

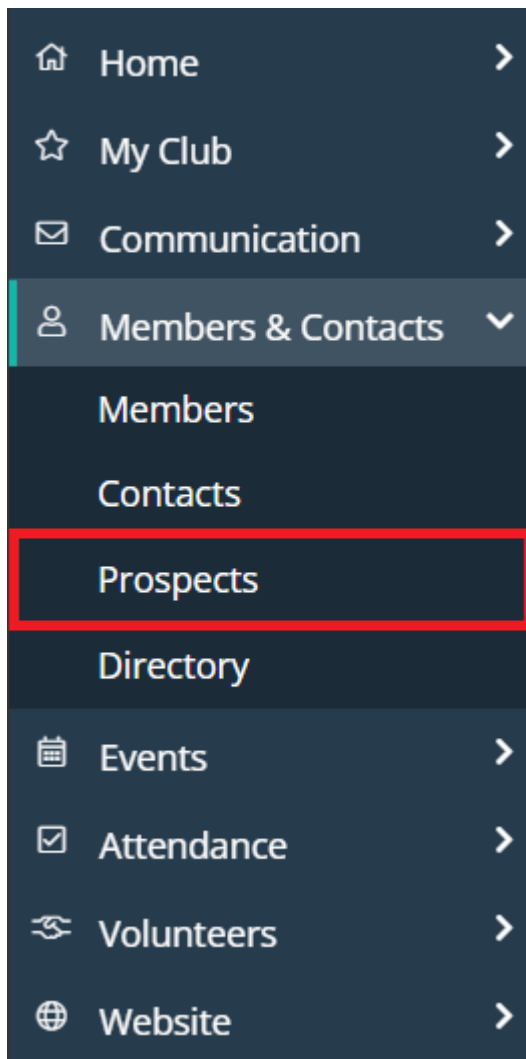
How do I find and view Prospects?

Michael M. - 2025-05-09 - 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.

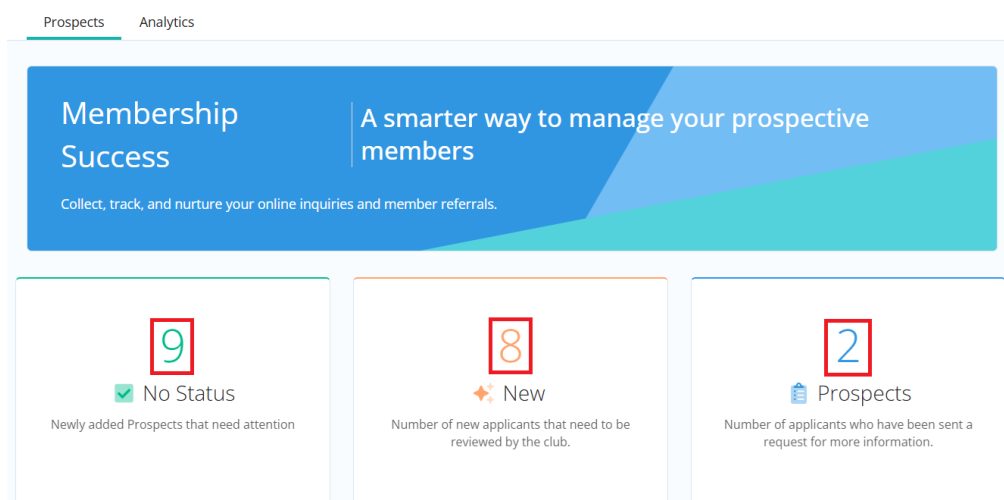
For more information on the prospective member recruitment process, please read the article called: [Membership Success Overview](#).

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



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 →

Help

No Prospect Source

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Membership Inquiry

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Internal

7

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

event registrant

prospect

sponsor

★★★★☆

Internal

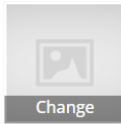
New

View

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



Alayne-
Cassius@sink.sendgrid.net
event registrant
prospect sponsor

Prospect
Status
Prospect
Score

New



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
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?](#)