Log Into the Sooner Rotary Website

Go to [www.soonerrotary.org](http://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.
Click the Login button.

Click the Member Area link in the top right corner.

Click Email Message Center in the left column in the main body of the admin page.
Sooner Club E-Mail Tutorial
Create New Message
Click Compose New Message in the top right corner.

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.

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

Dear $NICK_NAME$ $LAST_NAME$.

Enter Your Message in this box.

Scroll down once you have entered your message.
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.

Navigate to the file you wish to attach.

Click the file to select it then click Open
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?

Click OK.
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.

Dear $NICK_NAMES $LAST_NAMES,

For more information, click Here.

Click the Link icon in the toolbar.

Paste the URL you just copied

Click the Target tab.
Sooner Club E-Mail Tutorial

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

Click OK