ClubRunner

How do I send emails to committee members?

Omar S. - 2025-05-16 - Committees

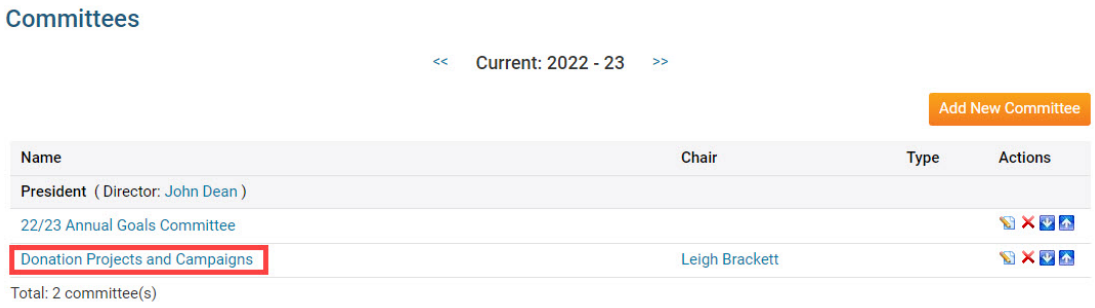
In addition to creating and organizing committees, ClubRunner allows you to centralize your committee communication. You can email all members of a committee using the **Enhanced Committees** module. This module is an add-on to ClubRunner. To learn more about this add-on, please read the article titled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

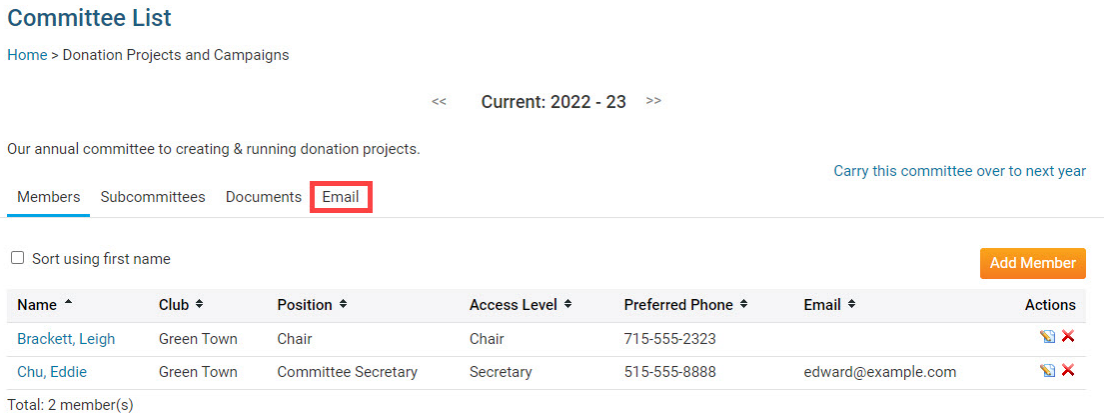
2. Along the top of the screen you will see several tabs. Click on **Organization.**

3. Next, click **Committees**.

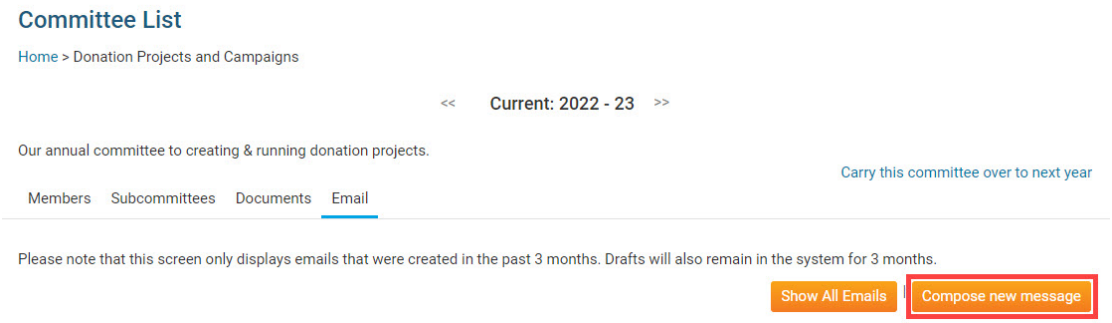
4. You are now on the **Committees** page. Navigate to the Yearly or Standing Committee, then click the Committee's **Name**.



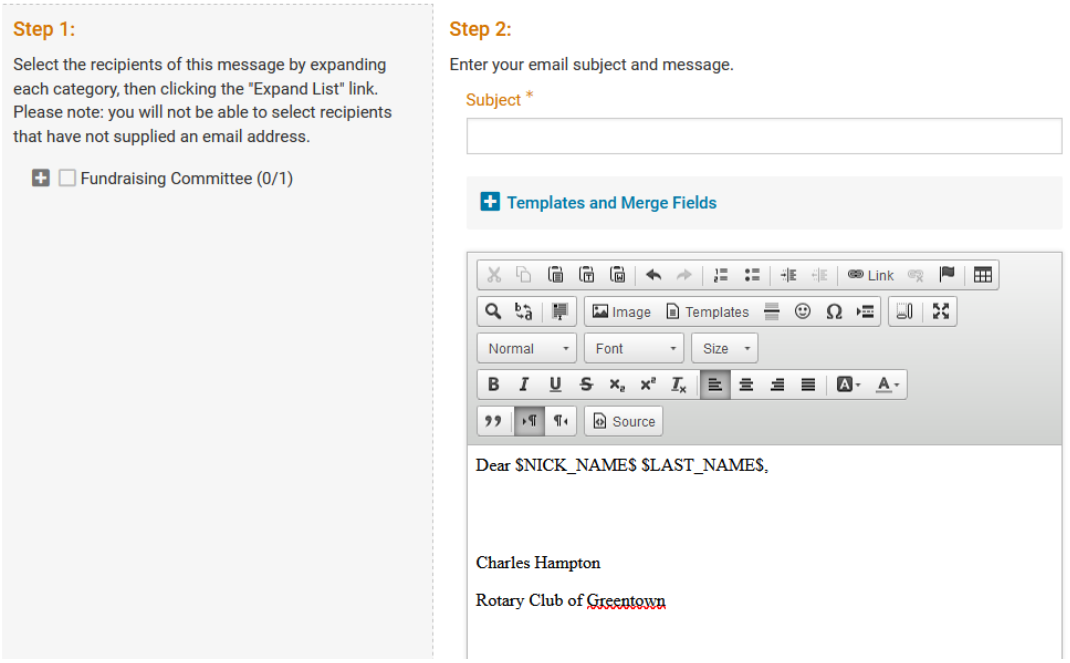
1. Next, click on the tab labeled **Email.**



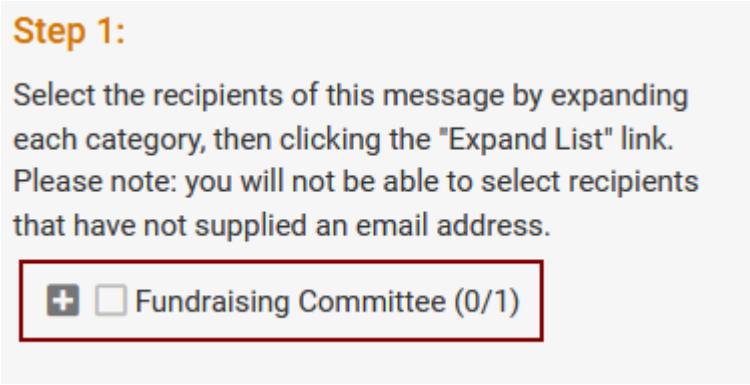
1. You are now on the Committee Email page. Here, you can view all committee email sent within the last three months, if any. To compose a new email, click the **Compose New Message** link.



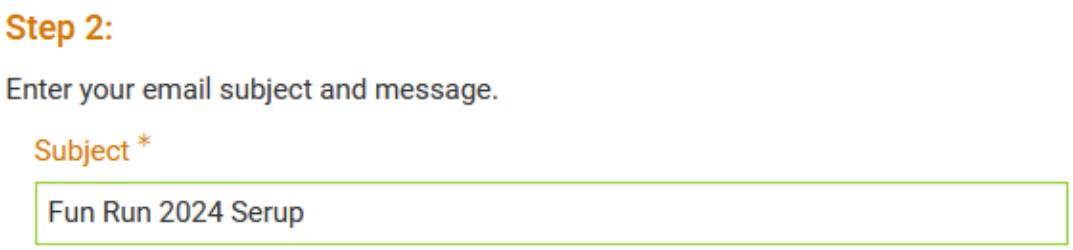
1. Now, you can determine the recipients of the email and also define its content.



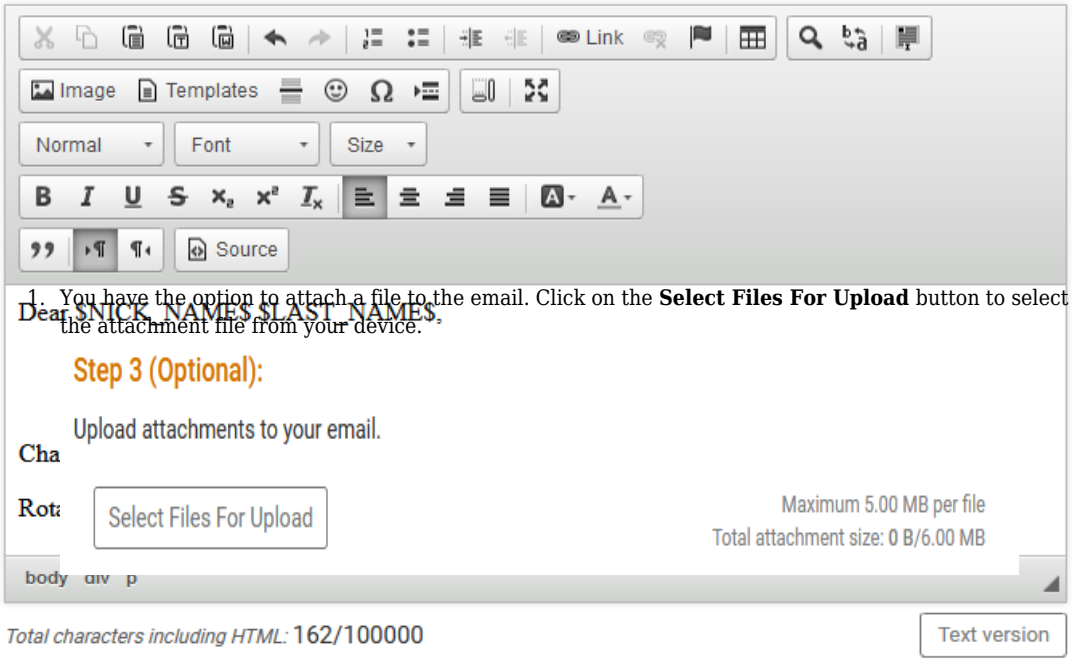
1. Select which committee members will receive the message by clicking the **checkboxes** provided. If you click the checkbox next to the name of the committee, it will select all committee members for the email.



1. Next, enter the **Subject** of your email in the text field provided.



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



1. You have the option to attach a file to the email. Click on the **Select Files For Upload** button to select the attachment file from your device.

1. Select the file from your device, then click **Open** to include the attachment in the email.

Note

All Committee emails have a total attachment size limit of 15 MB.

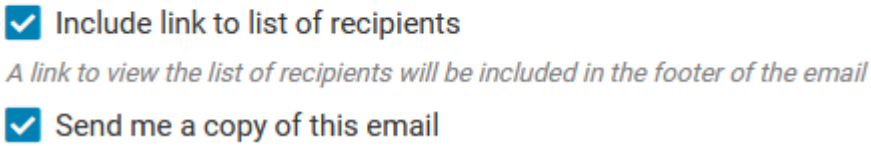
1. In step 4 on the Email Committee Members page, you have the following options, **check** the checkboxes to enable them:

    - **Send a list of recipients as an attachment** - Send the list of recipient names and email addresses as an attachment.

    - **Copy me on this email** - Copy yourself on the email.

Step 4:

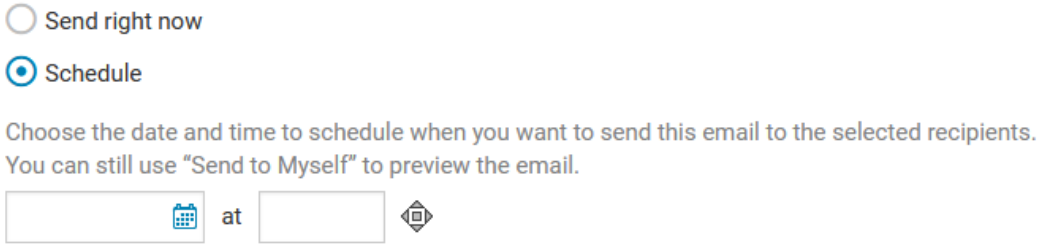
Choose your email options and send.



1. To schedule the email to be delivered at a certain date and time, enter a date by clicking the **Calendar** icon, and enter a **time** into the field on the right. To send the email right away, leave the date and time blank.

Step 5:

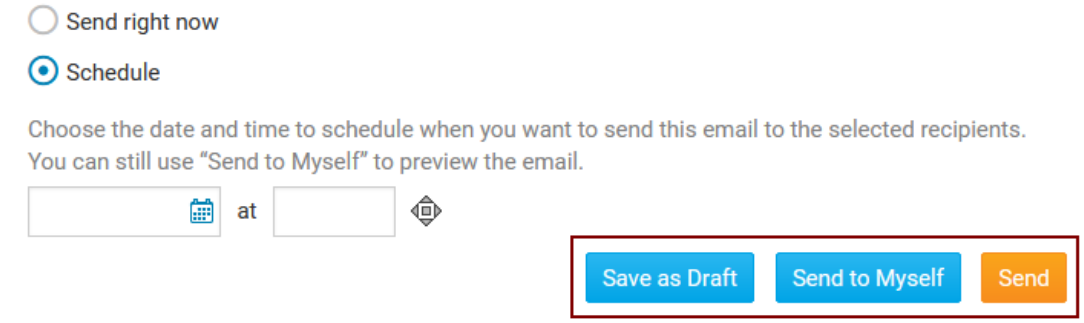
You can send the email right now, or click on schedule to choose when you would like to send it.



1. Finally, you have the following delivery options:
    - **Send**: Click send to send the email immediately, or at the scheduled date and time, if entered.
    - **Save as Draft**: Save the email for later editing.
    - **Send Test Email to Myself Only**: This option sends the email to your profile's email address, and keeps the email as draft.

Step 5:

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



Related Content

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- What is the difference between basic and enhanced committees?
- How do I create a new Committee?