

ClubRunner

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How do I download a vCard of contact information for a member?

Michael M. - 2026-03-30 - [Club - Administration Guide](#)

A vCard or VCF (Virtual Contact File) is a downloadable file of an individual's contact information that can be imported to email clients and other messaging services. You may use a vCard to quickly add a member or contact's information to another device such as your mobile phone.

This support article will show you how to download vCards from your classic ClubRunner members area.

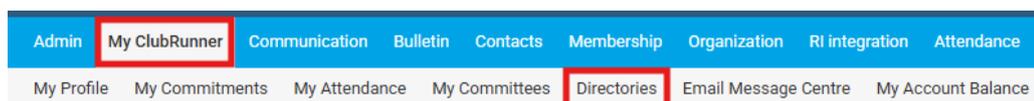
For instructions on how to download a vCard for Nova clubs, please read: [\[NOVA\] How do I download a vCard of contact information for a member?](#)

Note

After following the steps below, the vCard will be downloaded onto your device. On most systems you will be able to locate this file in the Downloads folder, but this may vary according to your operating system and personal browser settings.

From the Club Member Directory

1. Log in to your account at the club and navigate to the members area.
2. Click **My ClubRunner** and then **Directories** in the top menu navigation.



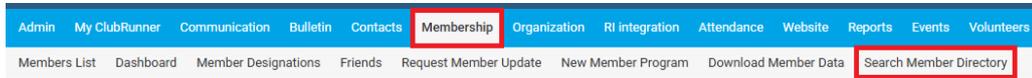
3. You may now click on the **Download vCard** button to the right-hand side of a member's information to download that individual's contact information, or you may click the **Download vCards** button at the top right-hand corner of the page to download the vCards for all members.

The image shows a screenshot of the 'Club Directory' page. At the top right, there is a 'Go back' link. Below it, the page title 'Club Directory' is displayed. To the right of the title are two buttons: 'Card' and 'List'. Below the title is a search bar with the text 'Search'. To the right of the search bar is a 'Display' dropdown menu set to '25' members. To the right of the dropdown are three buttons: 'Download vCards', 'Export to PDF', and 'Display All Member Types'. Below these elements is a table with columns: 'Member Name', 'Email', 'Preferred Phone', 'Cell Phone', 'Member Type', and 'Actions'. The table contains three rows of member information. In the 'Actions' column, each row has a 'Download vCard' button. The 'Download vCards' button at the top and the 'Download vCard' buttons in the table are highlighted with red rectangular boxes.

Member Name	Email	Preferred Phone	Cell Phone	Member Type	Actions
Aiken, Rhiamon		(Home)		Active - Corporate	Download vCard
Blaxter, Hershel		(Home)		Active	Download vCard
Bogeys, Veriee		(Home)		Active	Download vCard

From the Club Member Search

1. Log in to your account at the club and navigate to the members area.
2. Click **Membership** and then **Search Member Directory** in the top menu navigation.



3. Enter a search term for the member whose vCard you are trying to download into the search fields, then click the **Search** button.

Member Search

Filters

Name

Email

[More Options](#)

4. Click **Download vCard** in the right-hand Actions column.

Name	Primary Email	Preferred Phone	Classification	Designations	Actions
+ Beverly Smandly	bsmandly@sink.sendgrid.net				Edit Download vCard

From the District Member Search

1. Log in to your account at the district and navigate to the members area.
2. Click **Membership** and then **Member Search** in the top menu navigation.



3. Enter a search term for the member whose vCard you are trying to download into the search fields, then click the **Search** button.

Member Search

Filters

Name

Email

[More Options](#)

4. Click **Download vCard** in the right-hand Actions column.

Name	Primary Email	Preferred Phone	Classification	Designations	Actions
+ Beverly Smandly	bsmandly@sink.sendgrid.net				Edit Download vCard