

ClubRunner

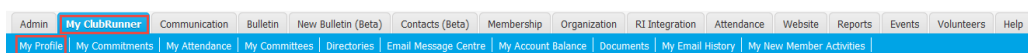
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How do I specify a preferred email address for dues & billing?

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**.



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

Personal | Rotary | Biography | Commitments | 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.

3. 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	<input type="text"/>	Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
First Name	<input type="text" value="John"/>	Date of Birth	<input type="text"/>
Middle Name	<input type="text"/>	Anniversary	<input type="text"/>
Last Name	<input type="text" value="Dean"/>	Spouse/Partner First Name	<input type="text"/>
Nickname	<input type="text"/>	Spouse/Partner Last Name	<input type="text"/>
Suffix	<input type="text"/>	Spouse/Partner Nick Name	<input type="text"/>
Preferred Address	<input checked="" type="radio"/> Home <input type="radio"/> Work	Spouse/Partner Date of Birth	<input type="text"/>
Preferred Phone	<input type="radio"/> Business <input checked="" type="radio"/> Home <input type="radio"/> Cell	Dues & Billing Preferred Email	<input checked="" type="radio"/> Primary Email <input type="radio"/> Alternate Email
Email	<input type="text" value="email1@example.com"/>	Alternate Email	<input type="text" value="email2@example.com"/>

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