[Mobile] How do I start a chat with a member or group of members?

Michael M. - 2025-10-21 - ClubRunner Mobile App

You may use the ClubRunner mobile app to send a message to any member of your club, and can create public or private chat groups for multiple members to communicate through.

Note

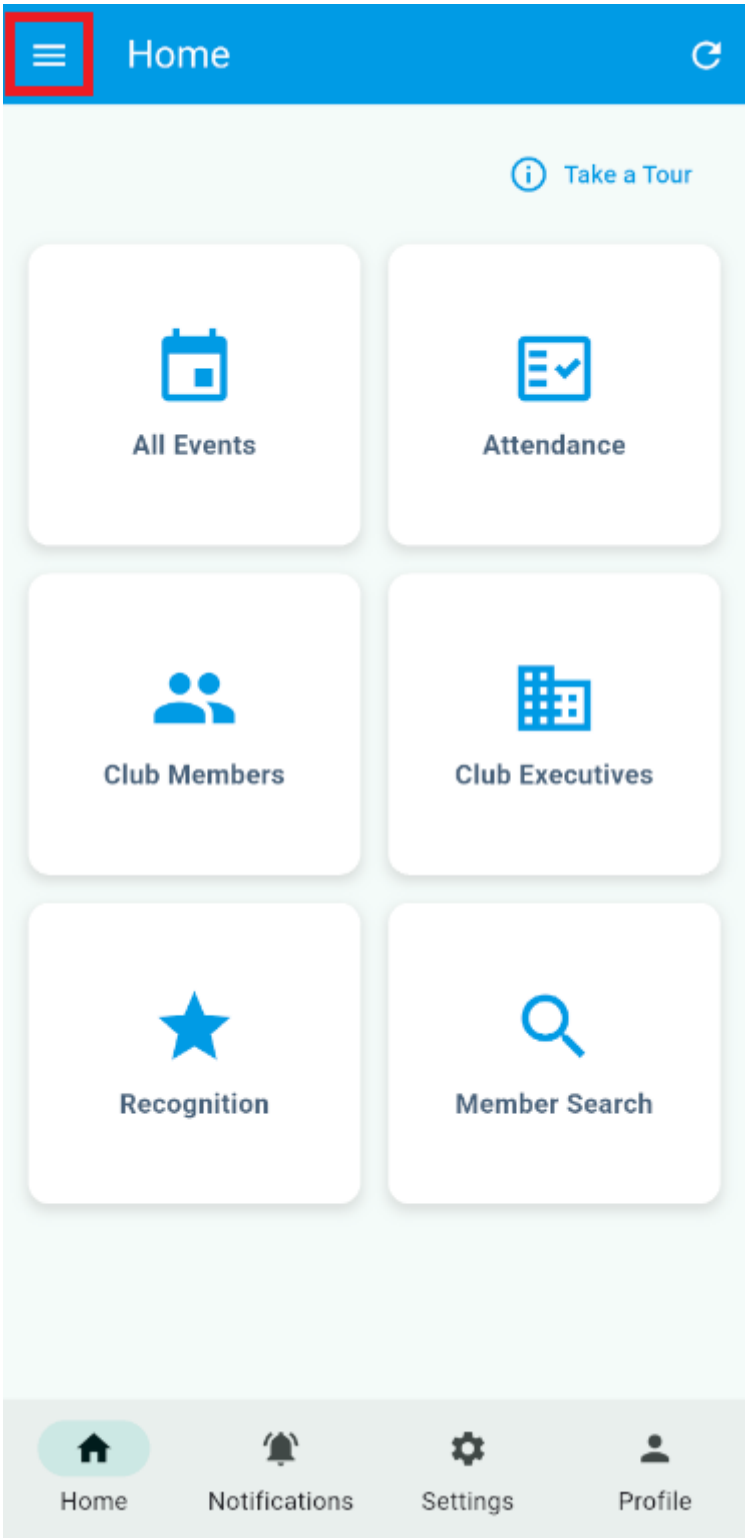
If you do not see chat on your device, please log out and log back in to the ClubRunner Mobile App to refresh the menu.

Chat is currently available for all Rotary Clubs using ClubRunner.

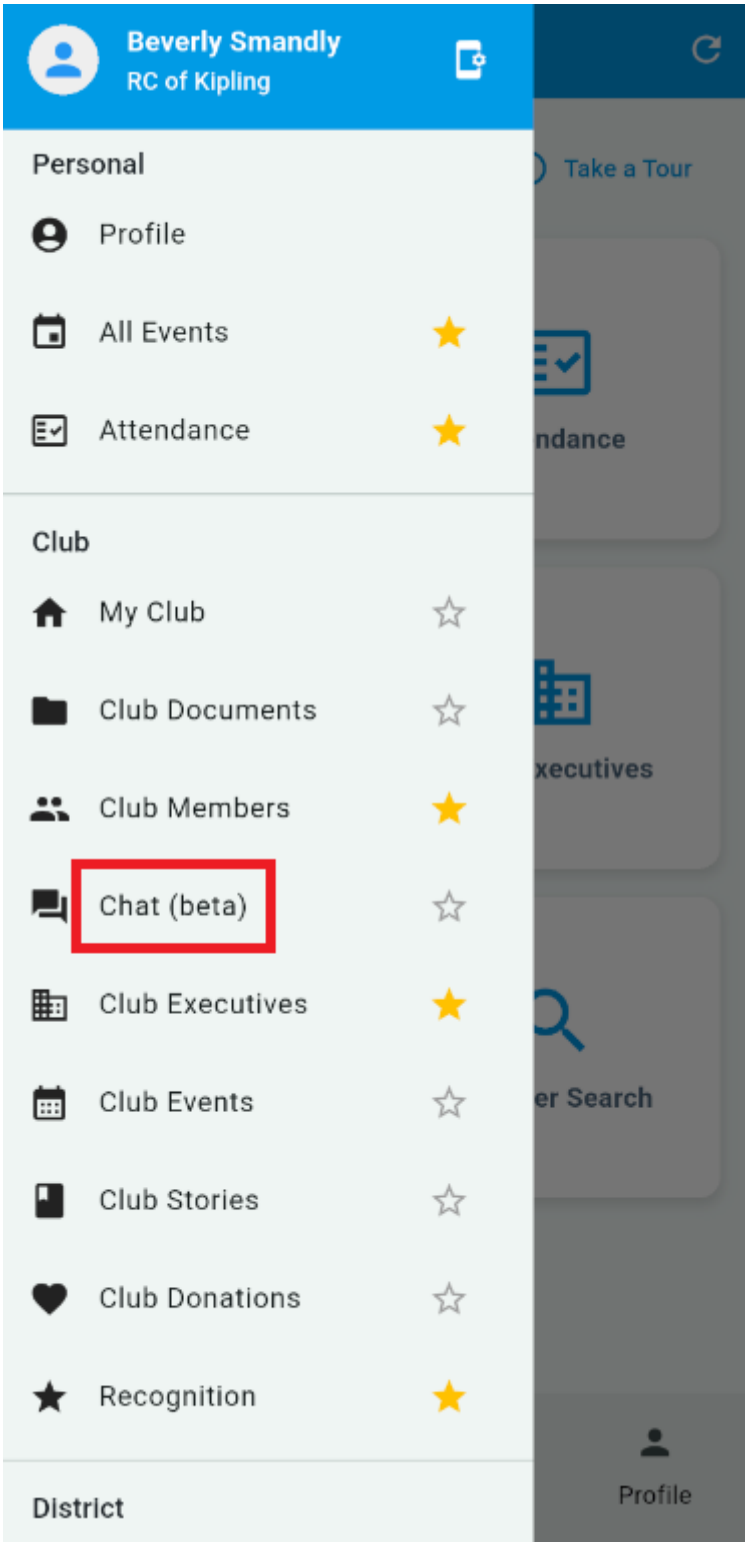
1. To begin, open the ClubRunner mobile app through your device's list of applications.

2. If you are not already logged in, you may do so by following the steps in the **How do I log in to the ClubRunner Mobile App** article.

3. In the top left-hand corner of the screen, tap on the **menu icon** to open the app menu.

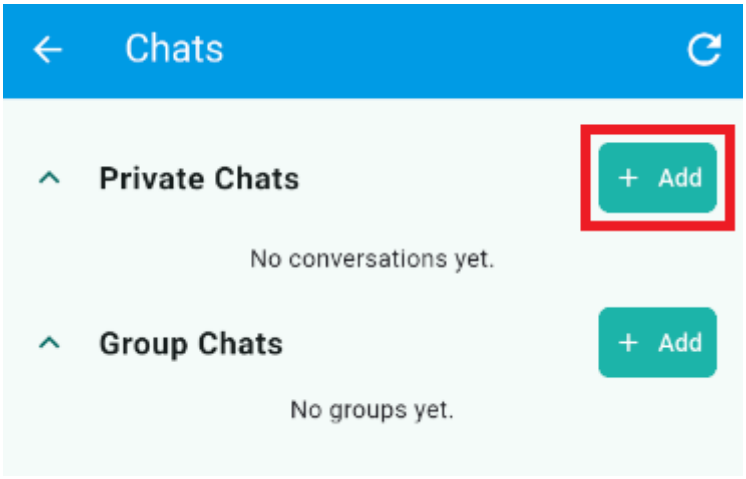


4. Tap **Chat (Beta)**.

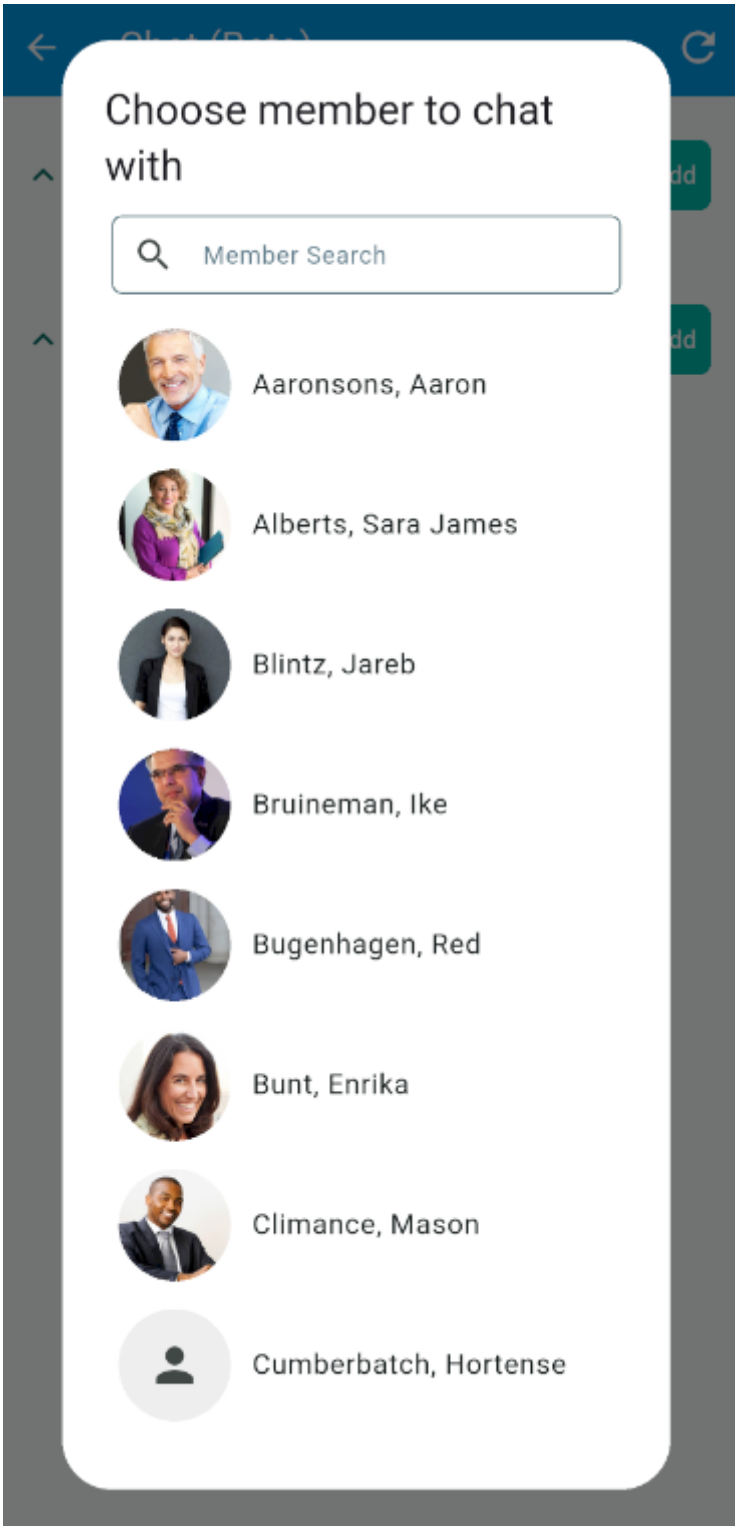


Chat with a specific member

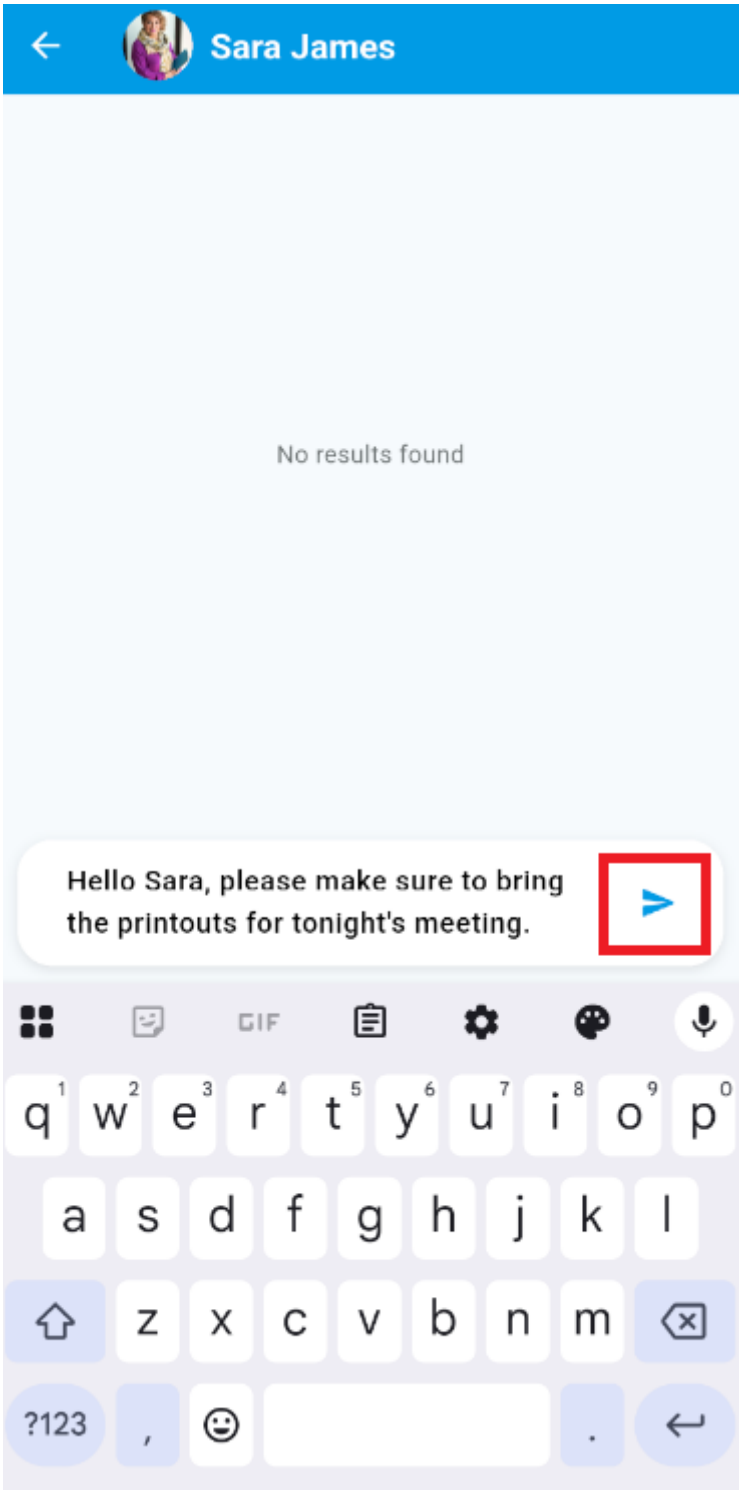
1. To start a chat with a specific member, tap the **+Add** button to the right-hand side of Private Chats.



2. Select the member you wish to chat with by tapping their name. You can use the search bar at the top of the screen to help find members in the list.

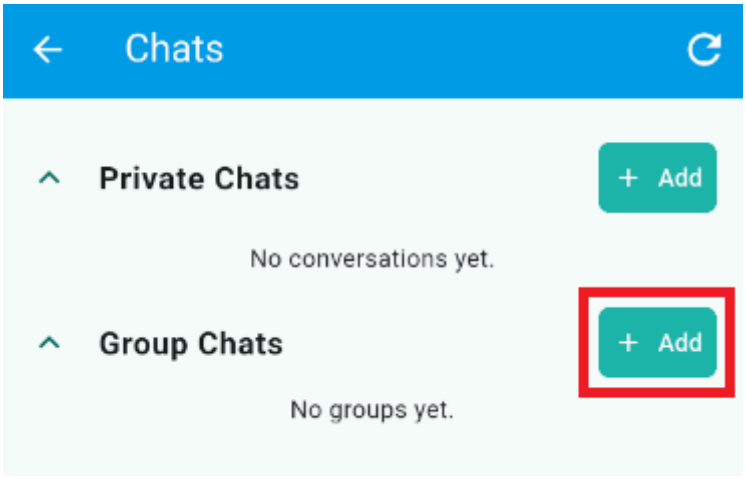


3. Tap the message field at the bottom of the screen and use your device's input method to draft a message. Tap the **send icon** to send the message to the member.

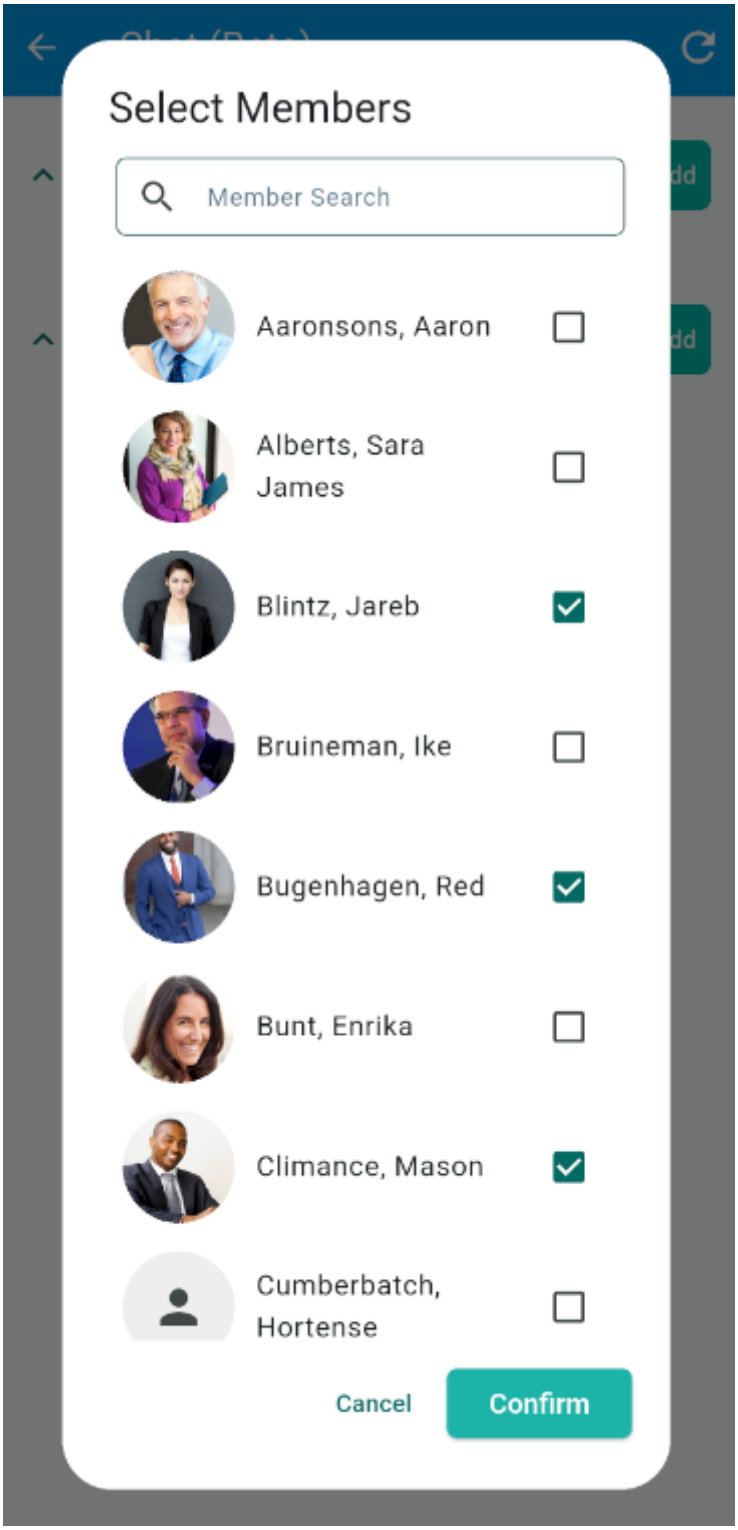


Chat with a group of members

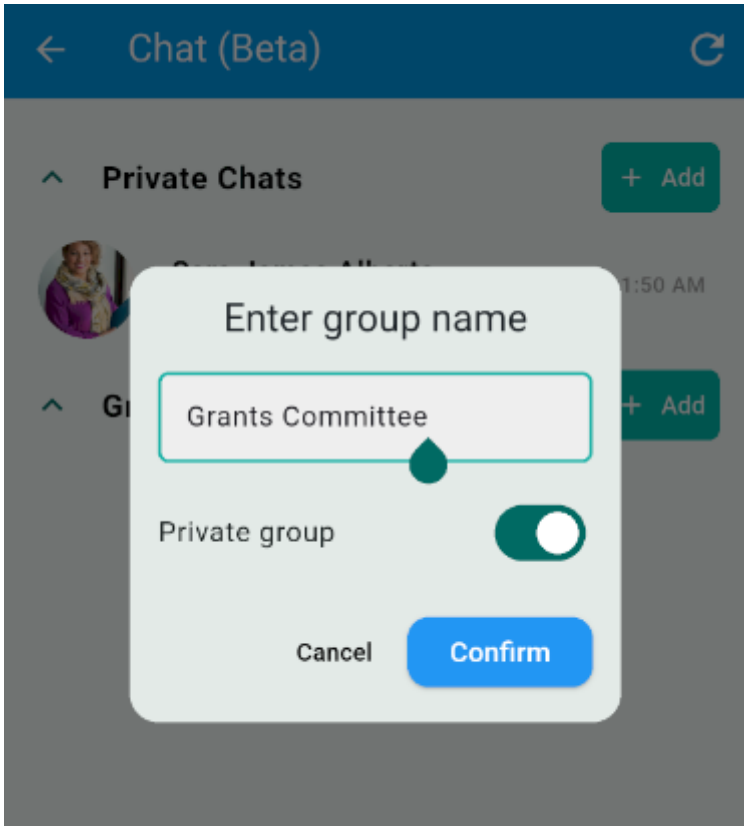
1. To start a chat with multiple members, tap the **+Add** button to the right-hand side of Group Chats.



2. Select the members you wish to chat with by tapping the checkboxes beside their names. You can use the search bar at the top of the screen to help find members in the list. Tap **Confirm** when you have selected all the members for this group chat.



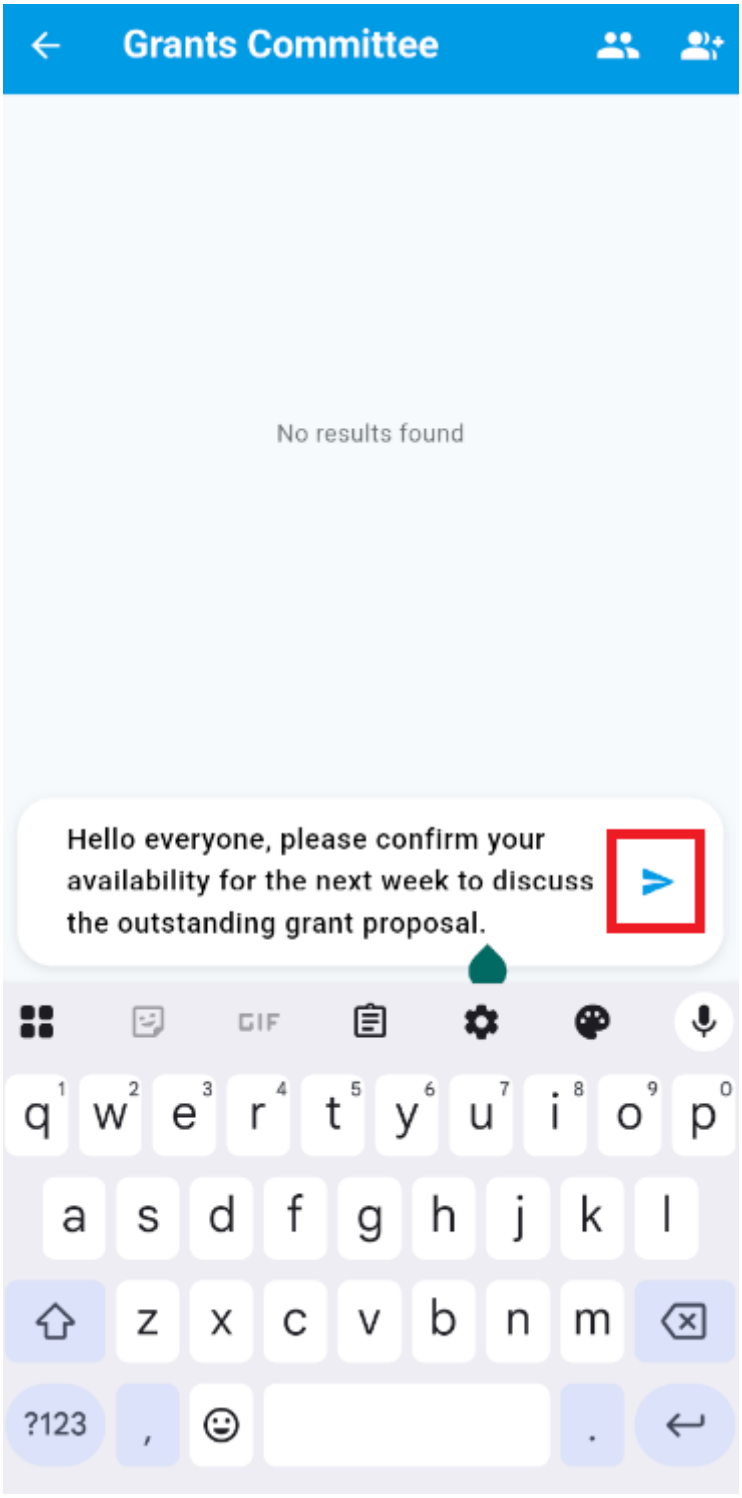
3. Enter a name for this group. You may choose to make this a private group chat by tapping the toggle. Tap **Confirm** to create the group chat.



Note

Anyone in your club may view and join public groups, but private groups require an invitation from the group's creator in order to view its messages.

4. Tap the message field at the bottom of the screen and use your device's input method to draft a message. Tap the **send icon** to send the message to the members in this group chat.


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