

ClubRunner

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[NOVA] How can members refer a prospect?

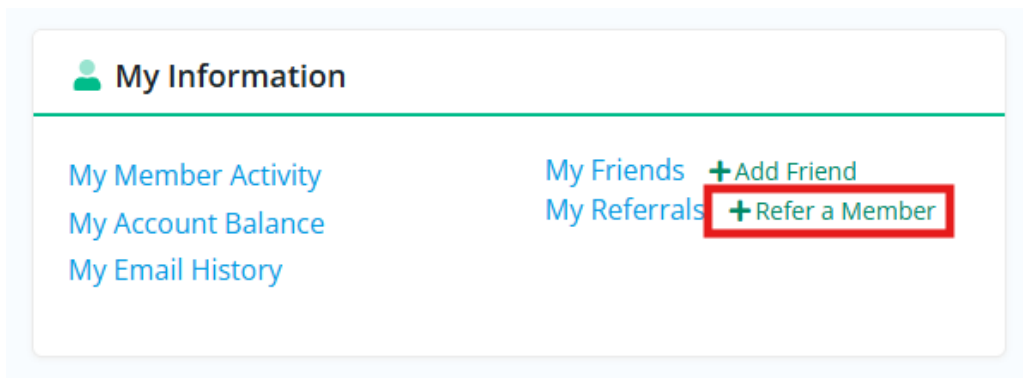
Ryan A. - 2026-04-08 - [Membership Success](#)

Your members can refer potential prospects to the club using an online form. This article will go through the steps of how to suggest a member via the "Refer a Member" form from the Membership Success module.

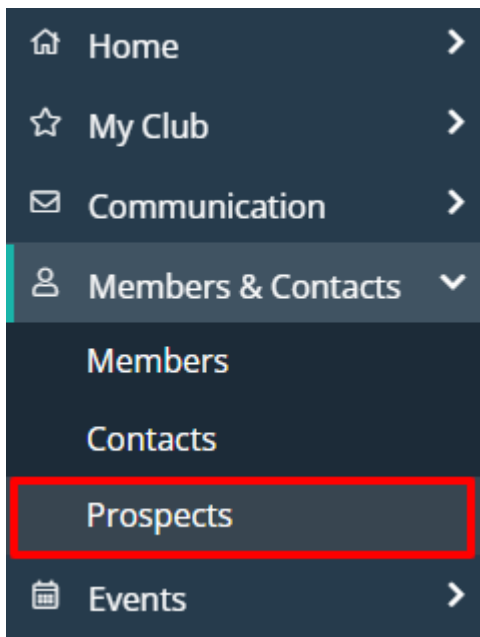
Note

This is a private form, meaning only club members with a valid ClubRunner login are allowed to access and refer members.

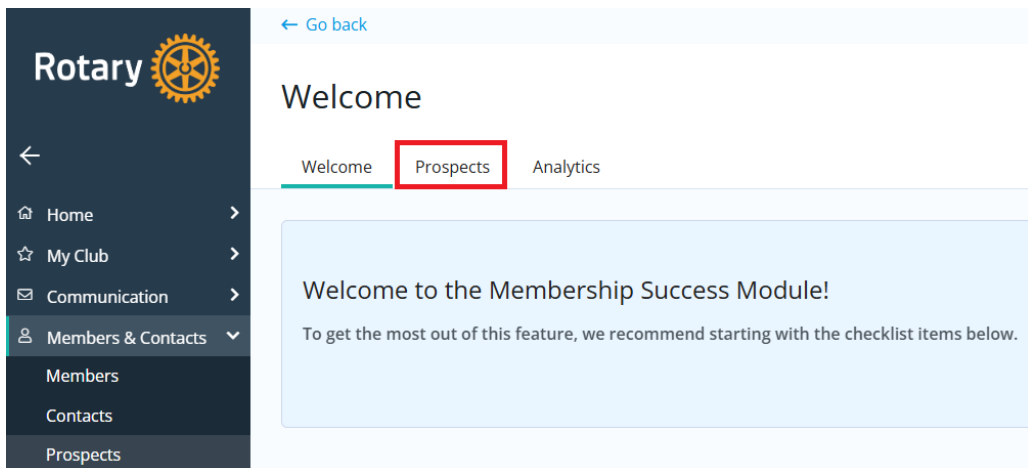
1. To begin, log in to your account through your club homepage, then click on **Member Area** on the top right-hand corner under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Once logged in, regular members with level 70 access can find the link to the referral form on their member dashboard, in the My Information section shown below.



3. Members with level 50-Executive or better access can find the referral form by clicking on **Members & Contacts** in the left-hand side menu and selecting **Prospects**.



If you see the Membership Success Welcome page below, click **Prospects**. If you do not see this page, move on to the next step.



Down towards the bottom of the page you'll find a Settings section, click **Refer a Member**.

SETTINGS



View & manage forms, templates, and settings for the Membership Success module.

 Help

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4. After opening the referral form, you'll now be prompted to enter the initial details for the member you're referring. Click **Next** once you've entered all required information.

Refer a Member: Contact Details

Share your passion for Rotary by referring a prospective member! With your support, we can grow our club to make a larger impact in our community and across the globe.

Prospective Member Details

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email	<input type="text"/>

Consent

State how you received consent from this individual *	<input type="text"/>
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- I have received consent from this individual for the collection, storage, and use of their information as described in our Privacy Policy. They understand that they may receive emails, and can opt out at any time. *

Cancel

Next

5. The final step is to provide any additional member profile details. Click **Submit** when you're ready and the system will send the prospective member an email shortly thereafter, as well as adding them to your prospects list.

Refer a Member: Referral Details

Complete the form below to provide further details about the person you are referring.

Prospective Member Details

Home Phone Country Code	<input type="text" value="-- Select --"/>
Home Phone	<input type="text"/>
Home Address	
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
City	<input type="text"/>
Country	<input type="text" value="-- Select Country --"/>
State	<input type="text"/>
Zip/Postal Code	<input type="text"/>

Referral Details

Please share more information about why you think this individual would be a good fit for our club. *

Cancel

Submit

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