ClubRunner

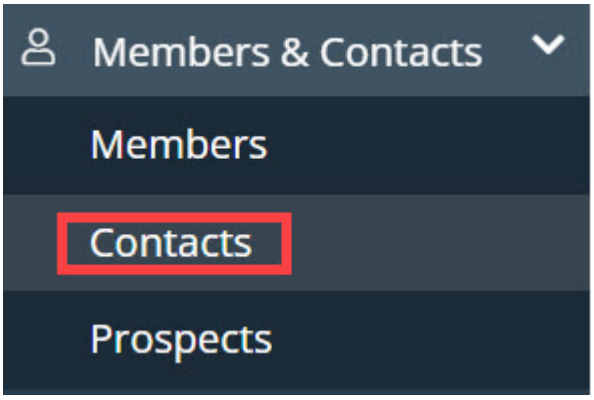
[NOVA] How do I export Contacts?

Marina N.B. - 2025-08-26 - Members & Contacts

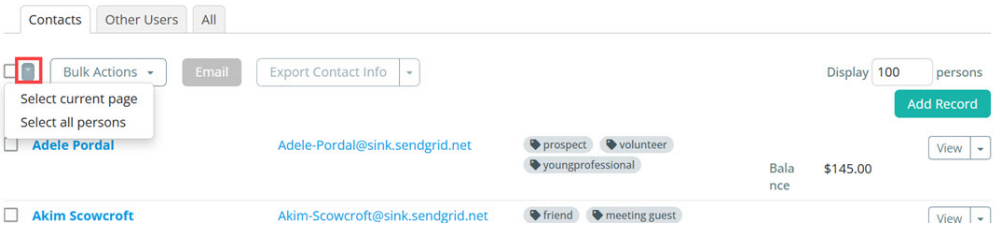
The Contacts list has a few export options that will allow you do download an Excel spreadsheet with contact information.

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.**

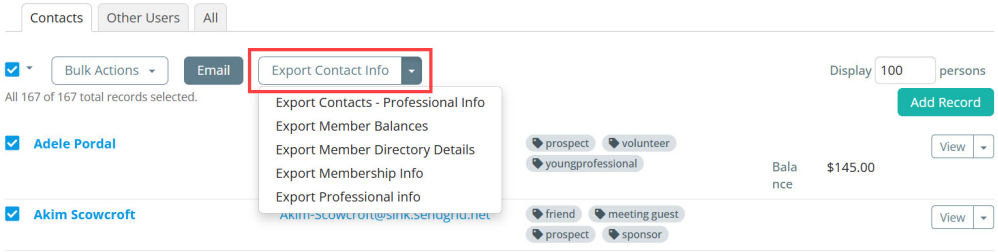
2. On the left-hand menu, click the arrow to the right of **Members & Contacts**, then click on **Contacts.**



3. Click on the arrow next to the first checkbox to either select individuals on the page you are viewing (up to 100) or all contacts.



4. After the selection, the next step is exporting. You can either choose the default option by clicking on **Export Contact Info**, or you can click on the arrow next to it to select other export options.



5. A pop-up window will appear with the export status. Once it completes the export, you will be able to click on **Download CSV** and save the spreadsheet file to your local device. You may have settings on

your browser that will automatically download the file, too.

