# How do I send an email? (District)

ClubRunner has a built-in email feature that allows you to email other club members in your District, provided you have the correct District access rights. You can access the **Email Message Center** from your District home page.

*Note: The **Email Message Center** does not act as an inbox. To view messages you have received, you must access your personal email.*
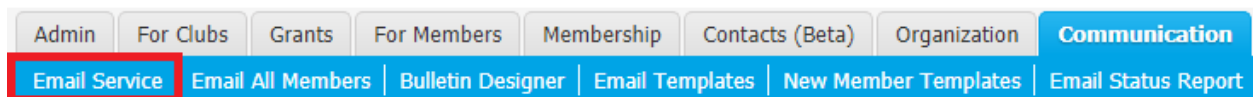
1. To access **Email Services**, you must go to your District homepage and log in. Then, click on **Member Area** on the top right.
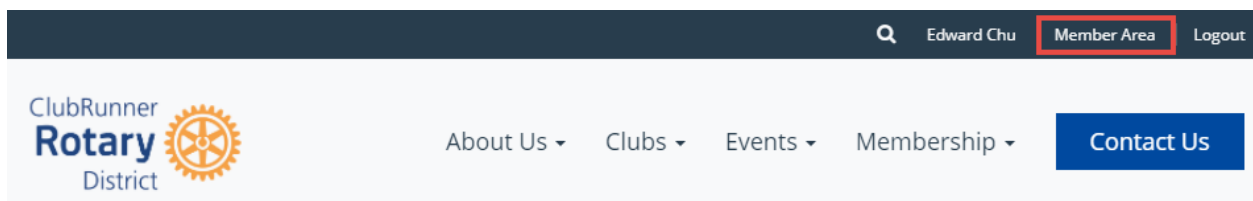
2. Along the top of the screen you will see several grey tabs. Click on the **Communication** tab.
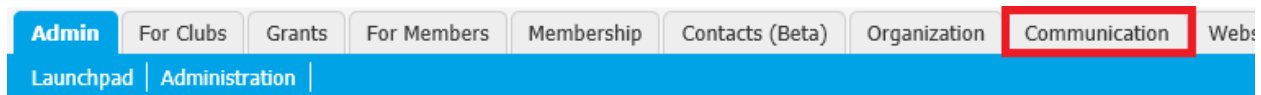
3. Now, click on **Email Service**.

4. You are now on the **District Communication** screen. Here, you can compose emails and view emails you may have sent.

District 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 |

Status ▼	Subject ▼ Owner ▼	Actions
	No Data To Display	

5. To review one of the emails you have sent, click on the **View** button next to the appropriate email. You may also **Resend** the email, **Make a Copy** of the text , or **Delete** it, using the buttons on the same line.

Search: 🔍   Show 25 ▼ entries

Status ▼	Subject ▼	Owner ▼	Actions
Draft		Carlos Salvador	Open | Delete
Sent on Oct 30, 2014 at 1:39 PM	Food drive collection	Carlos Salvador	View | Resend | Make a Copy | Delete
Sent on Oct 28, 2014 at 6:25 PM	test	Carlos Salvador	View | Resend | Make a Copy | Delete

Showing 1 to 3 of 3 entries

6. If you have a draft email in progress, you may open for editing or delete it by clicking the **Open** or **Delete** buttons next to the relevant message.

Search: 🔍   Show 25 ▼ entries

Status ▼	Subject ▼	Owner ▼	Actions
Draft		Carlos Salvador	Open | Delete
Sent on Oct 30, 2014 at 1:39 PM	Food drive collection	Carlos Salvador	View | Resend | Make a Copy | Delete
Sent on Oct 28, 2014 at 6:25 PM	test	Carlos Salvador	View | Resend | Make a Copy | Delete

Showing 1 to 3 of 3 entries

7. To create a new message, click on the orange button marked **Compose New Message** just above the email view field.

District 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 |

Status ▼	Subject ▼	Owner ▼	Actions
	No Data To Display		

 8. You are now on the **Create Email** page. Here, you can compose a message to district club members, executives and non-member friends and contacts in the district database. The steps you must follow to compose an email are detailed below.

Create Email *Last saved on Apr 19, 2016 at 2:53 PM*

← Hide Recipients

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.

➕ ☐ District Executives (Current Year) (0/3)

➕ ☐ District Executives (Next Year) (0/1)

➕ ☐ Club Executives & Directors (Current Year) (0/31)

➕ ☐ Club Executives & Directors (Next Year) (0/1)

➕ ☐ Custom Distribution Lists (0/43)

➕ ☐ Active Members (0/280)

➕ ☐ Honorary Members (0/16)

➕ ☐ Contact Groups (0/3)

Step 2:

Enter your email subject and message.

Select Template: -- Select Group -- ▼

Subject: [_____] *

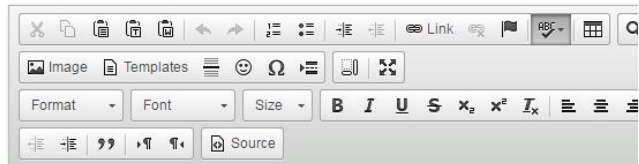Insert Mail Merge Fields

Recipient: [Recipient Title ▼] Add

Sender: [Sender First Name ▼] Add

Account: [Account Full Name ▼] Add

The Nick Name merge field will be replaced by First Name if it is empty.

Message:

Click on the Templates button for commonly used layout options, including centered images.

Dear $NICK_NAME$ $LAST_NAME$,

9. Follow the steps on the screen to compose a new email. First, you select the recipients by clicking on the buttons to expand the member lists. You can select individual members, or choose to send messages to everyone in a given list. In this case, we have selected to send our email to the District Governor, Assistant/Area Governors, and Committee Chairs.

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.

- ☑ District Executives (Current Year) (3/3)
  - ☑ District Governor   Expand List   (1/1)
  - ☐ District Executives   Expand List   (0/0)
  - ☐ District Officers and Directors   Expand List   (0/0)
  - ☑ Assistant/Area Governors   Expand List   (1/1)
  - ☑ Committee Chairs   Expand List   (1/1)

- ☐ District Executives (Next Year) (0/1)

- ☐ Club Executives & Directors (Current Year) (0/31)

- ☐ Club Executives & Directors (Next Year) (0/1)

- ☐ Custom Distribution Lists (0/43)

- ☐ Active Members (0/280)

- ☐ Honorary Members (0/16)

- ☐ Contact Groups (0/3)

10. Now, select an email template (if any) and fill in the subject field.

Step 2:

Enter your email subject and message.

Select Template: -- Select Group -- ▼

Subject: [   ]*

11. Your email is automatically generated with a greetings to the recipient that includes their first name and last name. You can change this information using the **Insert Mail Merge Fields**

feature. This feature also allows you insert the recipient's name or other information in the body of the email.

12. For example, if you wish to signer your full name in the body of the email, select **Sender Club Name (Full)** from the **Sender** menu and click the **Add** button when you are 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. The person who recieves your email will see your name, and not the code.
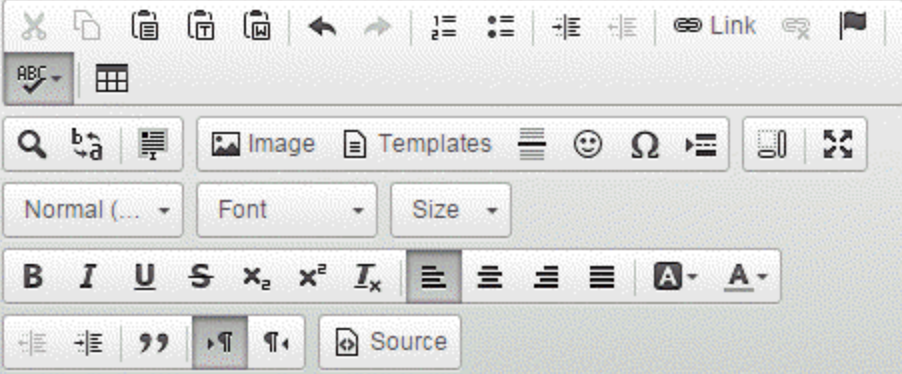
Insert Mail Merge Fields

Account: [Account Full Name ▾] [Add]

Recipient: [Recipient Title ▾] [Add]

Sender: [Sender Club Name (Full) ▾] [Add]

The Nick Name merge field will be replaced by First Name if it is empty.

Message:

Dear $NICK_NAME$ $LAST_NAME$,

The District would like to invite club executives to attend our first annual District Convention. Join with district executives to discuss the problems and opportunities that face you in your community. Help us create a new District level strategy for Rotary in the coming year.

Regards,

$SENDER_FULL_CLUB_NAME$

body div

Total characters: 440/100000

13. Compose your message. You can use the buttons above the writing field to edit your fonts and text style, and to add images and links.
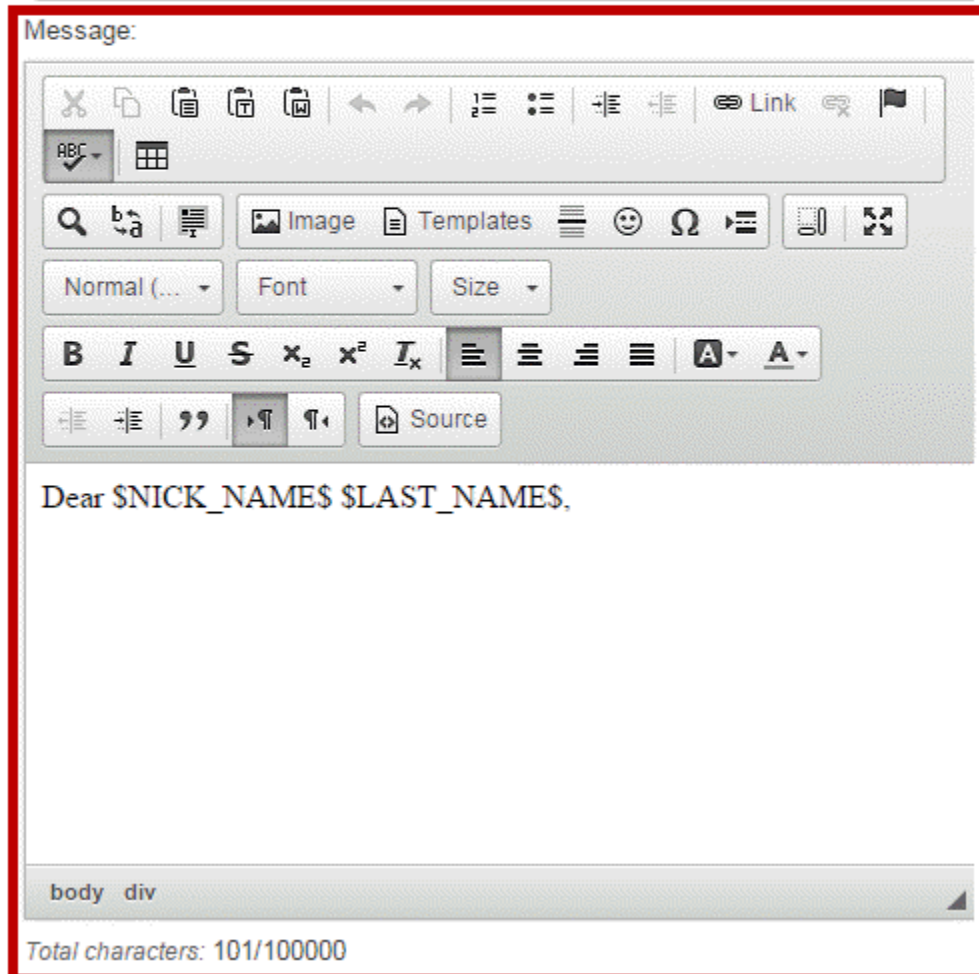
Insert Mail Merge Fields

Account:	Account Full Name ▾	Add
Recipient:	Recipient Title ▾	Add
Sender:	Sender First Name ▾	Add

The Nick Name merge field will be replaced by First Name if it is empty.

Message:

Dear $NICK_NAME$ $LAST_NAME$,

body   div

Total characters: 101/100000

14. You now have the option to add a file attachment to the email. This could include photos or documents relevant to the email. To add a file, click **Select Files for Upload.** You can then choose files from your computer. The files cannot be larger than 6 MB in total.

Step 3 (Optional):

Upload attachments to your email.

Total attachment size: 0 B/6.00 MB

Select Files For Upload
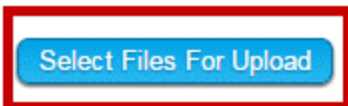
15. Next, you have the option to **Send a list of recipients as an attachment**, and/or to send a copy to yourself, by clicking on the indicated check boxes. Attaching a recipient list lets your readers know who else has received your message.

Step 4:

Choose your email options and send.

☐ Send a list of recipients as an attachment.
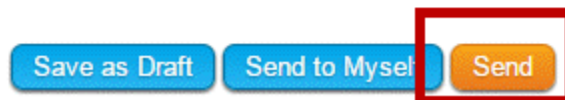☐ Copy me on this email.
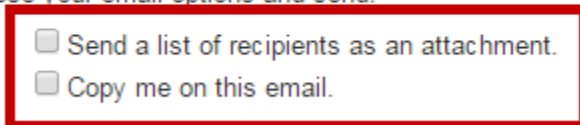
16. You can choose to send your email immediately, or at the time of your choosing. To send the email later, leave the **Send Right Now** button checked, and click **Send**.

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

Save as Draft   Send to Myself   Send

17. If you want to send the email later, select **Schedule** and enter the time and date you wish your message to go out. Then click **Send**, as noted in the previous step.

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.

[📅] at [   ] ◈

[Save as Draft] [Send to Myself] [Send]

Full page of Help articles from ClubRunner

https://www.clubrunnersupport.com/section/789-communication