## ClubRunner

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How do I specify a preferred email address for dues & billing? Michael C. - 2021-02-23 - Dues & Billing

You can now specify the Email address to receive all Dues & Billing invoices sent by your Club. To learn how to do this, please follow these instructions.

1. Logon to your Member Area, click My ClubRunner, and select My Profile.

dmin Hy ChubRummer Communication Bulletin New Bulletin (Beta) Contacts (Beta) Membership Organization RI Integration Attendance Website Reports Events Volunteers Help

2. On your Member Profile's Personal tab, click the Edit button

Personal Rotary Biography Commit	nents Settings Privacy			
		Edit		
Member Details				
Title		Gender	Male	
First Name	John	Date of Birth		
Middle Name		Anniversary		
Last Name	Dean	Spouse/Partner First Name		
Nickname		Spouse/Partner Last Name		
Suffix		Spouse/Partner Nick Name		
Preferred Address	Home	Spouse/Partner Date of Birth		
Preferred Phone	Home	Dues & Billing Preferred Email	Primary Email	
Email	email1@example.com	Alternate Email	email2@example.com	
*All emails will only be sent to the primary email address		Birthday and anniversary years can only be viewed by Club Executive level or higher.		

Click on the radio icon next to the **Primary** or **Alternate** Email field to select the desired address to receive Club invoices.

Personal Rotary Biography Commitments Settings Privacy								
		Save Cancel						
Fields marked in red are required.								
Member Details								
Title			Gender	Male	O Female			
First Name	John		Date of Birth					
Middle Name			Anniversary					
Last Name	Dean		Spouse/Partner First Name					
Nickname			Spouse/Partner Last Name					
Suffix	~		Spouse/Partner Nick Name					
Preferred Address	Home O Work		Spouse/Partner Date of Birth					
Preferred Phone	O Business 🖲 Home	O Cell	Dues & Billing Preferred Email	Primary Email	O Alternate Email			
Email e	email1@example.com		Alternate Email	email2@exar	nple.com			
*All emails will only be sent to the primary email address Birthday and anniversary years can only be viewed by Club Executive level or higher.								

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