

ClubRunner

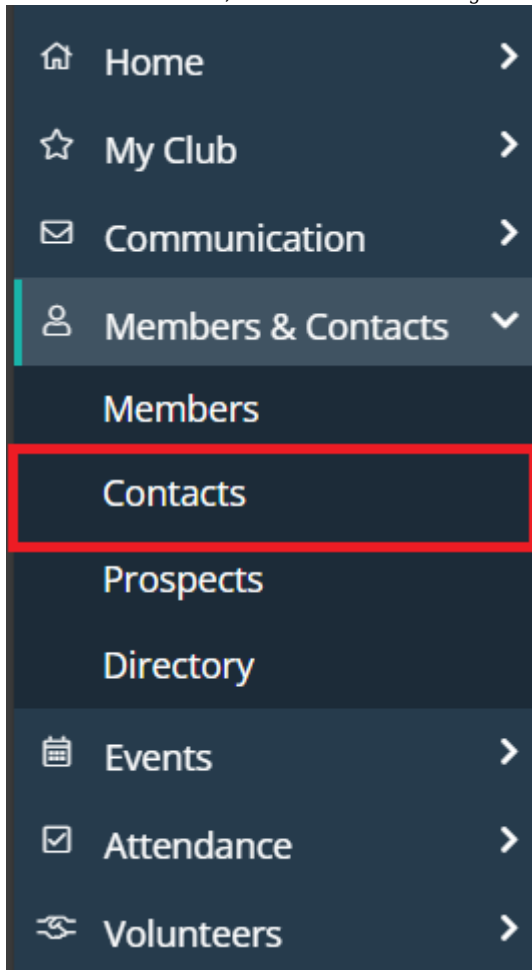
[Help Articles](#) > [Nova](#) > [Members & Contacts](#) > [\[NOVA\] How do I find and view Contacts?](#)

[NOVA] How do I find and view Contacts?

Michael M. - 2025-08-26 - [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.

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. 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](#)

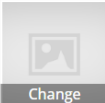
Sort By First Name Last Name Created On

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

☐ **Barnaby Riatt** [Barnaby-Riatt@example.net](#) prospect volunteer

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

 [Barnaby-Riatt@example.net](#) prospect volunteer

Prospect Status
Prospect Score ☆☆☆☆☆

Update **Prospect Status** to see available actions

[Personal](#) [Communication](#) [Commitments](#) [Privacy and Settings](#) [Financials](#) [Prospect Details](#) [Notes](#)

[Documents](#)

DETAILS

Title

First Name Barnaby

Middle Name

CONTACT INFORMATION

Primary Email [Barnaby-Riatt@example.net](#)

Alternate Email

Email Bill To

For more information on the fields available, please read the article called: [What is the Nova Member Profile?](#)