

Sooner Club E-Mail Tutorial

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Log Into the Sooner Rotary Website

Go to www.soonerrotary.org

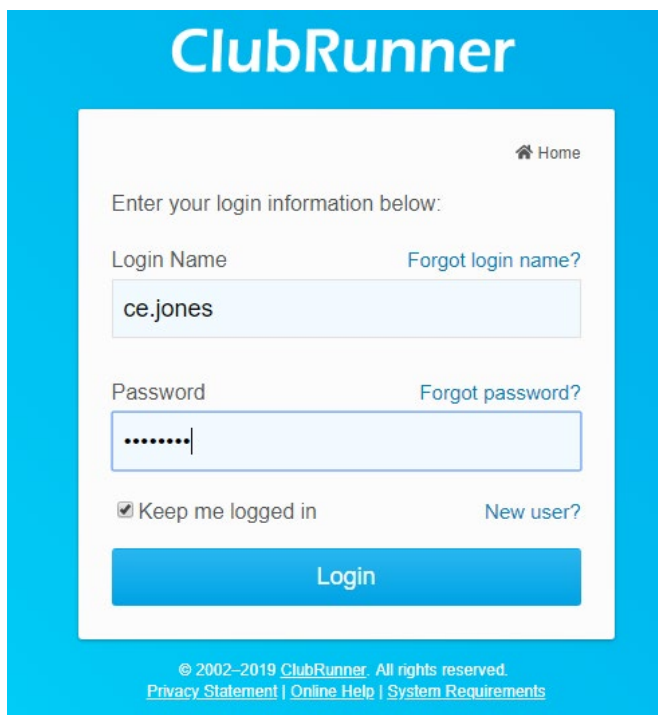
Click the Member Login link in the top bar.



Log into the website using your user name and password. If you do not know your user name and password, you can call the club Secretary.

You can also click the link [Forgot Password?](#) To retrieve your password and user name.

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The image shows a login form for ClubRunner. At the top, it says "ClubRunner" in a large blue font. Below that, there is a "Home" link with a house icon. The form asks the user to "Enter your login information below:". There are two input fields: "Login Name" with the text "ce.jones" and "Forgot login name?" link; and "Password" with masked characters "....." and "Forgot password?" link. Below the password field, there is a checkbox labeled "Keep me logged in" and a "New user?" link. A blue "Login" button is at the bottom. At the very bottom, there is a copyright notice: "© 2002–2019 ClubRunner. All rights reserved." with links for "Privacy Statement", "Online Help", and "System Requirements".

Click the Login button.

Click the Member Area link in the top right corner.



The image shows the header of the Norman Sooner Rotary Club website. At the top right, there is a search bar and a navigation menu with links for "C.E. Jones", "Member Area", and "Logout". The "Member Area" link is circled in red. Below the navigation bar is a yellow banner with the Rotary logo on the left and the text "Norman Sooner Rotary Club" and "Service above Self since 1987" on the right. At the bottom, there is a blue navigation bar with links for "Home", "About", "Member Connection", "Calendar", "Weekly News", "Join", and "Give".

Click Email Message Center in the left column in the main body of the admin page.

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Norman Sooner Rotary Welcome, C.E. [Logout] Admin Home Page

Admin My ClubRunner Communication Bulletin New Bulletin (Beta) **Contacts** Membership Organization RI Integration Attendance Website New Website (Beta) Reports Events Volunteers Help

Admin Club Info & Settings Edit Privacy Policy ClubRunner Mobile Help Guides Webinars Contact Support Community

Download the Mobile App

Access your member directory on the go!

Help

Support Center

On Demand Videos

Webinars

Submit a Ticket

ClubRunner Add-ons

Enhanced Committees Module

MyEventRunner

Online Payment & eCommerce Module - US

Online Payment & eCommerce Module - CAN

Barcode Scanner Module

Administration

New to ClubRunner or need a refresher? Register for free ClubRunner webinars here. Visit our [Support Website](#) where we have all the KB articles, training videos, and more!

My ClubRunner

- Edit My Profile
- Change My Password
- Upload My Photo
- My Commitments
- My New Member Activities **NEW!**
- My Friends
- View Club Directory
- View Club Photo Directory
- eDirectory Reports 2.0
- ClubRunner Training **NEW!**
- Email Message Centre **NEW!****
- My Documents
- My Attendance
- My Committees
- My Billing Account Balance

Website Manager

- Website Designer 3.0
- Edit Home Page Links

Membership Manager

- Club Dashboard
- Active Member List
- Other Users List
- Inactive Members List
- Friends of the Club
- Bulletin Subscribers
- New Member Program
- Dues & Billing
- RI Integration
- Request Member Updates
- Edit Executives and Directors
- Committee Management
- Birthday & Anniversary Report
- Gender Distribution (Summary)
- Download Member Data **NEW!**
- Member Designations

Meeting Services

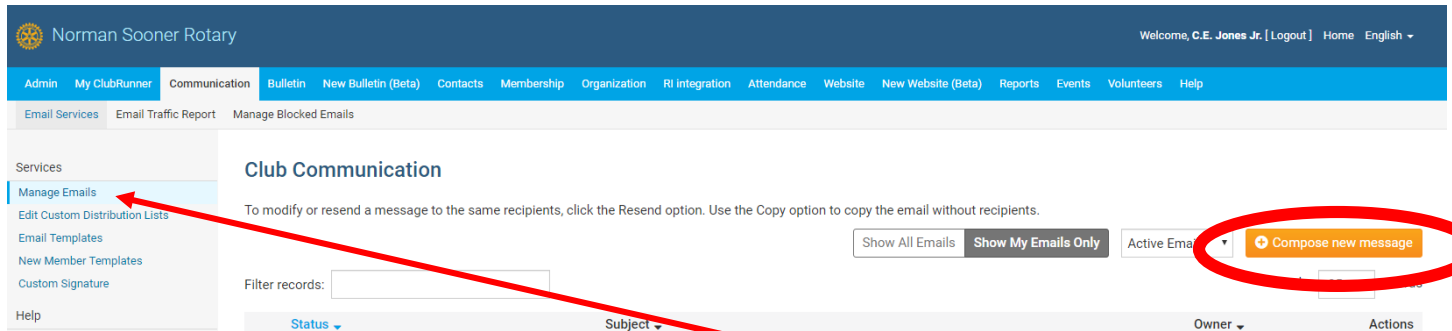
- Input Attendance

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Create New Message

Click Compose New Message in the top right corner.



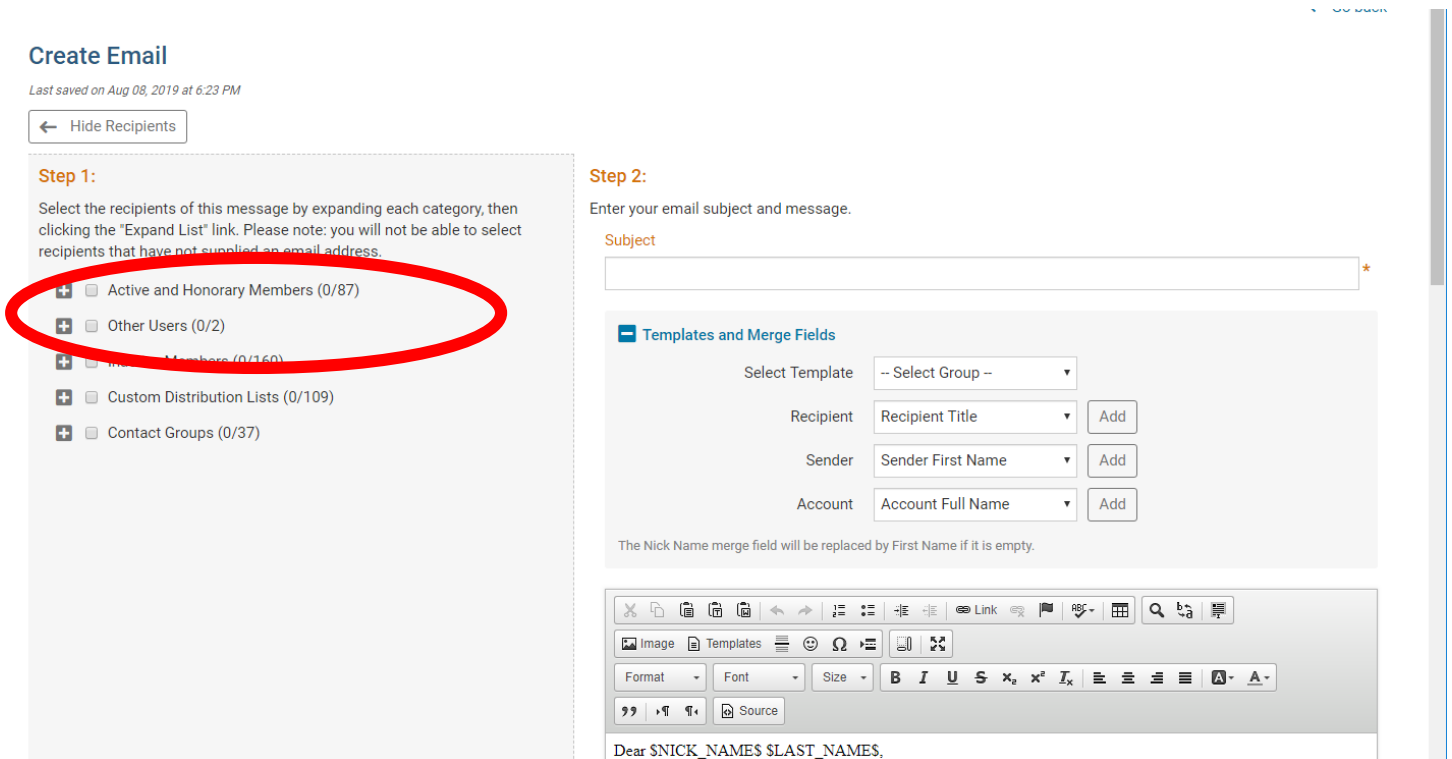
Note: Be sure Manage Emails is selected at the top of the left panel.

Select Recipients

Follow the steps. Start with Step 1. Select the recipients. Click in the Active and Honorary members box.

Note: Click the + sign to expand the list. Use this to customize the list.

To include Prospective members, click the check box next to Other Users.



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Type Message

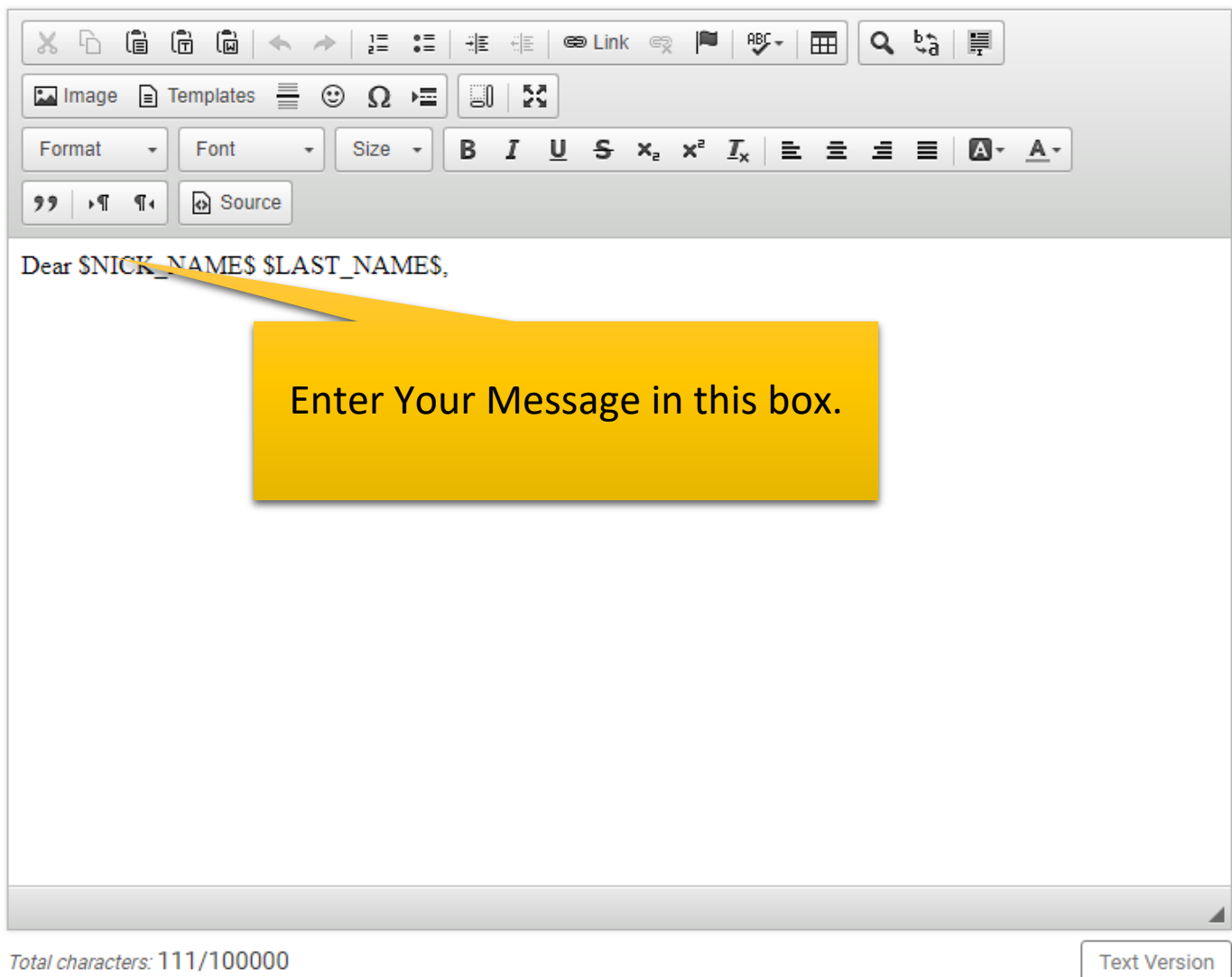
Go to Step 2. Enter a Subject for your message.

Scroll down the page to the body of your message.

Type the message.

ScS

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



The screenshot displays an email composition window. At the top, a grey notification bar states: "The Nick Name merge field will be replaced by First Name if it is empty." Below this is a rich text editor toolbar with various icons for editing, including undo, redo, bulleted list, numbered list, link, unlink, text color, background color, search, and print. The main editing area contains the text "Dear \$NICK_NAME\$ \$LAST_NAME\$," followed by a large yellow callout box with the text "Enter Your Message in this box." At the bottom left, a character count shows "Total characters: 111/100000" and at the bottom right, there is a "Text Version" button.

Scroll down once you have entered your message.

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Add attachments to your message

Click the box Select Files for Upload beneath the Step 3 heading.

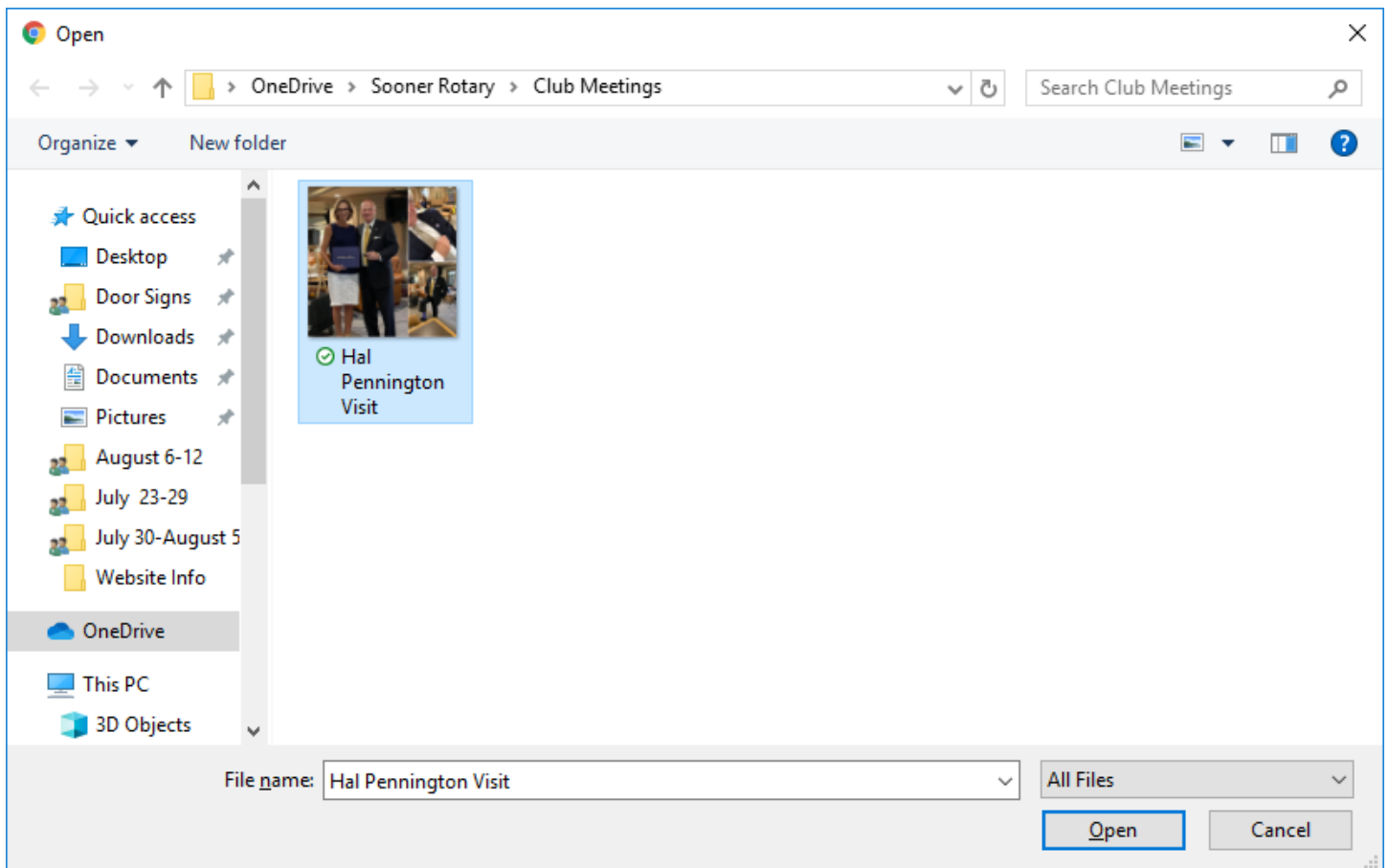
Step 3 (Optional):

Upload attachments to your email.

Select Files For Upload

Maximum 5.00 MB per file
Total attachment size: 0 B/6.00 MB

Navigate to the file you wish to attach.



Click the file to select it then click Open

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Step 4:

Choose your email options and send.

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

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

Review Steps 4 and 5. Make any changes you wish.

Click Send to send the message immediately.

A window will pop up saying Send email to (#) of recipients?

Send email to 1 recipients?

Cancel

OK

Click OK.

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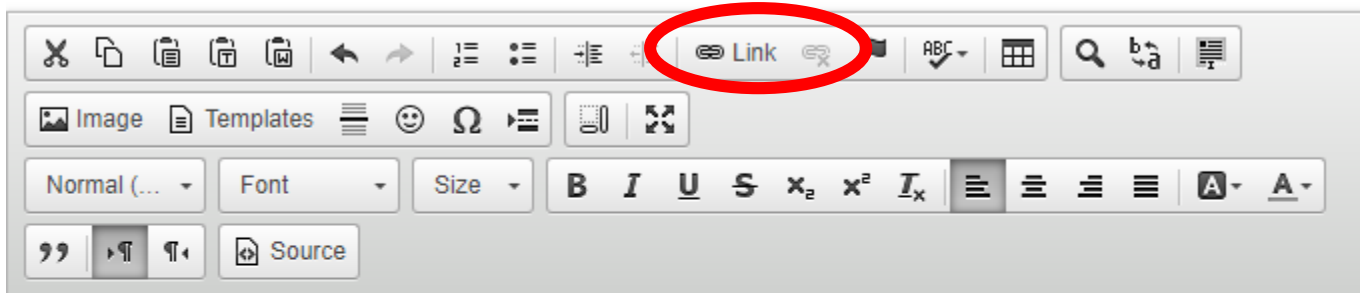
Add Hyperlinks to your message

From time to time, you might want to use a link in your messages.

Go to the site you wish to navigate to.

Copy the site address (URL).

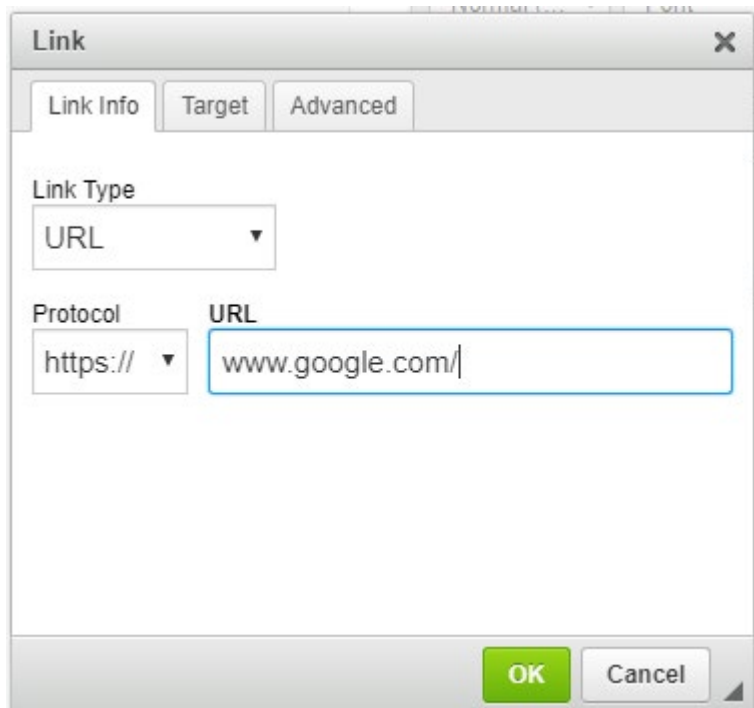
Highlight the text you want the recipient to click.



The screenshot shows the top toolbar of an email editor. The 'Link' icon, which consists of a chain link symbol, is circled in red. Below the toolbar, the email body contains the text 'Dear \$NICK_NAMES \$LAST_NAMES,' followed by a blank line and then 'For more information, [click Here](#).'

Click the Link icon in the toolbar.

Paste the URL you just copied



The screenshot shows the 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Target' tab is selected. In the 'Link Type' dropdown, 'URL' is selected. The 'Protocol' dropdown shows 'https://'. The 'URL' text box contains 'www.google.com/'. At the bottom, there are 'OK' and 'Cancel' buttons.

Click the Target tab.

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Choose In a New Window to force a new window to open when the link is clicked.

Click OK