# ClubRunner

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New member email templates

Michael C. - 2022-02-07 - Communication

When you're writing standardized club emails, you may find it useful to create an **Email Template**. An email template is a standard email format that can be saved in ClubRunner, and used whenever its needed.

Create a new member email template

- 1. To access the **Email Template** feature, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.
- Along the top of the screen you will see several tabs. Click on the Communication tab.
- 3. Now, click on Email Services.
- 4. You are now on the Club Communication screen. At the left side of the screen, you will see the Email Services menu. To create a template for a standard email to be sent to new members, click on New Member Template under the Email Services Menu
- You are now on the New Member Templates screen, where you can create new email templates or edit existing ones. Click the Add New Template link near the right side of the screen.

Email Templates		
		Add New Template
Name 📤	Subject 🗸	Actions
	No data to displ	ay

6. You are now in the Email Template Editor. You can enter a Name and Subject for your template. The name field is the template's file name used for internal purposes, while the subject field will appear as the subject line of the resulting email.

#### Add Message Template

Message Template Code	
Insert Mail Merge Fields	
Recipient Title	
Sender   Sender First Name   Add     Account   Account Full Name   Add	
HTML Text Generate text version	
$ \begin{array}{ c c c c c c c c } \hline \hline & $	X

You may now enter the body of your message in the composition field. You can use the buttons above the composition window to format the text style, insert links, and more.

Insert Mail Merge Fields	
Recipient Title	✓ Add
Sender Sender First Name	Add
Account Full Name	Add
HTML Text Generate text version	
	Q t <sub>3</sub>   ∰   [22 Image B Templates ≣ ③ Ω +Ξ ] [21   12] Ξ Ξ   Ω • Δ • ) 99   94 ¶ • [10] Source
Dear \$NICK_NAME\$ \$LAST_NAME\$,	
You have joined the Green Town Rotary at an exciting time. As a new member, yo and get the most from our club.	u are probably eager to learn about how you can help our community
As such, we'd like to invite you to our next New Member Social, which takes plac meantime, if you have any questions, feel free to contact me!	e January 14th, 2022. You'll receive a formal invitation soon. In the
Kind regards,	
body div	4
Total characters including HTML: 573/30000	
	Cancel Save

 To help personalize emails to multiple recipients, you can make use of the Insert Mail Merge fields just above the composition window.

Insert Mail Merge Fields		
Recipient	Recipient Title	
Sender	Sender First Name	
Account	Account Full Name	
HTML Text Generate text version	∞ Link 🧠 🏴 쩆・ 亜 🔍 🍤 🌹 🖾 Image 🔒 Templates 🚍 🙂 Ω 🛥 🗐 🐰	
Dear \$NICK_NAME\$ \$LAST_NAME\$,		
You have joined the Green Town Rotary at an exciting time. As a new member, you are probably eager to learn about how you can help our community and get the most from our club.		
As such, we'd like to invite you to our next New M meantime, if you have any questions, feel free to co	ember Social, which takes place January 14th, 2022. You'll receive a formal invitation soon. In the ontact me!	
Kind regards,		
body div	4	
Total characters including HTML: 573/30000		

9. For example, if you wish to refer to your recipient by first name in the body of the email, select **Recipient First Name** from the Recipient menu and click the **Add** button at the appropriate point in your email. This adds a piece of code, which tells ClubRunner to insert the member's first name from your club database when the email is sent.

**Note:** The person who recieves your email will see only their name, and not the code.

Insert Mail Merge Fields			
Recipient	Recipient Title		
Sender	Sender First Name		
Account	Account Full Name		
HTML Text Generate text version			
	📾 Link 🙊 🏴 쩆 📰 🔍 🖏 🐺 🔛 Image 🔒 Templates 🚆 😳 Ω 🚝 🗐 🔀		
Normal ( Font - Size - B I U S ×₂ x <sup>2</sup> I <sub>x</sub> E Ξ Ξ ■ Δ · A · 99 / ¶ • @ Source			
Dear \$NICK_NAME\$ \$LAST_NAME\$,			
You have joined the Green Town Rotary at an excit and get the most from our club.	ing time. As a new member, you are probably eager to learn about how you can help our community		
As such, we'd like to invite you to our next New M meantime, if you have any questions, feel free to co	ember Social, which takes place January 14th, 2022. You'll receive a formal invitation soon. In the ontact me!		
Kind regards,			
body div	4		
-			



Cancel Save

- 10. When you are happy with your template, click **Save** at the bottom center of the screen. If you wish to scrap the template, click **Cancel.**
- 11. The new Email Template will now appear in the **Email Templates** area.

-	

### **Email Templates**

		Add New Template
Name 🔦	Subject 🗸	Actions
New Member Greeting	Welcome to Green Town Rotary!	-

Set a new member email template as default

Make sure that once you've created your new template, that you also take the time to set it as the default. This ensures that when creating new members, your chosen template is used instead of the ClubRunner default.

- 1. To access the **Email Template** feature, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.
- Along the top of the screen you will see several tabs. Click on the Communication tab.
- 3. Now, click on Email Services.
- 4. You are now on the Club Communication screen. At the left side of the screen, you will see the Email Services menu. Click on the New Member Templates option in the Email Services menu.
- 5. On the list of email templates, locate the email you wish to set as default and under the Action drop down, choose **Make Default**.

## **Email Templates**

		Add New Template
Name A	Subject 🗸	Actions
New Member Template	Welcome to the club of Purple Metro!	·
		<ul> <li>✓ Make Default</li> <li>Q Preview</li> <li>✓ Edit</li> <li>① Copy</li> <li>① Delete</li> </ul>

6. You should now see that your preferred email template has been set as default.

#### **Email Templates**

		Add New Template
Name 🚽	Subject 🗸	Actions
New Member Template	Welcome to the club of Purple Metro!	Default

Related Content

- How do I add a new member?
- How do I transfer a member to my club?