

ClubRunner

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How do I send emails to Committee members?

Zach W. - 2024-11-13 - [Committees](#)

You can send emails to follow committee members right on the committee. To learn how to do this please follow the steps below:

1. Please go to your District webpage and click on the **Login** link at the top right of the page. Then enter your login details and login.
2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.
3. You are now on the District Administration page. Above the Administration heading you will see a number of tabs. To create a district committee, click on the **Organization** tab on the grey menu bar.
4. Next, click on the **District Committees** link on the blue menu bar
5. Find the committee you would like to email and are a member of. Click on the committee's name.

Committees

<< Current: 2020 - 21 >>

[Add New Committee](#)

Name	Chair	Type	Actions
District Governor (Director: Carlo Digg)			
Board		Private	   
Demo Committee			   
District Secretary (Director: Annetta Blackboro)			
Website Committee	Abe Aaronson		   









Total: 3 committee(s)

6. Click on the **Email** tab on the menu bar.

[Members](#) [Subcommittees](#) [Documents](#) [Email](#)

Sort using first name

[Add Member](#)

Name ^	Club ^	Position ^	Access Level ^	Preferred Phone ^	Email ^	Actions
Boyd, Russell	Teal County	Secretary		1-(785)959-7024	rboyd@example.com	 
Edwards, Ernest	Azure Metro	Chair		1-(202)516-9719	Ernest.Edwards@example.com	 
Gibson, Anna	Azure Metro	Member		1-(703)134-2117	Anna.Gibson@example.com	 
Murphy, Patricia	Red Town	Member		1-(817)572-7081		 

Total: 4 member(s)

7. To create a new email, click the **Compose new message** button near the right.

[Members](#) [Subcommittees](#) [Documents](#) [Email](#)

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](#)

Step 4:

Choose your email options and send.

Include link to list of recipients

A link to view the list of recipients will be included in the footer of the email

Send me a copy of this email

13. Step 5, allows you to send the email at a different date and time.


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.

 at 

14. At the time is the send options.

- **Send** - This immediately send the email to your recipients.
- **Save as Draft** - This saves the email so you can send it later.
- **Send Test Email To Myself Only** - This send the email just you to, so you can preview it.

Send Test Email To Myself Only

Save as Draft

Send

Related Content

- [VIDEO: Organize and manage your Committees](#)
- [How do I add a member to a District Committee?](#)
- [How do I carry over Yearly Committees?](#)
- [How do I post Documents for a Committee? \(District\)](#)
- [How do I create a District Committee?](#)