ClubRunner

[NOVA] How do I edit sender profiles in Nova?

Michael M. - 2025-08-26 - 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**.
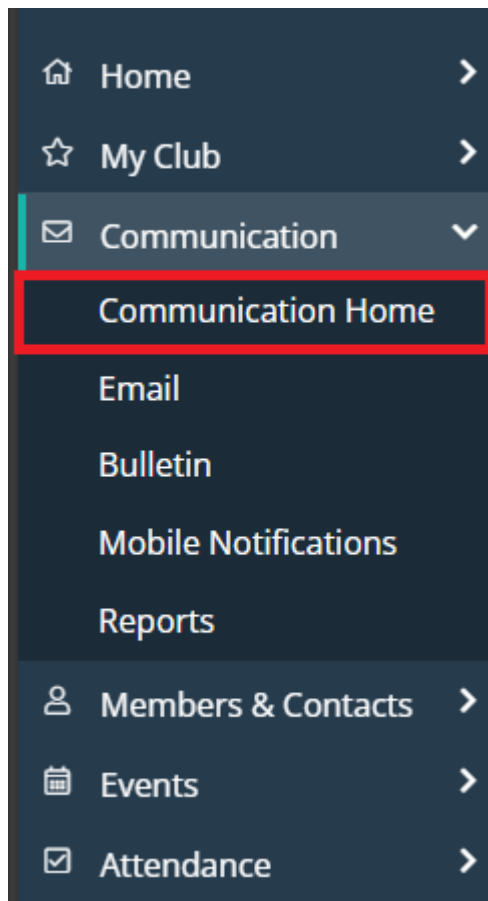
3. Click **Sender Profiles** in the Settings section.

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 ▾	SENDER ▾	EMAIL ▾	IS DEFAULT ▾	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	▾
					✔ Set As Default
From the Club	Email sent from the club	$ACCOUNT_FULL_NAME$	changeme@sink.sendgrid.com	False	🔍 View
From the System	Email sent from the system	ClubRunner - Membership Success	changeme@sink.sendgrid.com	False	🗑 Delete

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.

Q Search   ⊕ 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

✂ ⧉ 📋 ↶ ↷   ⅰ≡ ⋮≡   🔗 Link   🖼 Image

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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 emails going out of the Membership Success module, or any other triggered emails that do not have a specific sender profile set.

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.

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