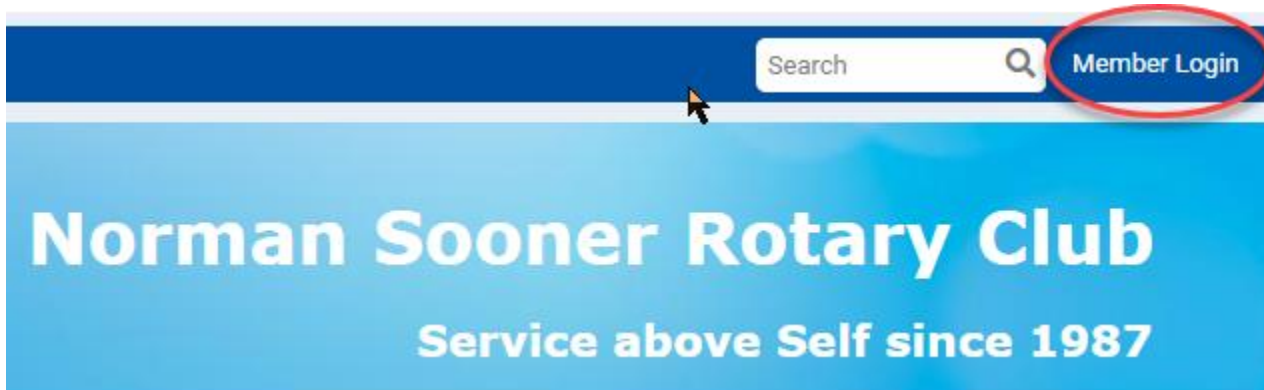


Sooner Rotary E-mail Tutorial

To send an e-mail message to the club:

1. Go to www.soonerrotary.org.
2. In the top right corner, click **Member Login**



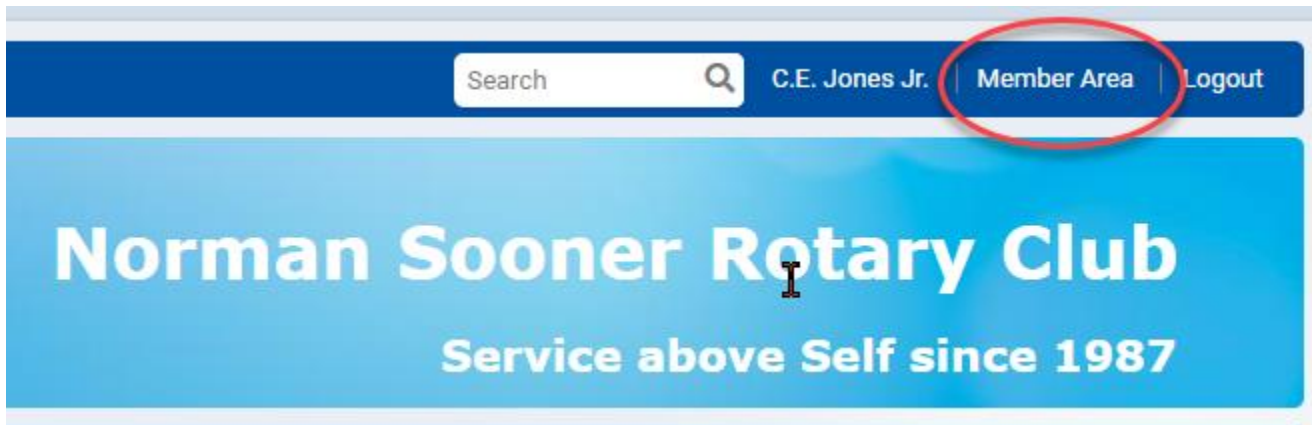
3. Enter your **login name** and **password**.

A screenshot of the ClubRunner login form. The form is white with a blue border. It features a "Home" link, a "Login Name" field with the value "ce.jones", a "Forgot login name?" link, a "Password" field with masked characters, a "Forgot password?" link, a "Keep me logged in" checkbox, and a "New user?" link. A large blue "Login" button is at the bottom.

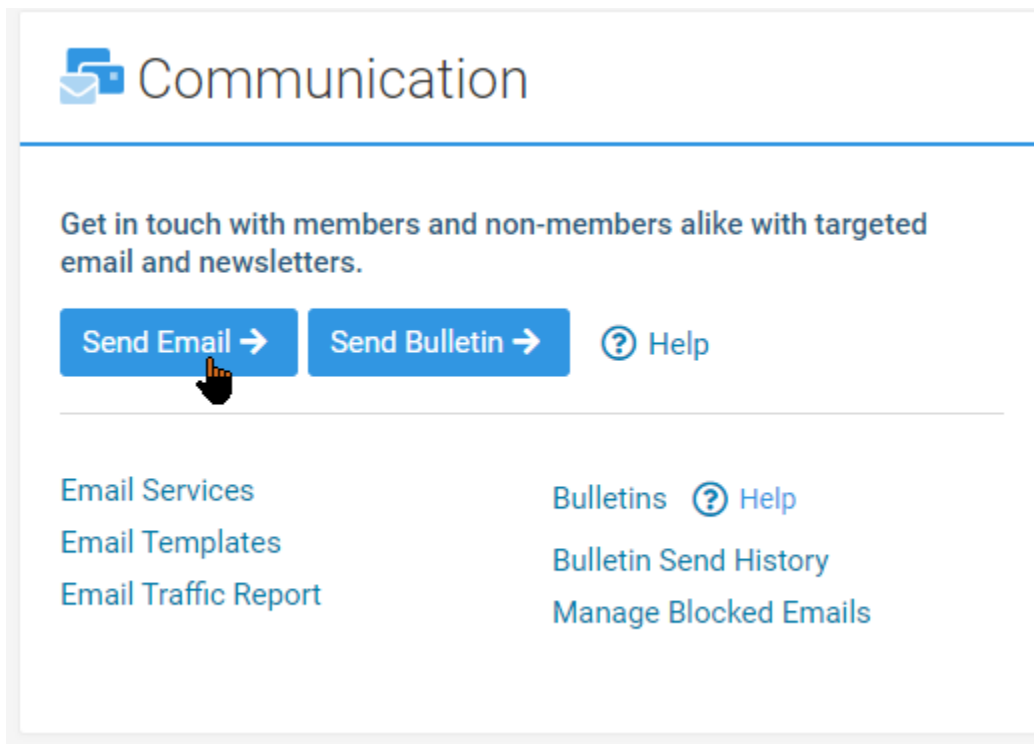
4. Click **Login**

Sooner Rotary E-mail Tutorial

5. Click **Member Area** in the top right corner of the website.



6. Scroll down about 1/3 of the page to the Communication section.



7. Click the **Send Email** button.

Sooner Rotary E-mail Tutorial

Create Email

Last saved on Nov 17, 2020 at 5:20 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.

- 1 Active and Honorary Members (0/82)
 - Other Users (0/0)
 - Inactive Members (0/174)
 - Custom Distribution Lists (0/130)
 - Contact Groups (0/37)

Step 2:

Enter your email subject and message.

Subject

2

Templates and Merge Fields

Select Template -- Select Group --

Recipient Recipient Title

Add

Sender Sender First Name Add

Account Account Full Name Add

- 1) Click the **Active Honorary Members** check box.
- 2) Enter the **Subject** of your message.

4

Dear \$NICK_NAMES \$LAST_NAMES,

I

3

- 3) Click in the **body** of the message to type your message.
- 4) Use the toolbar to edit your text, insert photos or graphics and hyperlinks. Hover over the buttons to see what they do.

Sooner Rotary E-mail Tutorial

8. Click the **Select Files for Upload** button to navigate to a file to attach.

Total characters including HTML: 111/100000

Text Version

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

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

← Go back

9. Click the **Send a list of recipients as an attachment** checkbox if you want to send a list of recipients with the message.
10. Click the **Send** button at the bottom of the page when you are finished to send the message to the club.