

ClubRunner

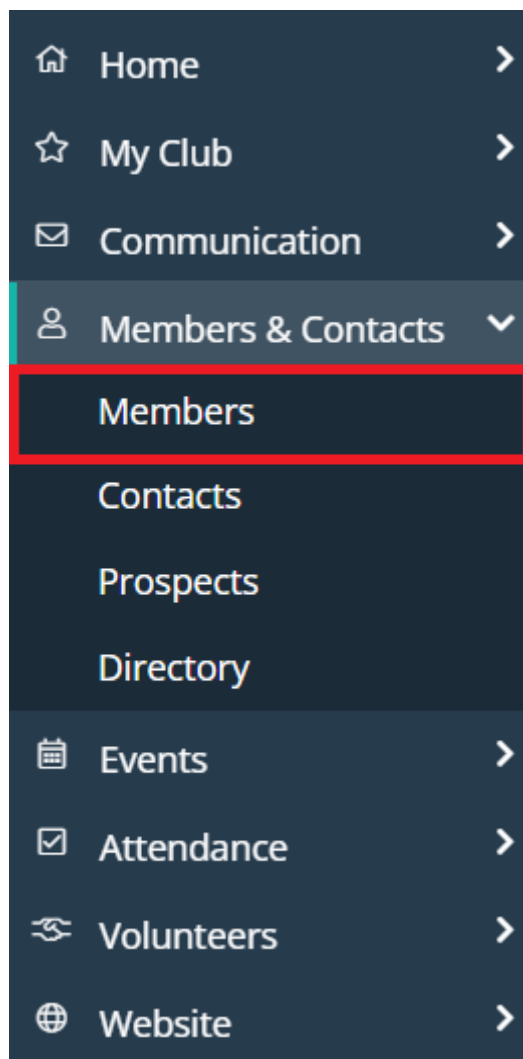
[Help Articles](#) > [Nova](#) > [Members & Contacts](#) > [\[NOVA\] How do I find and view Members?](#)

[NOVA] How do I find and view Members?

Michael M. - 2025-08-26 - [Members & Contacts](#)

Every ClubRunner Nova record has a Member Profile, which contains the member's name, address, Rotary Member Number, and more. If you want to view or edit a member'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 **Members**.



3. Locate the member 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:

Member Type

☒ All
 ☐ Only:

+ More Filters

Sort By

Last Name

First Name

Date Joined Club


Type Member Active

^

v

Search

4. Click on a member name, or click **View** on the right-hand side, to view their profile.



View

Grace Allen

g.allen@example.net

?? and 416-555-1234

bulletin subscriber

donor

friend

meeting guest

speaker

sponsor

Rotary Number

153649

Member Type

Standard

Date Joined Club

Feb 13, 2020 5 years ago

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

Grace Allen

Send Email

g.allen@sink.sendgrid.net

DO

PO

PP

PH

SM

Change

bulletin subscriber

donor

friend

meeting guest

speaker

sponsor

Rotary Member Number

153649

Member Type

Standard

Date Joined Club

Feb 13, 2020 5 years ago

Last Login Club

Aug 25, 2024 8 months ago

Last Login Mobile

Aug 16, 2024 8 months ago

Activity Report

Personal

Communication

Rotary

Biography

Commitments

Privacy and Settings

Financials

Notes

Documents

DETAILS

Edit

Title

First Name

Grace

Middle Name

Turner

Last Name

Allen

Nick Name

Suffix

Gender

Female

Birthday

Jul 02, 1987

CONTACT INFORMATION

Edit

Primary Email

g.allen@sink.sendgrid.net

Alternate Email

Bill To Email

Primary Email

Preferred Phone

Home

Mobile Phone Country Code

Canada +1

Mobile Phone

647-555-1234

Preferred Address

Work

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