ClubRunner

[NOVA] How do I create and edit custom distribution lists?

Michael C. - 2025-11-03 - Communication

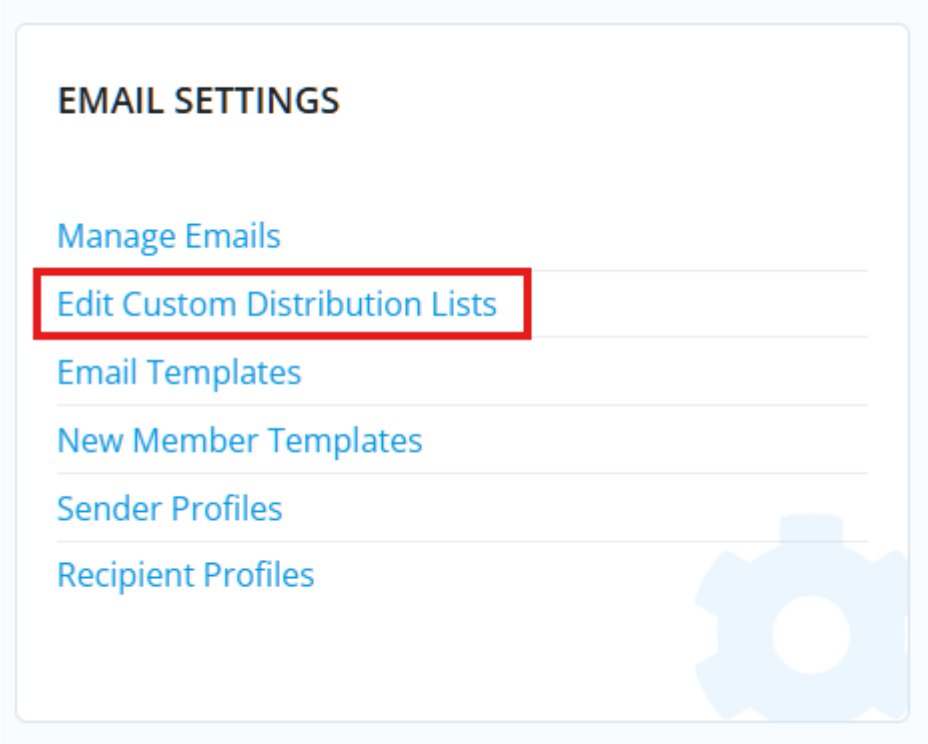
ClubRunner's **Custom Distribution List** feature lets you email certain groups of people within your club's member list. For example, you could create a custom distribution list that would send an email to everyone on a given committee, or only to new members.

Here are some steps you can follow that can assist in editing or creating a custom distribution list:

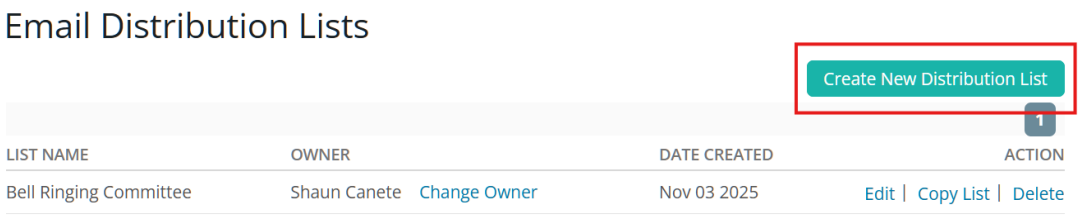
1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. **Alternatively, click here to go directly to the ClubRunner login page.**

2. On the left-hand menu, click the arrow to the right of **Communication**, then click on **Communication Home.**

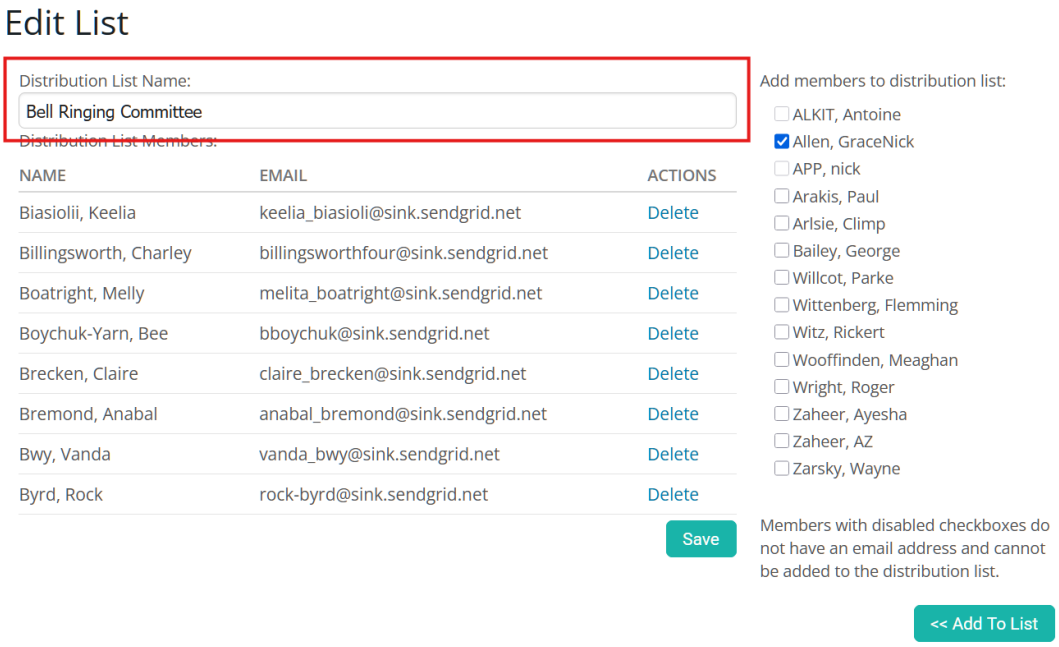
3. Within the Email Settings section, click on **Edit Custom Distribution Lists.**



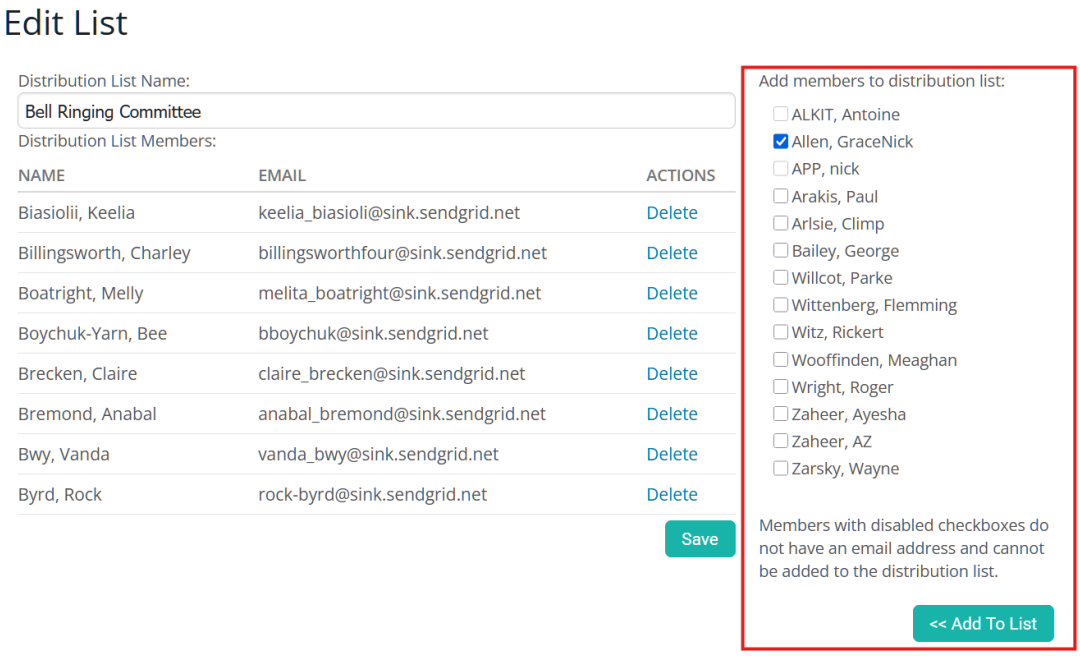
1. You are now on the Custom Distribution Lists page, where you can see a list of all of your custom distribution lists. Click on **Create New Distribution List** to create a new list. Alternatively, click on the **Edit** action for an existing list to make changes.



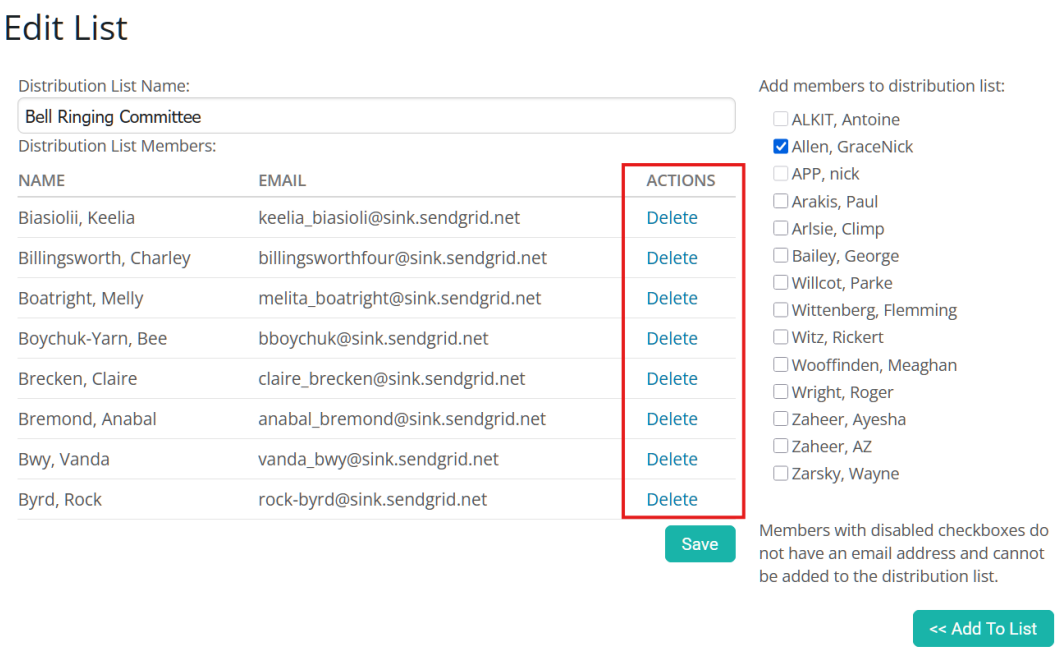
1. Enter the Distribution List Name within the **Distribution List Name** field.



1. Select the check box next to an individuals name and click on the **Add To List** button to add them to the distribution list.



1. Click on the **Delete** action to remove someone from the distribution list.



1. Click **Save** to finalize your changes.

