ClubRunner

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[NOVA] How do I import contacts?

Marina N.B. - 2025-10-14 - 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.
- 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 (23.66 KB)