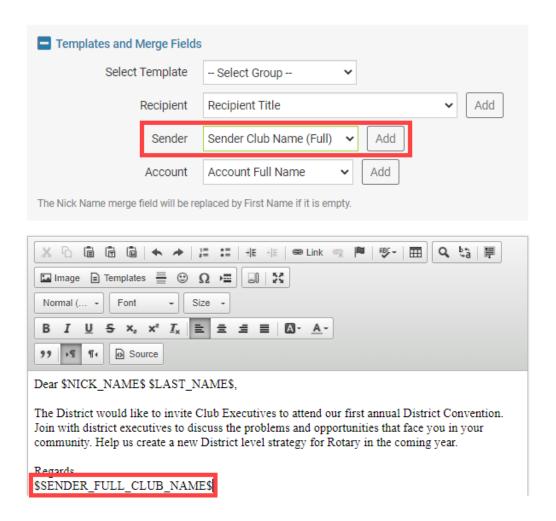
Enter your email subject and message.



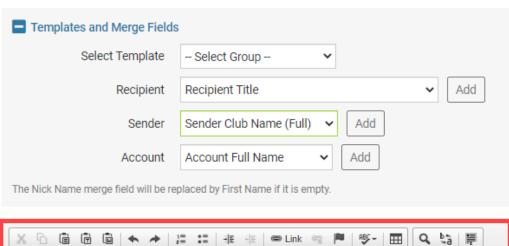
11. Your email is automatically generated with a greetings to the recipient that includes their first name and last name. You can change this information using the **Insert Mail Merge Fields** feature. This feature also allows you insert the recipient's name or other information in the body of the email.

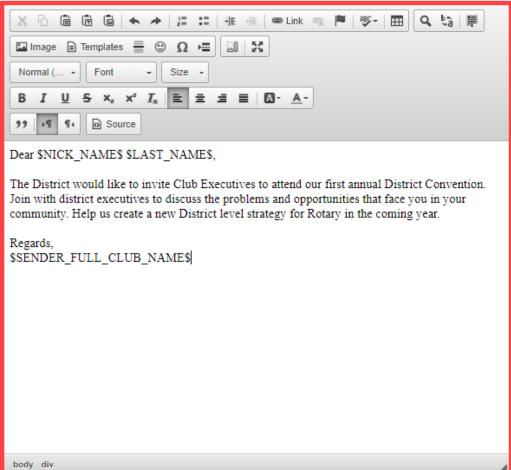


12. For example, if you wish to signer your full name in the body of the email, select **Sender Club Name** (Full) from the **Sender** menu and click the **Add** button when you are at the appropriate point in your email. This adds a piece of code, which tells ClubRunner to insert the member's first 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.

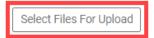




14. You now have the option to add a file attachment to the email. This could include photos or documents relevant to the email. To add a file, click **Select Files for Upload.** You can then choose files from your computer. The files cannot be larger than 15 MB in total.

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.

Related Content

- How do I create or edit an email template? (District)
- <u>District email traffic report</u>