[NOVA] How do I import contacts?

Marina N.B. - 2025-12-09 - Members & Contacts

Nova allows you to import an existing list of non-member contacts and integrate it with your club's website. Follow these simple steps to import your contact records:

1. Download the **Record Template file**, located at the bottom of this article.

2. Complete the template by populating the provided columns. Please refer to the **Legend tab in the template file**, which lists important definitions and allowed values for specific fields. The **Required** column in the Legend Tab will provide information on which fields are mandatory.

3. Submit a ticket to our Support Team, and include your completed file **here**. Our team will communicate with you throughout the import process and notify you once the import is completed.

Attachments

- ContactsImportTemplateSheet.xlsx (24.03 KB)