

# ClubRunner

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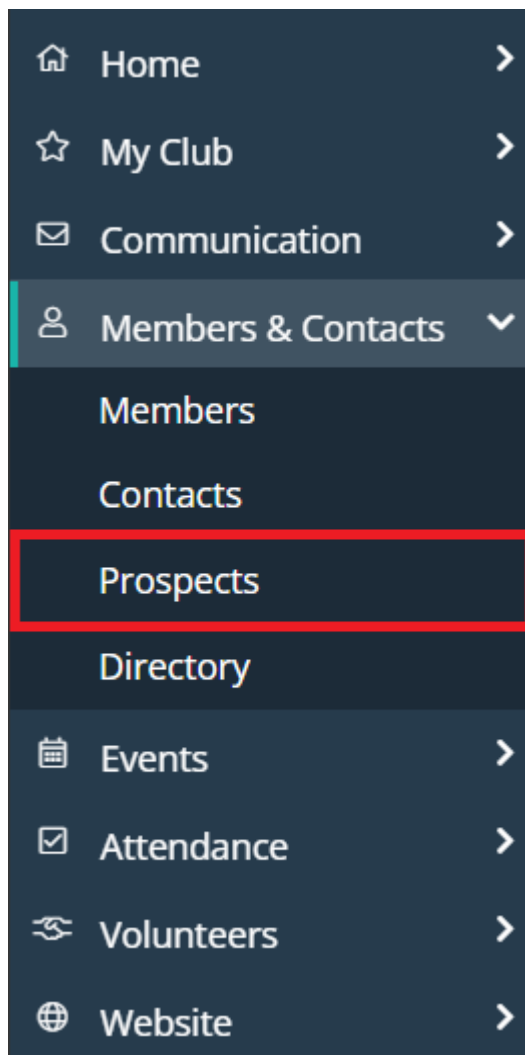
## [NOVA] How do I find and view Prospects?

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

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

For more information on the prospective member recruitment process, please read the article called: [Membership Success Overview](#).

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 **Prospects**.



3. This will bring you to the **Membership Success** summary, which breaks down your prospects into categories based on their progress through the member recruitment process. You may click on any of the numbers within the category boxes, such as "New" applicants or "Invited Members", to view that category's prospects.

## Prospects

Prospects Analytics

### Membership Success

Collect, track, and nurture your online inquiries and member referrals.

A smarter way to manage your prospective members

9

✓ No Status

Newly added Prospects that need attention

8

★ New

Number of new applicants that need to be reviewed by the club.

2

📁 Prospects

Number of applicants who have been sent a request for more information.

If you wish to view all prospects, scroll down to the "Prospect Source" section and click **All Prospects**.

### ✓ PROSPECT SOURCE



Prospects are categorized into the following statuses based on the steps completed by the organization and individual themselves.

[All Prospects →](#)

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

First Name

Last Name

Primary Email

Created On ☐ None ☒ Any

☐ Date Range  To

Prospect Status ☒ All

☐ Only:

[+ More Filters](#)

Sort By First Name Last Name Created On ^ v

[Search](#)


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

☐ [Alayne Cassius](#) [Alayne-Cassius@sink.sendgrid.net](mailto:Alayne-Cassius@sink.sendgrid.net) ★★★★☆ Internal New [View](#)

event registrant prospect sponsor

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

## Alayne Cassius [Send Email](#)

 [Change](#) [Alayne-Cassius@sink.sendgrid.net](mailto:Alayne-Cassius@sink.sendgrid.net) Prospect Status New ★★★★☆

event registrant prospect sponsor

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

[Notes](#) [Documents](#)

### DETAILS

[Edit](#)

Title

First Name Alayne

Middle Name

Last Name Cassius

### CONTACT INFORMATION

[Edit](#)

Primary Email [Alayne-Cassius@sink.sendgrid.net](mailto:Alayne-Cassius@sink.sendgrid.net)

Alternate Email

Email Bill To

Preferred Phone

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