ClubRunner

How do I view and print club mailing labels?

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

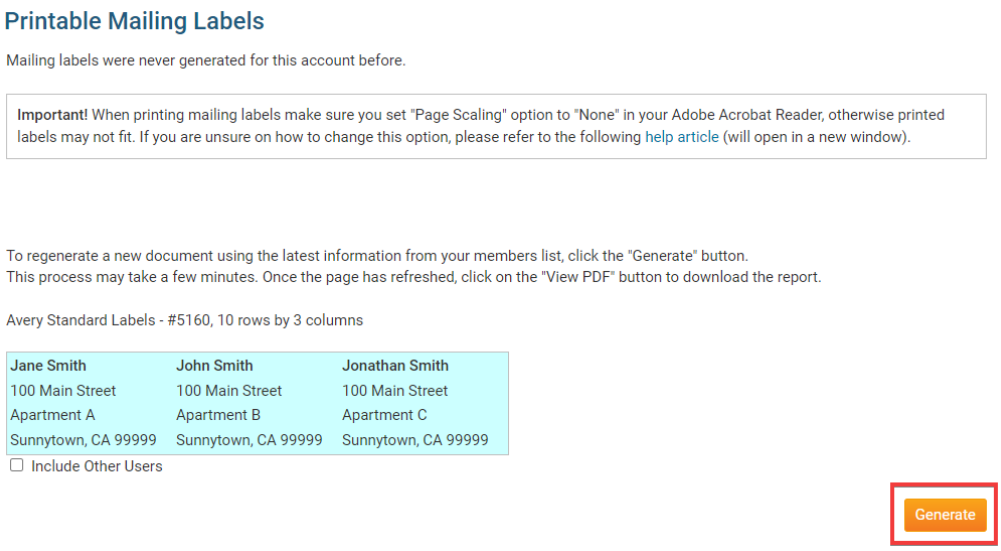
ClubRunner can access the address information in your member directory to output a PDF document suitable for printing on standard Avery labels. This makes addressing club correspondence faster.

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.

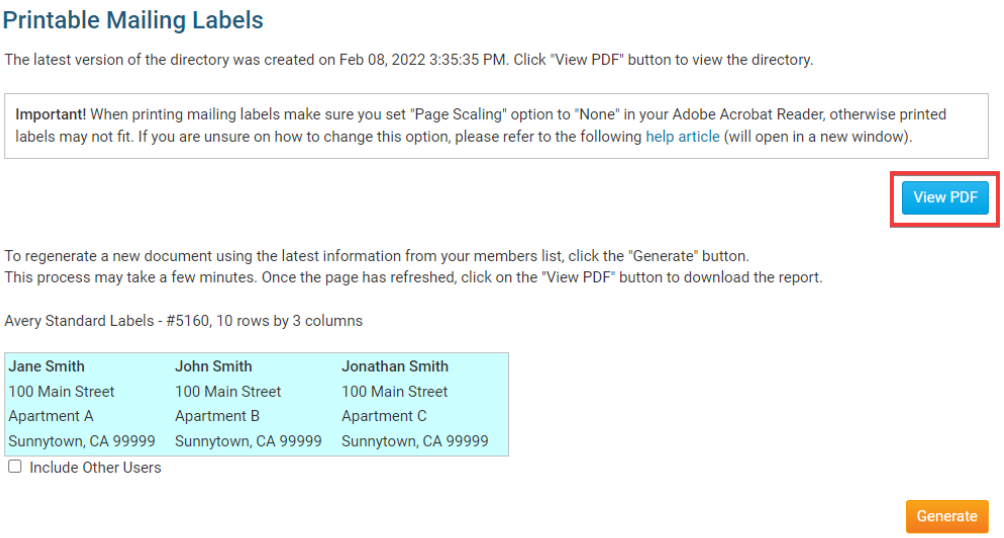
3. Scroll down to the **Reports** Dashlet on the Admin Dashboard and click **Printable Mailing List**.

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.**



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.



6. 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 articlehelp article** (will open in a new window).

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