

How do I delete a contact?

Michael M. - 2025-05-09 - Members & Contacts

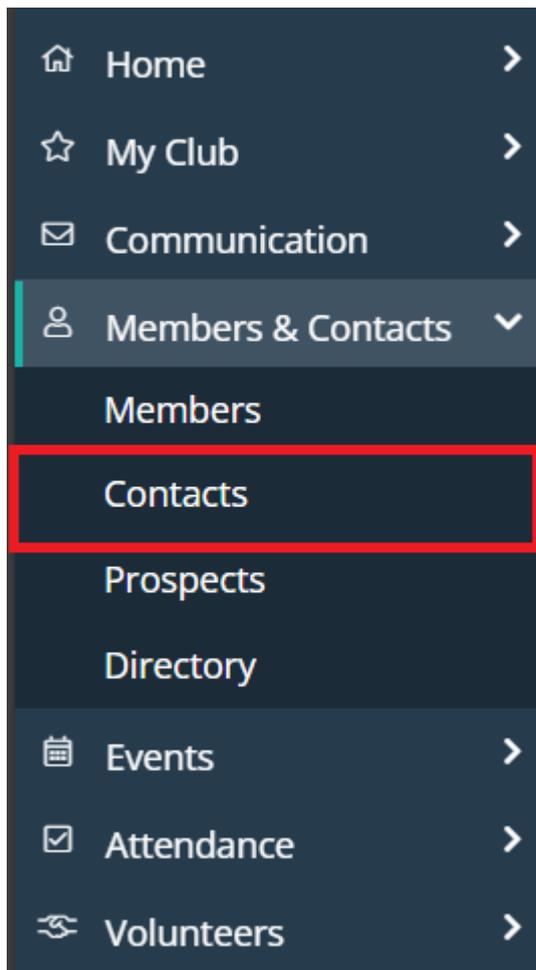
When a contact is no longer needed, you may delete it from your **Contacts** list using the following process.

Note

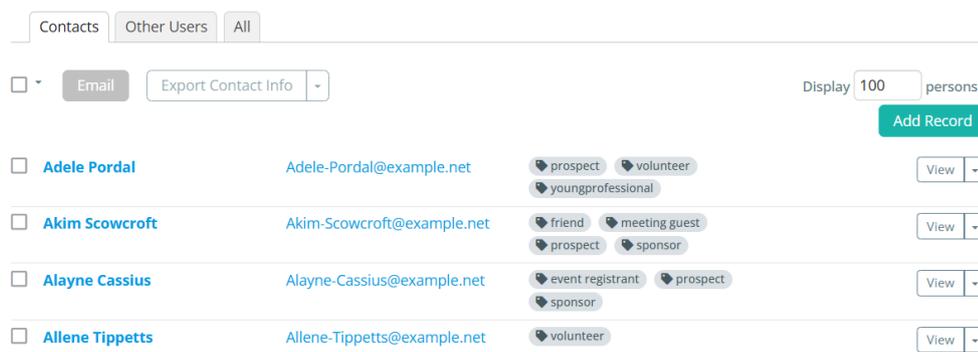
Contacts within System Groups cannot be deleted, due to it affecting other modules (ex: Volunteers, Meetings, etc.). To remove these contacts, you can merge them together.

To learn how to merge contacts, please read the article called: [How do I merge contacts?](#)
[needs updated article link]

1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. On the left hand menu, click the arrow to the right of **Members & Contacts**, then click on **Contacts**.



3. This brings you to the **Contacts** page where you will see a list of all your existing contacts.



4. Locate the contact you wish to delete by scrolling or using the search options at the top of the page.

First Name

Nickname

Last Name

Primary Email

Tags All Only:

[+ More Filters](#)

Sort By First Name Last Name Created On

- Click the name of the contact you wish to delete, which will bring you to the contact's profile. Click the drop-down arrow in the top right corner, then click the **Delete Record** option.

Allene Tippetts

 Allene-Tippetts@sink.sendgrid.net
volunteer

- Assign Tags
- Request More Information
- Delete Record**

[Personal](#) [Communication](#) [Commitments](#) [Privacy and Settings](#) [Financials](#) [Notes](#) [Documents](#)

- This will bring you to a confirmation page. Click **Delete** to delete the selected contact.



Delete record?

This will permanently delete the "Allene Tippetts" record. You will not be able to recover this record once they are deleted. Proceed with the Delete button or cancel and go back.

Warning

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