

ClubRunner

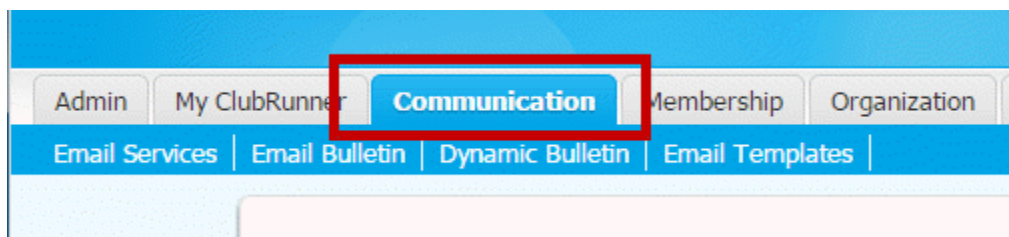
Help Articles > Club Help > Club - Administration Guide > Club Management > New member email templates

New member email templates

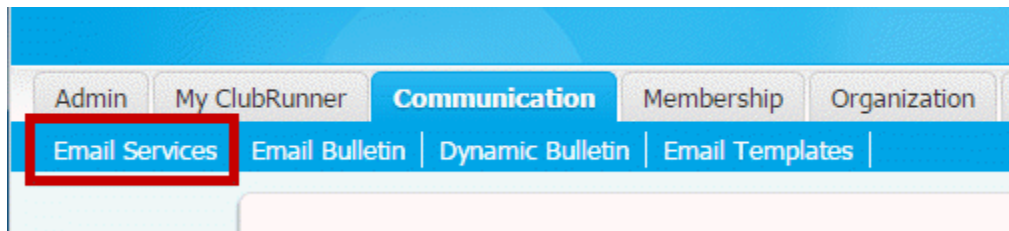
Michael C. - 2021-02-17 - Club Management

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. For example, you might wish to create a standard template for a new member welcome email, or to remind members of overdue invoices.

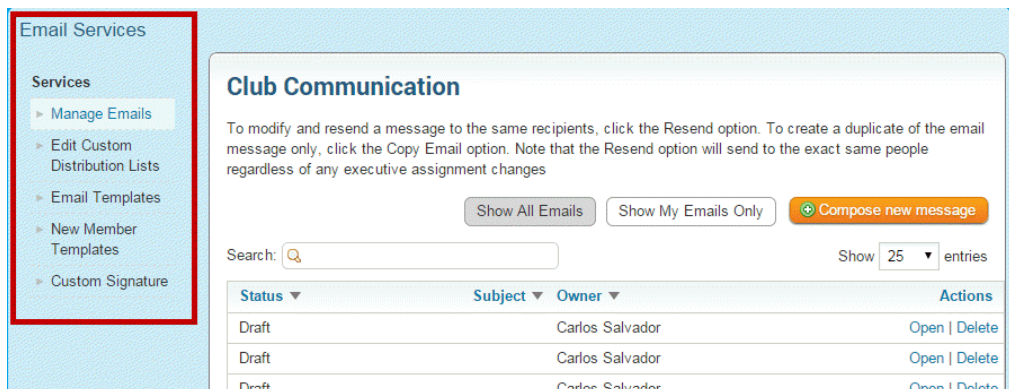
1. To access the **Email Template** feature, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.
2. Along the top of the screen you will see several tabs. Click on the **Communication** tab.



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, which is highlighted below.

A screenshot of the Club Communication screen. The 'Email Services' menu on the left is highlighted with a red box. The main content area shows the 'Club Communication' header, a search bar, and a table of email entries.

Email Services

Services

- ▶ Manage Emails
- ▶ Edit Custom Distribution Lists
- ▶ Email Templates
- ▶ New Member Templates
- ▶ Custom Signature

Club Communication

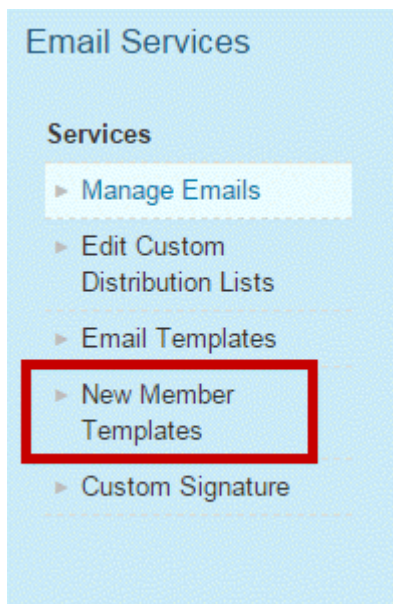
To modify and resend a message to the same recipients, click the Resend option. To create a duplicate of the email message only, click the Copy Email option. Note that the Resend option will send to the exact same people regardless of any executive assignment changes

Show All Emails Show My Emails Only Compose new message

Search: Show 25 entries

Status	Subject	Owner	Actions
Draft		Carlos Salvador	Open Delete
Draft		Carlos Salvador	Open Delete
Draft		Carlos Salvador	Open Delete

5. To create a template for a standard email to be sent to new members, click on **New Member Template** under the **Email Services Menu**.



6. 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.

New Member Templates

Template Name	Owner	Last Modified	Action
New Member	Edward Chu	Nov 06, 2014	

7. 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.


Email Template Editor

Template Name

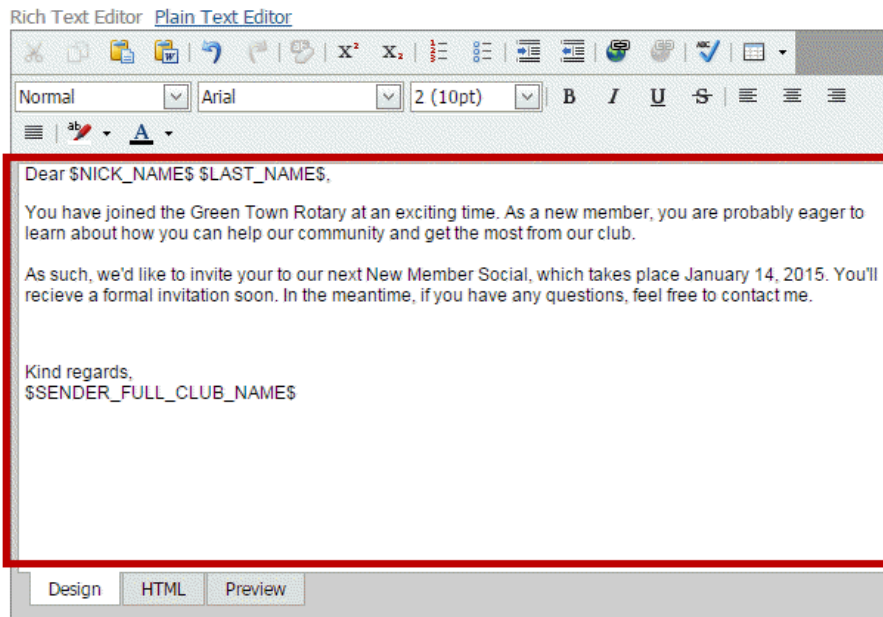
Owner

Select Template
 -- No Templates --

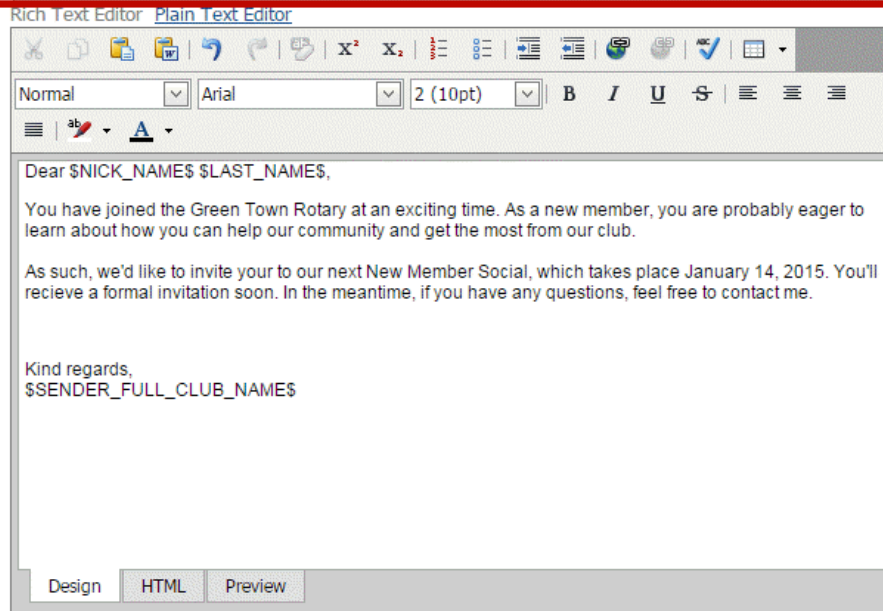
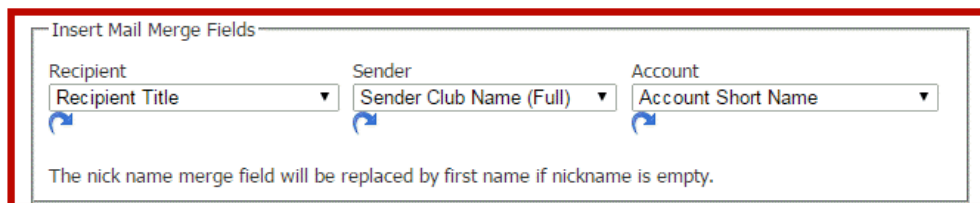
Subject:

Message: If you are copying and pasting from Word, please use the **Paste from Word** icon ()

8. 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.



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



10. 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 receives your email will see only their name, and not the code.

Insert Mail Merge Fields

Recipient: Recipient Title
Sender: Sender Club Name (Full)
Account: Account Short Name

The nick name merge field will be replaced by first name if nickname is empty.

Rich Text Editor [Plain Text Editor](#)

Normal | Arial | 2 (10pt) | B | I | U | S |

Dear \$NICK_NAMES\$ \$LAST_NAMES\$,

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 Member Social, which takes place January 14, 2015. You'll receive a formal invitation soon. In the meantime, if you have any questions, feel free to contact me.

Kind regards,
\$SENDER_FULL_CLUB_NAMES\$

Design | HTML | Preview



11. 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**.
12. The new Email Template will now appear in the **Email Templates** window.

Email Templates

Please select template type.

Email New Member

[Add New Template](#)

Template Name	Owner	Last Modified	Action
New Member	Carlos Salvador	Nov 06, 2014	 

[Go Back](#)

Related Content

- [How do I transfer a member to my club?](#)
- [How do I add a new member?](#)