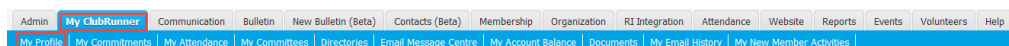


How do I specify a preferred email address for dues & billing?

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		Gender	<input checked="" type="radio"/> Male <input type="radio"/> 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	<input checked="" type="radio"/> Home <input type="radio"/> Work	Spouse/Partner Date of Birth	
Preferred Phone	<input type="radio"/> Business <input checked="" type="radio"/> Home <input type="radio"/> Cell	Dues & Billing Preferred Email	<input checked="" type="radio"/> Primary <input type="radio"/> Alternate
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.

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- [How do I send statements to members?](#)
- [Dues & Billing configuration settings](#)
- [How do I create a new bill?](#)