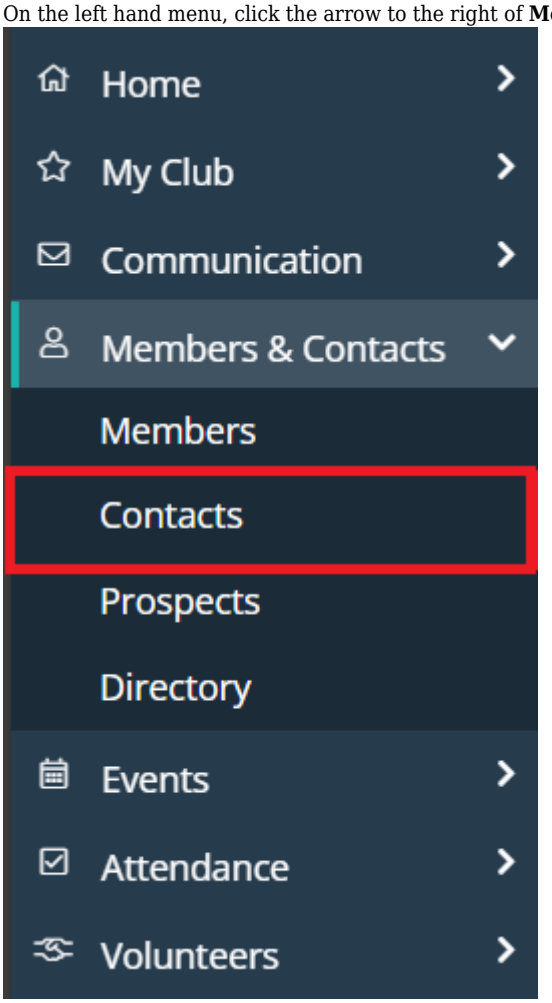
ClubRunner

[NOVA] How do I find and view Contacts?

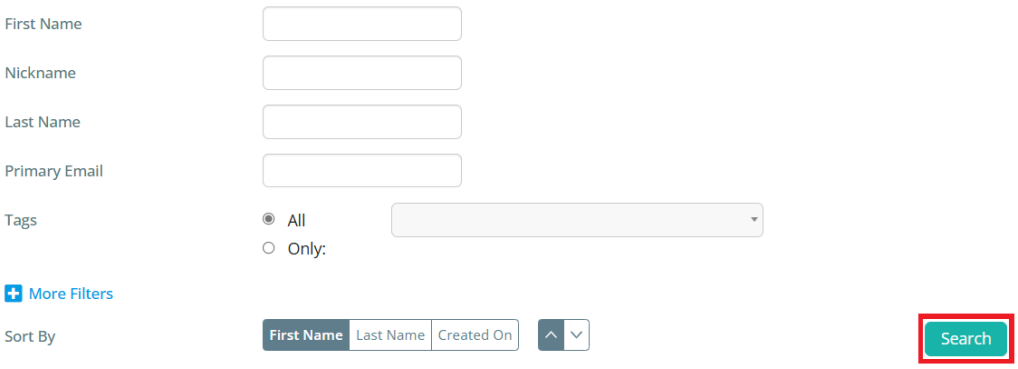
Michael M. - 2025-08-26 - Members & Contacts

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.

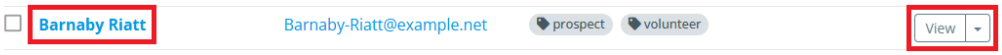
1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. **Alternatively, click here to go directly to the ClubRunner login page.**
2. On the left hand menu, click the arrow to the right of **Members & Contacts**, then click on **Contacts.**



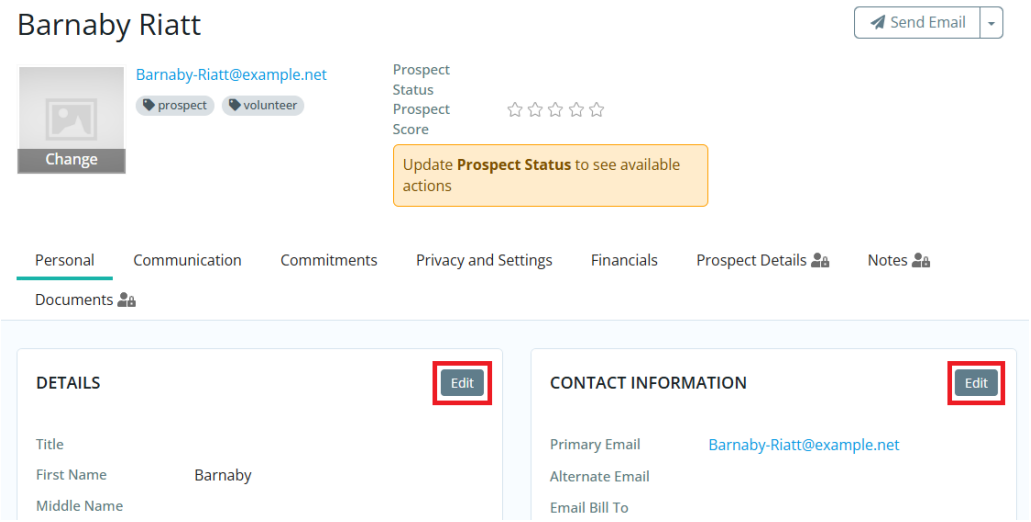
3. Locate the contact you wish to view by scrolling or using the search options at the top of the page.



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.



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