ClubRunner

How do I delete a contact?

Michael C. - 2021-02-25 - Contacts

When a contact is no longer needed, you may delete it from your **Contacts** list using the following process.

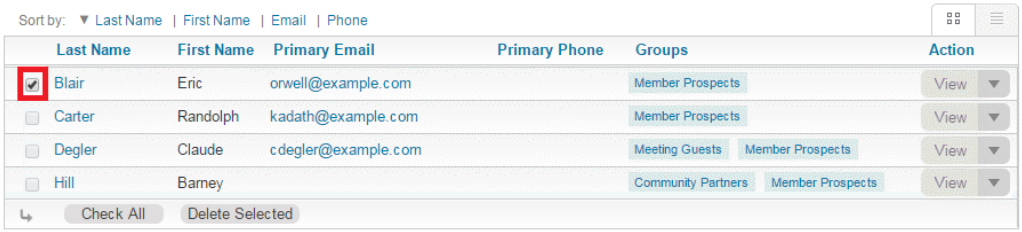
Note: Contacts within **System Groups** cannot be deleted, due to it affecting other modules (ex: Volunteers, Meetings, ect). To remove these contacts, you can merge them together. To learn how to merge contacts, please read the article called: How do I Merge Contacts?

1. To access the **Contacts** module you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.

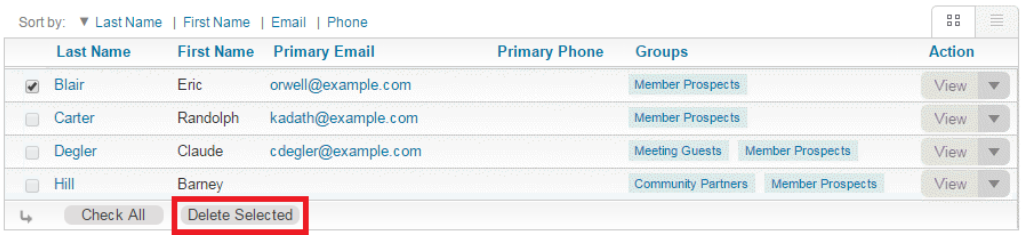
2. Along the top of the screen you will see several tabs. Click on the **Contacts** tab.

3. Now, click on the **Manage Contacts** link.

4. This brings you to the **All Contacts** page where you will see a list of all your existing contacts. Identify the contact you wish to delete, and then click on the **check box** to the left of their name.

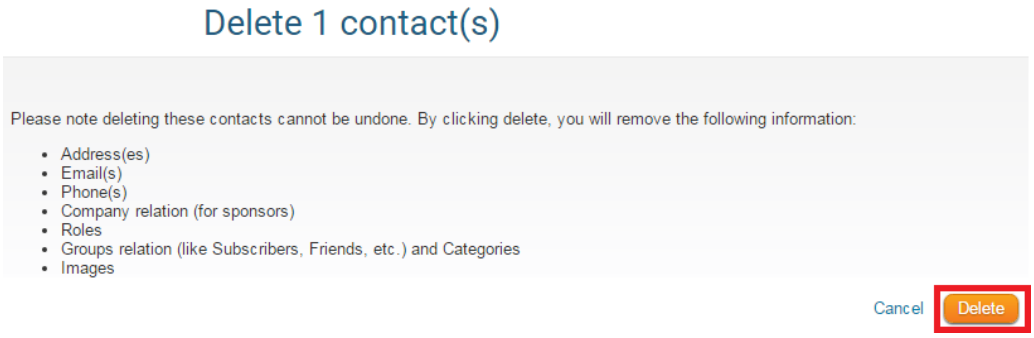


5. Select **Delete Selected** at the bottom of the list.



6. This will bring you to a confirmation page. Click **Delete** to delete the contact(s) that were selected.

   Note: Deleting a contact removes all information about the contact from your system. This information cannot be restored.



Related Content

- How do I merge contacts?
- How do I add a new contact?
- Can I add non-members as friends of the club?