ClubRunner

[NOVA] How do I delete a contact?

Michael M. - 2025-09-24 - Members & Contacts

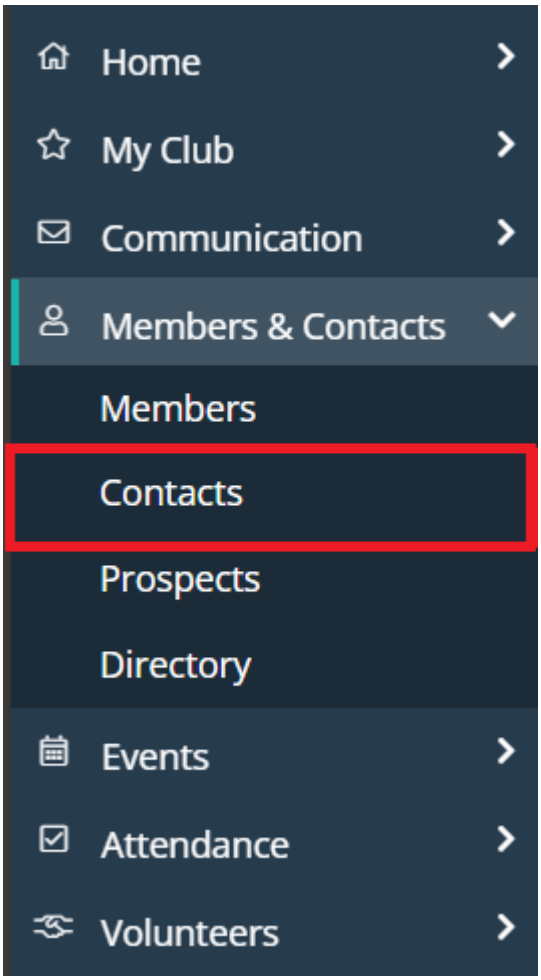
When a contact is no longer needed, you may delete it from your **Contacts** list using the following process.

Note

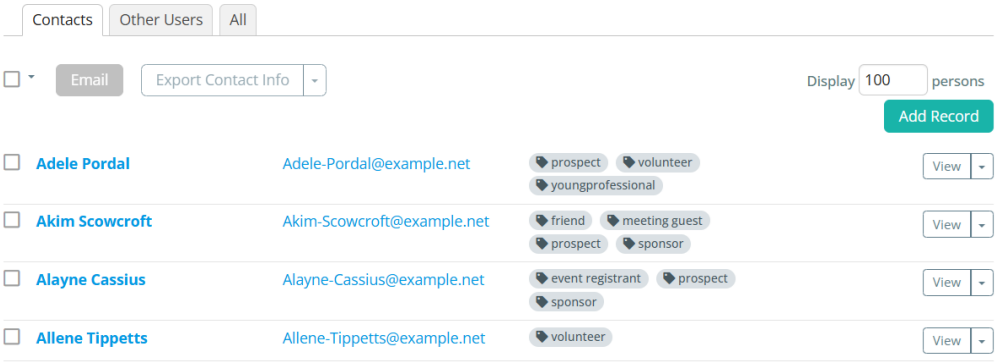
Contacts within System Groups cannot be deleted, due to it affecting other modules (ex: Volunteers, Meetings, etc.).

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.**

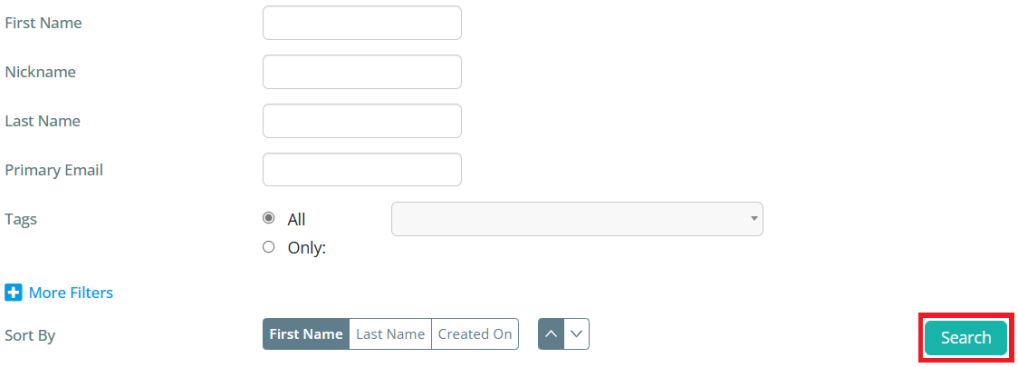
2. On the left hand menu, click the arrow to the right of **Members & Contacts**, then click on **Contacts**.



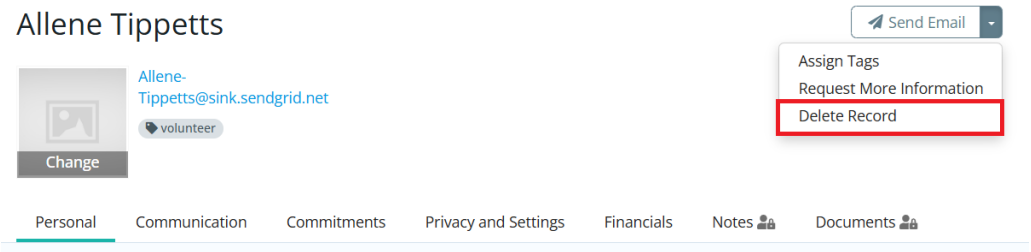
3. This brings you to the **Contacts** page where you will see a list of all your existing contacts.



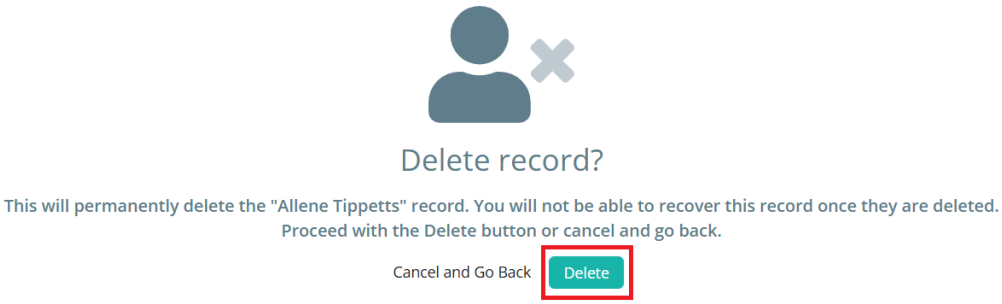
4. Locate the contact you wish to delete by scrolling or using the search options at the top of the page.



5. 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.



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



Warning

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