ClubRunner

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How do I find and view Contacts?

Michael M. - 2025-05-09 - Members & Contacts

Every ClubRunner Nova record has a Member Profile, which contains the contact's name, address, communication history, and more. If you want to view or edit a contact's profile, this article will help.

- Log in to your account through your club homepage, then click on Member Area on the top right under your club banner. <u>Alternatively, click here to go directly to</u> <u>the ClubRunner login page.</u>
- 2. On the left hand menu, click the arrow to the right of **Members & Contacts**, then click on **Contacts.**



3. Locate the contact you wish to view 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

4. Click on the contact's name, or click **View** on the right-hand side, to view their profile.



5. You are now on the member's profile and can click the **Edit** buttons to make updates on the various information tabs.

Barnaby Riatt		Send Email 🔹
Barnaby-Riatt@example.net	Prospect Status Prospect 公公公公 Score	
Change	Update Prospect Status to see available actions	
Personal Communication Commitments	Privacy and Settings Financials Prospect Details 🎥	Notes 🖴
DETAILS	Edit CONTACT INFORMATION	Edit
Title	Primary Email Barnaby-Riatt@ex	ample.net
Middle Name	Alternate Email Email Bill To	

For more information on the fields available, please read the article called: What is the Nova Member Profile?