

## [NOVA] How do I delete a contact?

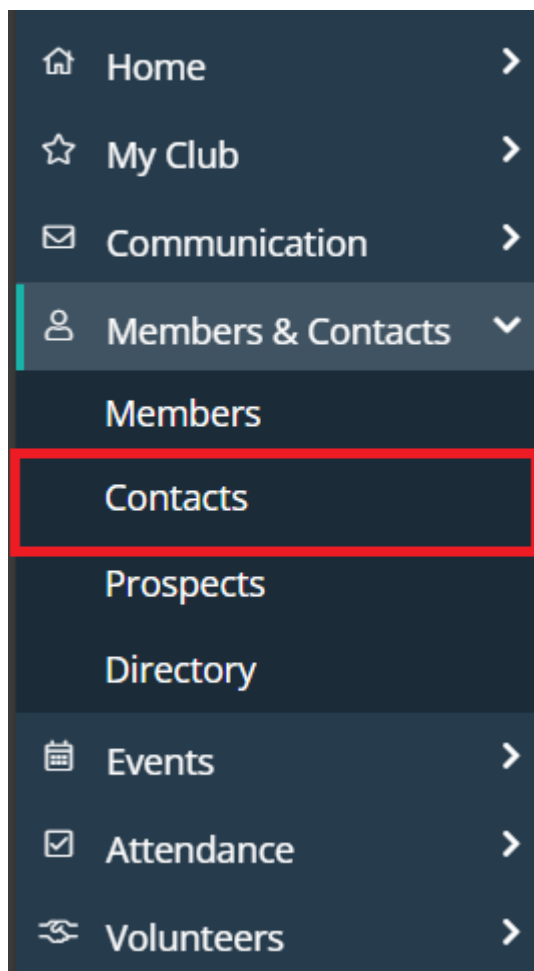
Michael M. - 2025-09-24 - [Members & Contacts](#)

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.

Contacts Other Users All

☐ Email Export Contact Info Display 100 persons Add Record

<input type="checkbox"/>	Adele Pordal	Adele-Pordal@example.net	prospect volunteer youngprofessional	View
<input type="checkbox"/>	Akim Scowcroft	Akim-Scowcroft@example.net	friend meeting guest prospect sponsor	View
<input type="checkbox"/>	Alayne Cassius	Alayne-Cassius@example.net	event registrant prospect sponsor	View
<input type="checkbox"/>	Allene Tippetts	Allene-Tippetts@example.net	volunteer	View

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:

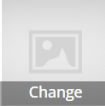
[+ More Filters](#)

Sort By First Name Last Name Created On

[Search](#)

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.

Allene Tippetts

 Allene-Tippetts@sink.sendgrid.net volunteer


[Change](#)

[Send Email](#)

Assign Tags  
Request More Information  
[Delete Record](#)

Personal Communication Commitments Privacy and Settings Financials Notes Documents

6. 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.

Cancel and Go Back [Delete](#)

#### Warning

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