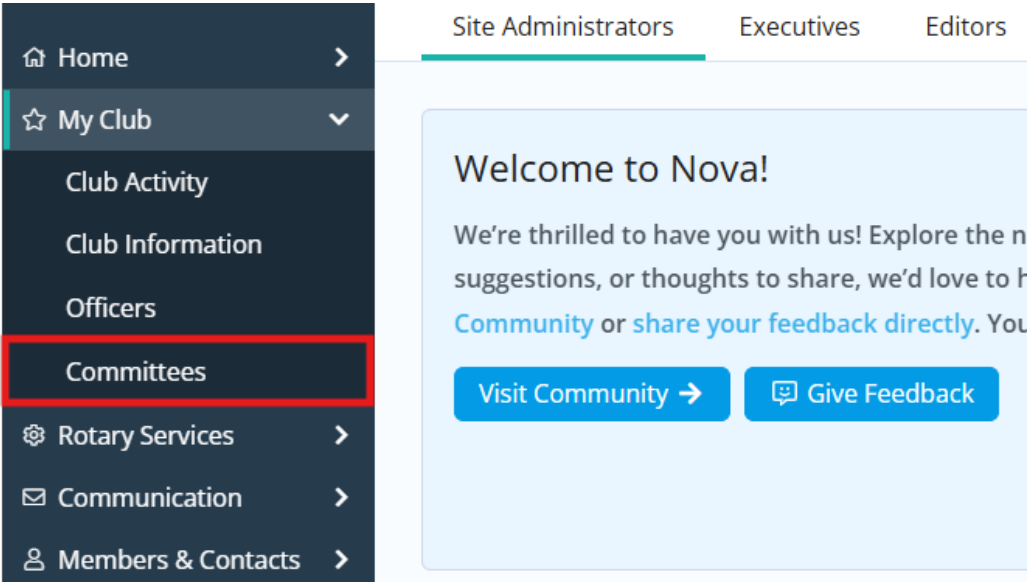


[NOVA] How do I send emails to committee members?

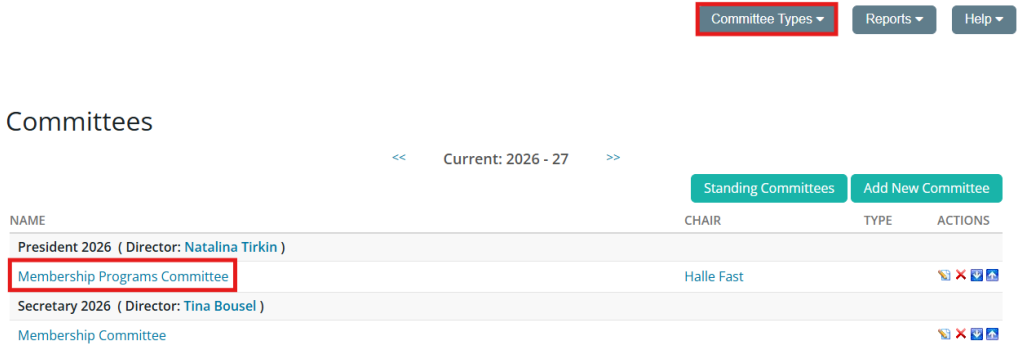
Michael M. - 2026-10-14 - [Committees](#)

In addition to creating and organizing committees, ClubRunner allows you to centralize your committee communication. This article will show you how to send emails to committee members.

1. To begin, log in to your account through your club homepage, then click on **Member Area** in the top right-hand corner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Click the arrow next to My Club in the left-hand navigation menu, then click **Committees**.



3. Find the committee you wish to email members of in the list and click on its name. You may need to switch the view between standing and yearly committees using the **Committee Types** drop-down menu in the top right-hand corner to find the committee you are looking for.



4. Next, click on the tab labeled **Email**.

[Members](#) [Subcommittees](#) [Documents](#) [Email](#)

5. On the following page, you can view all committee email sent within the last three months, if any. To compose a new email, click the **Compose New Message** button.

[Show All Emails](#)[Compose new message](#)

OWNER

ACTIONS

Beverly Smandly

[Open](#) | [Delete](#)

6. You can now determine the recipients of the email and define its content. On the left-hand side, select which committee members will receive the message by clicking the checkboxes provided. If you click the checkbox next to the name of the committee, it will select all committee members for the email.

Step 1:

Select the recipients of this message by expanding each category, then clicking the "Expand List" link. Please note: you will not be able to select recipients that have not supplied an email address.

☒ ☐ Membership Programs Committee (0/2)
☐ Members in Committee [Expand](#) (0/2)

☒ ☐ Subcommittees (0/1)
☐ Members in Reachout Endeavors [Expand](#) (0/1)

7. Next, enter the subject of your email in the text field provided, then enter the body of the email using the editing tools provided.

Step 2:

Enter your email subject and message.

Subject *

Templates and Merge Fields

[illegible]

Total characters including HTML: 40/150000

Text version

8. You have the option to attach a file to the email. Click on the **Select Files For Upload** button to select the attachment file from your device. Select the file from your device, then click **Open** to include the attachment in the email.

Step 3 (Optional):

Upload attachments to your email.

Select Files For Upload

Maximum 15.00 MB per file
Total attachment size: 0 B/15.00 MB

Note

Note: All Committee emails have a total attachment size limit of 15 MB.

9. You have the following options available and may check the checkboxes to enable them:

Step 4:

Choose your email options and send.

☐ Include link to list of recipients

A link to view the list of recipients will be included in the footer of the email

☐ Send me a copy of this email

- Send a list of recipients as an attachment
- Copy me on this email

- To schedule the email to be delivered at a certain date and time, click the **Schedule** option and enter a date using the calendar and time fields.

Step 5:

You can send the email right now, or click on schedule to choose when you would like to send it.

- ☐ Send right now
- ☒ Schedule

Choose the date and time to schedule when you want to send this email to the selected recipients. You can still use "Send to Myself" to preview the email.

Oct 30, 2026  at 04:50 PM 

11. Finally, you have the following delivery options:

- Send: Click this option to send the email immediately, or at the scheduled date and time, if entered.
- Save as Draft: Save the email for later editing.
- Send to Myself: This option sends the email to your profile's email address and keeps the email as a draft.

Save as Draft

Send to Myself

Send