

ClubRunner

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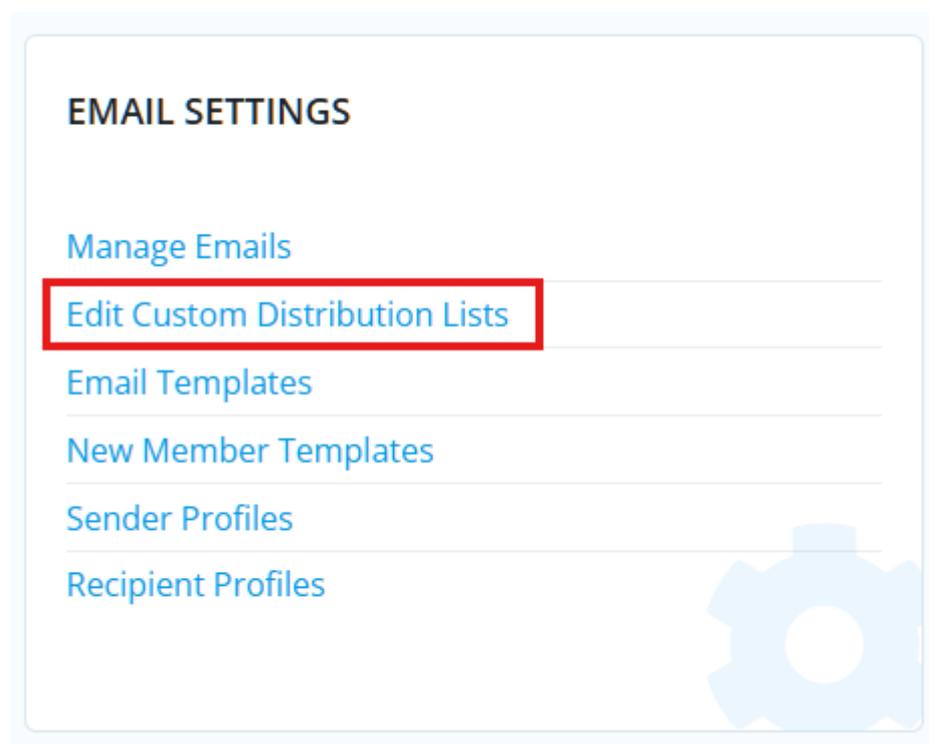
[NOVA] How do I create and edit custom distribution lists?

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.

Email Distribution Lists

Create New Distribution List

LIST NAME	OWNER	DATE CREATED	ACTION
Bell Ringing Committee	Shaun Canete Change Owner	Nov 03 2025	Edit Copy List Delete

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

Edit List

Distribution List Name:

Distribution List Members:

NAME	EMAIL	ACTIONS
Biasioli, Keelia	keelia_biasioli@sink.sendgrid.net	Delete
Billingsworth, Charley	billingsworthfour@sink.sendgrid.net	Delete
Boatright, Melly	melita_boatright@sink.sendgrid.net	Delete
Boychuk-Yarn, Bee	bboychuk@sink.sendgrid.net	Delete
Brecken, Claire	claire_brecken@sink.sendgrid.net	Delete
Bremond, Anabal	anabal_bremond@sink.sendgrid.net	Delete
Bwy, Vanda	vanda_bwy@sink.sendgrid.net	Delete
Byrd, Rock	rock-byrd@sink.sendgrid.net	Delete

Add members to distribution list:

- ALKIT, Antoine
- Allen, GraceNick
- APP, nick
- Arakis, Paul
- Arlsie, Climp
- Bailey, George
- Willcot, Parke
- Wittenberg, Flemming
- Witz, Rickert
- Wooffinden, Meaghan
- Wright, Roger
- Zaheer, Ayesha
- Zaheer, AZ
- Zarsky, Wayne

Members with disabled checkboxes do not have an email address and cannot be added to the distribution list.

[Save](#) [<< Add To List](#)

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.

Edit List

Distribution List Name:

Distribution List Members:

NAME	EMAIL	ACTIONS
Biasioli, Keelia	keelia_biasioli@sink.sendgrid.net	Delete
Billingsworth, Charley	billingsworthfour@sink.sendgrid.net	Delete
Boatright, Melly	melita_boatright@sink.sendgrid.net	Delete
Boychuk-Yarn, Bee	bboychuk@sink.sendgrid.net	Delete
Brecken, Claire	claire_brecken@sink.sendgrid.net	Delete
Bremond, Anabal	anabal_bremond@sink.sendgrid.net	Delete
Bwy, Vanda	vanda_bwy@sink.sendgrid.net	Delete
Byrd, Rock	rock-byrd@sink.sendgrid.net	Delete

Add members to distribution list:

- ALKIT, Antoine
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- APP, nick
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- Bailey, George
- Willcot, Parke
- Wittenberg, Flemming
- Witz, Rickert
- Wooffinden, Meaghan
- Wright, Roger
- Zaheer, Ayesha
- Zaheer, AZ
- Zarsky, Wayne

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[Save](#) [<< Add To List](#)

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

Edit List

Distribution List Name:

Distribution List Members:

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Billingsworth, Charley	billingsworthfour@sink.sendgrid.net	Delete
Boatright, Melly	melita_boatright@sink.sendgrid.net	Delete
Boychuk-Yarn, Bee	bboychuk@sink.sendgrid.net	Delete
Brecken, Claire	claire_brecken@sink.sendgrid.net	Delete
Bremond, Anabal	anabal_bremond@sink.sendgrid.net	Delete
Bwy, Vanda	vanda_bwy@sink.sendgrid.net	Delete
Byrd, Rock	rock-byrd@sink.sendgrid.net	Delete

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- Arlsie, Climp
- Bailey, George
- Willcot, Parke
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- Witz, Rickert
- Wooffinden, Meaghan
- Wright, Roger
- Zaheer, Ayesha
- Zaheer, AZ
- Zarsky, Wayne

Members with disabled checkboxes do not have an email address and cannot be added to the distribution list.

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

Edit List

Distribution List Name:

Distribution List Members:

NAME	EMAIL	ACTIONS
Biasioli, Keelia	keelia_biasioli@sink.sendgrid.net	Delete
Billingsworth, Charley	billingsworthfour@sink.sendgrid.net	Delete
Boatright, Melly	melita_boatright@sink.sendgrid.net	Delete
Boychuk-Yarn, Bee	bboychuk@sink.sendgrid.net	Delete
Brecken, Claire	claire_brecken@sink.sendgrid.net	Delete
Bremond, Anabal	anabal_bremond@sink.sendgrid.net	Delete
Bwy, Vanda	vanda_bwy@sink.sendgrid.net	Delete
Byrd, Rock	rock-byrd@sink.sendgrid.net	Delete

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