

ClubRunner

[Help Articles](#) > [Nova](#) > [Settings](#) > [\[NOVA\] How do I edit sender profiles?](#)

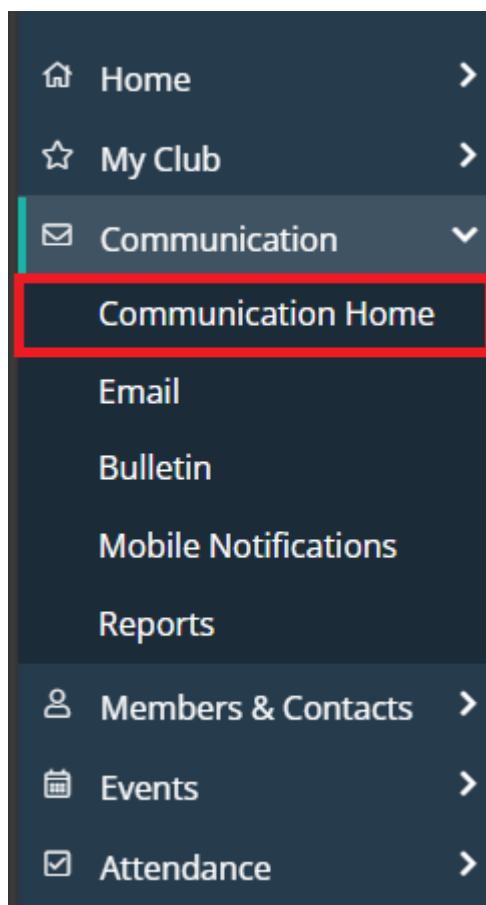
[NOVA] How do I edit sender profiles?

Michael M. - 2025-12-02 - [Settings](#)

Sender profiles can be used to send emails in ClubRunner using specific email addresses as the “from” email address appearing in the recipient’s inbox. You can set up multiple sender profiles and choose a default sender for club communications, and can also set a different “Reply to” addresses. As an example, an email may be sent with the club president’s name but all replies will get directed to the club secretary or membership chair.

To set up sender profiles, follow these steps:

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. Click **Communication** in the left-hand menu, then click **Communication Home**.



3. Click **Sender Profiles** in the Settings section.

EMAIL SETTINGS

[Manage Emails](#)

[Edit Custom Distribution Lists](#)

[Email Templates](#)

[New Member Templates](#)

[Sender Profiles](#)

[Recipient Profiles](#)



4. Click the drop-down arrow icon to the right-hand side of any sender profile, then click **View**. Next, click the **Edit** button in the Sender Profile Details section to edit this sender profile.

NAME ^	DESCRIPTION v	SENDER v	EMAIL v	IS DEFAULT v	ACTIONS
Club Fundraising Team		Rotary club of Kipling	youremail@example.com	False	
Club President		Rotary Club of Kipling Default Sender Profile	kipling@sink.sendgrid.net	True	
From the Club	Email sent from the club	\$ACCOUNT_FULL_NAMES\$	changeme@sink.sendgrid.com	False	<div>✓ Set As Default 🔍 View 🗑 Delete</div>
From the System	Email sent from the system	ClubRunner - Membership Success	changeme@sink.sendgrid.com	False	

SENDER PROFILE DETAILS

 Edit

Name Club President

Description

Sender Name Rotary Club of Kipling Default Sender Profile

Sender Email kipling@sink.sendgrid.net

Reply-To same as sender Yes

Default Yes

You may also click **Add Sender Profile** to create a new profile to add to the existing list.

Sender Profiles

Sender profiles are standardized "from" email addresses that can be re-used for any emails generated within the system. The profile includes the sender name and email address which will appear in the recipient's inbox.

[+ Add Sender Profile](#)

5. You can update the information here. You may choose to make the **reply-to** a different person than the **sender**. From our example, you may wish to make emails come from the club president, but when the recipient replies it will go to the club secretary.

Edit Sender Profile Details

Description

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🔗 Link

🖼 Image

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☰

☰

Normal (...)

Font

Size

📄 Source

Emails send with the club president's name, but all replies go to the club secretary.

body div

Select Sender Type ☒ Member ☐ Name and Email

Member Name *

Cad Huckabe

Clear

☐ Reply-To same as sender

Select Reply To Type ☒ Member ☐ Name and Email

Member Name *

Natalina Tirkin

Clear

Cancel

Save

6. If you check "**Set as Default**" this sender profile becomes the default sender for all triggered emails that do not have a specific sender profile set.

Select Reply To Type ☒ Member ☐ Name and Email

Member Name *
 Clear

☒ Set as Default

Cancel Save

7. Click **Save** to save your changes.

8. You may click **Edit** in the Permissions section to select which member roles will be able to use this sender profile. Click **Save** when finished.

PERMISSIONS Edit

Roles ? 30

Edit Sender Profile Permissions ×

Roles

▼

- Club Admins**
- MER Read Only Access
- Club Presidents
- Club Executives**
- Club Editors
- Club Members
- Club Restricted Members
- Club No Access

Cancel Save

9. You'll now be able to select these sender profiles when sending out emails.

Email Settings

Recipients

Options

Templates

Fields

Sender Information

☒ Sender Profile ☐ Me ☐ Custom

Club President



+ Add Sender Profile

Manage Profiles

Send From

Cad Huckabe

cad.huck@sink.sendgrid.net

Reply To

Natalina Tirkin

Natalina.Tirkin@sink.sendgrid.net