

ClubRunner

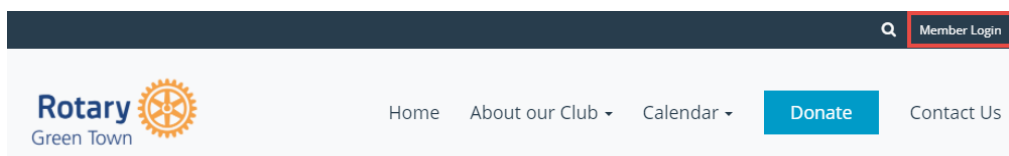
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How do I send emails to committee members?

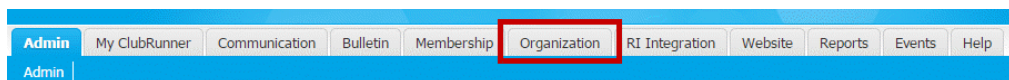
Omar S. - 2021-03-04 - Committees

In addition to creating and organizing committees, ClubRunner allows you to centralize your committee communication. You can email all members of a committee using the **Enhanced Committees** module. This module is an add-on to ClubRunner. To learn more about this add-on, please read the article titled [Basic vs Enhanced Version](#).

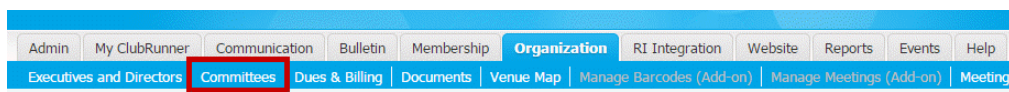
1. To email committee members, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.



2. Along the top of the screen you will see several tabs. Click on **Organization**.











3. Next, click **Committees**.



4. You are now on the **Committees** page. Here, you can view and edit the details of existing committees and create new ones. In order to email the specific members of a given committee, click on the committee's name in the list.

Committees

<< Current: 2014 - 15 >> [Add New Committee](#)

Name	Chair	Type	Actions
Unknown (Director: Unknown)			
Food Drive Committee	Carlos Salvador		   
President (Director: Sue Baker)			
Spring Fling			   

Total: 2 committee(s)

5. Next, click on the tab labelled **Email**.

[Carry this committee over to next year](#)

Name	Club	Position	Access Level	Preferred Phone	Home Phone	Work Phone	Actions
Barnes, Bill	Green Town	Driver	Member	715-555-6236	715-555-6236		
Salvador, Carlos	Green Town	Chair	Chair	515-555-8888	515-555-8888		

Total: 2 member(s)

6. You are now on the Committee Email page. Here, you can view all committee email sent within the last three months, if any. To compose a new email, click the **Compose New Message** link.

[Carry this committee over to next year](#)

Please note that this screen only displays emails that were created in the past 3 months. Drafts will also remain in the system for 3 months.

[Show All Emails](#) [Compose new message](#)

7. Now, you can determine the recipients of the email and also define its content.

Email To All Committee Members

Step 1: Select the recipients of this message by clicking on the group name to expand, then select from the list of people.

Food Drive Committee
 Barnes, Bill
 Salvador, Carlos

Step 2: Enter your email subject and message.

Subject:

Message: If you are copying and pasting from Word, please use the **Paste from Word** icon ()

Rich Text Editor Plain Text Editor

Normal Arial 2 (10pt) B I U

Friends,

8. First, determine which committee members will receive the message using the checkboxes provided. If you click next to the name of the committee, it will choose all committee members.

Step 1: Select the recipients of this message by clicking on the group name to expand, then select from the list of people.

Food Drive Committee
 Barnes, Bill
 Salvador, Carlos

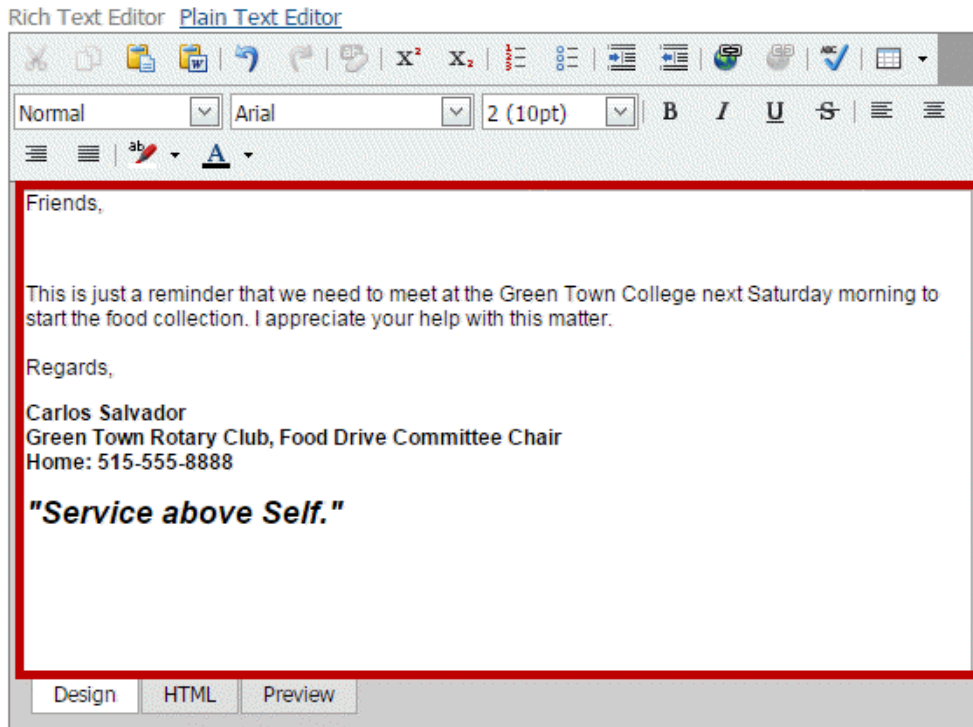
9. Next, enter the subject of your email in the text field provided.

Step 2: Enter your email subject and message.

Subject:

Food collection

10. Now, enter the text of the email in using the editing tools provided.



11. You have the option to attach a file to the email, such as a document or map. If you click on the highlighted link, you will be asked to choose a file from your hard drive. You may also choose to send the list of recipients as an additional attachment, and copy yourself on the email, using the checkboxes provided.

Note: All email messages have a size limit of six megabytes.

Step 3 (Optional): Upload attachments to your email.

Attachment - Click [Here](#) to Expand

Step 4: Choose your email options and send.

- Send a list of recipients as an attachment.
- Copy me on this email.

12. Finally, if you don't wish to send your email immediately, you may choose to schedule a time and day for delivery. Simply enter the time and date using the fields provided.

Step 5 (Beta): Choose the date and time (in Eastern Time) when this email will be scheduled to be sent. Leave blank to send this email right away.

Note: Works for sending only, will not take effect if you save as draft or send a test email.

Jan 01, 2015  12:00 AM EST Tip: Type 'A' or 'P' to switch AM/PM.

13. Finally, you have the following delivery options:

- **Send:** Send the email to the selected members immediately.
- **Save as Draft:** Save the email for later editing.
- **Send Test Email to Myself Only:** This option allows you to preview the email before sending a final copy.

Step 5 (Beta): Choose the date and time (in Eastern Time) when this email will be scheduled to be sent. Leave blank to send this email right away.

Note: Works for sending only, will not take effect if you save as draft or send a test email.

Jan 01, 2015  12:00 AM EST Tip: Type 'A' or 'P' to switch AM/PM.

Related Content

- [Where can I view my committees?](#)
- [What is the difference between basic and enhanced committees?](#)
- [How do I create a New Committee?](#)