

How do I view and print club mailing labels?

Michael C. - 2022-07-15 - Club Management

ClubRunner can access the address information in your member directory to output a PDF document suitable for printing on standard Avery labels. This makes addressing club correspondence faster.

1. To access the mailing label feature, you must first 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 the **Admin** tab, and then on the **Admin** feature below it.
3. Scroll down to the **Reports** Dashlet on the Admin Dashboard and click **Printable Mailing List**.
4. You are now on the **Printable Mailing Labels** screen. To generate a PDF of the most recent member addresses, click on the button marked **Generate**.

Printable Mailing Labels

Mailing labels were never generated for this account before.

Important! When printing mailing labels make sure you set "Page Scaling" option to "None" in your Adobe Acrobat Reader, otherwise printed labels may not fit. If you are unsure on how to change this option, please refer to the following [help article](#) (will open in a new window).

To regenerate a new document using the latest information from your members list, click the "Generate" button. This process may take a few minutes. Once the page has refreshed, click on the "View PDF" button to download the report.

Avery Standard Labels - #5160, 10 rows by 3 columns

Jane Smith	John Smith	Jonathan Smith
100 Main Street	100 Main Street	100 Main Street
Apartment A	Apartment B	Apartment C
Sunnytown, CA 99999	Sunnytown, CA 99999	Sunnytown, CA 99999

☐ Include Other Users

Generate

5. To view the newly generated mailing label directory, click **View PDF**. This will give you the option to download the generated file, or view it in your browser.

Note: If you have previously generated a mailing list directory, the **View PDF** button will be visible in the previous step.

Printable Mailing Labels

The latest version of the directory was created on Feb 08, 2022 3:35:35 PM. Click "View PDF" button to view the directory.

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[View PDF](#)

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Sue Baker
46 Coach Street
Apartment 22
Green Town, WI 54459

Bill Barnes
15 Grover Lane
Green Town, WI 54459

Bill Barnes
Bradbury Villa
Green Town, WI 54459

Eva Jackson
47 Larue Street
Green Town, WI 54459