

ClubRunner

[Help Articles](#) > [Club Help](#) > [Club - Members' Guide](#) > [Communication](#) > [Where can I send an email in ClubRunner?](#)

Where can I send an email in ClubRunner?

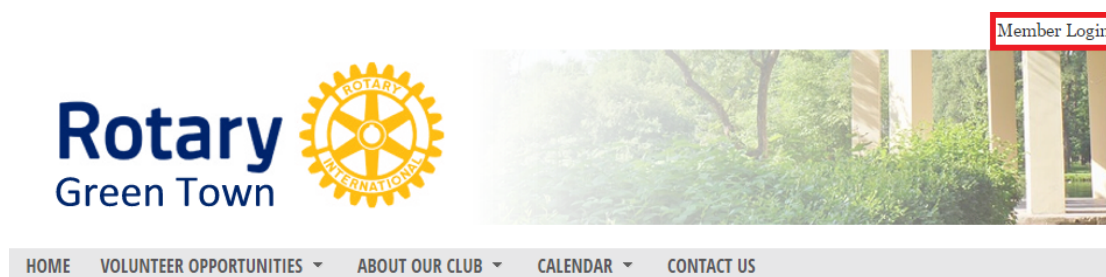
Michael C. - 2021-03-10 - [Communication](#)

ClubRunner has a built-in email feature that allows you to email fellow members and non members. Their email addresses are stored in ClubRunner so you do not have to know them.

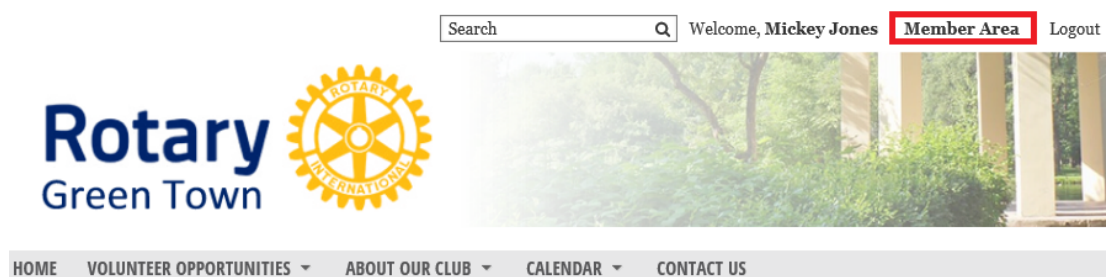
You can access the **Email Message Center** from your club's home page. Here, you can compose emails and view the emails you have sent.

Note : The **Email Message Center** does not act as an inbox. To view messages you have received, you must access your personal email.

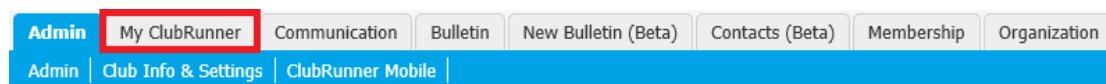
1. To access **Email Services**, you must go to your club homepage and log in. To do this please click the **Member Login** link near the top right.



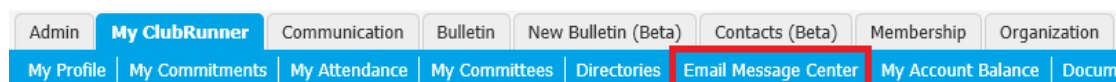
2. After you enter your login name and password it will return you back to the Club's homepage. Click **Member Area** near the top right.



3. Along the top of the screen you will see several tabs. Click on the **My ClubRunner** tab.



4. Now, click on the **Email Message Center**.



5. You are now on the **Club Communication** screen. Here, you can compose emails and view emails you may have sent. The details about the headings are below:

- **Status** - This displays the status of the email. The status which can be displayed are Draft, Queued for sending, Sending is in progress, and Sent.
- **Subject**- The subject of the email.
- **Owner**- Who sent the email.
- **Actions**:

- **View** - Displays the email that was sent.
- **Stats** - Displays the statistics of the email.
- **Resend** - Resends the email not allowing you to change the recipients, but allows you to change the content.
- **Make a Copy** - Creates a copy of the email allowing you to edit the recipients and content.
- **Delete** - Deletes the email. If you need to delete one or more please see step 6 **Delete Multiple Emails**.

Club Communication

To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email without recipients.

Active Emails ▾

[Compose new message](#)

Status ▾	Subject ▾	Owner ▾	Actions
<input type="checkbox"/> Sent on Apr 01, 2015 at 9:20 AM	Spring Fling	Edward Smith	View Stats Resend Make a Copy Delete
<input type="checkbox"/> Sent on Mar 23, 2015 at 10:29 AM	Meeting	Edward Smith	View Stats Resend Make a Copy Delete
<input type="checkbox"/> Sent on Mar 23, 2015 at 10:18 AM	Board Meeting	Edward Smith	View Stats Resend Make a Copy Delete
<input type="checkbox"/> Sent on Mar 11, 2015 at 9:45 AM	Graphics	Edward Smith	View Stats Resend Make a Copy Delete
<input type="checkbox"/> Sent on Mar 10, 2015 at 10:24 AM	Monthly Board Meeting	Edward Smith	View Stats Resend Make a Copy Delete
<input type="checkbox"/> Sent on Mar 09, 2015 at 3:59 PM	Monthly Board Meeting	Edward Smith	View Stats Resend Make a Copy Delete
<input type="button" value="Check All"/> <input type="button" value="Remove Selected"/>			

Delete Multiple Emails

6. You can delete more than one email at a time. To do this, please click on the check mark box on the left to select the emails you would like to delete and click **Remove Selected** at the bottom.

Club Communication

To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email without recipients.

Active Emails ▾

[Compose new message](#)

Status ▾	Subject ▾	Owner ▾	Actions
<input checked="" type="checkbox"/> Sent on Apr 01, 2015 at 9:20 AM	Spring Fling	Edward Smith	View Stats Resend Make a Copy Delete
<input checked="" type="checkbox"/> Sent on Mar 23, 2015 at 10:29 AM	Meeting	Edward Smith	View Stats Resend Make a Copy Delete
<input checked="" type="checkbox"/> Sent on Mar 23, 2015 at 10:18 AM	Board Meeting	Edward Smith	View Stats Resend Make a Copy Delete
<input type="checkbox"/> Sent on Mar 11, 2015 at 9:45 AM	Graphics	Edward Smith	View Stats Resend Make a Copy Delete
<input type="checkbox"/> Sent on Mar 10, 2015 at 10:24 AM	Monthly Board Meeting	Edward Smith	View Stats Resend Make a Copy Delete
<input type="checkbox"/> Sent on Mar 09, 2015 at 3:59 PM	Monthly Board Meeting	Edward Smith	View Stats Resend Make a Copy Delete
<input type="button" value="Check All"/> <input type="button" value="Remove Selected"/> 3 emails selected			

Related Content

- [How do I send an email?](#)
- [VIDEO: How do I send an email?](#)
- [How do I create a custom signature?](#)
- [How do I add an attachment to an email?](#)