ClubRunner

[NOVA] How do I see what an individual member owes?

Marina N.B. - 2025-08-26 - Financial

Each Member and Other User in Nova has a Financials tab in their profile that holds all of their financial information, history, and balance. You can track and adjust payments and debits, and keep records of each transaction. To view such information, follow these steps below:

1. Log in to your club's website and click on **Member Area** at the top right-hand corner of your club's home page. Alternatively, you can log in using our **Universal Login** page.

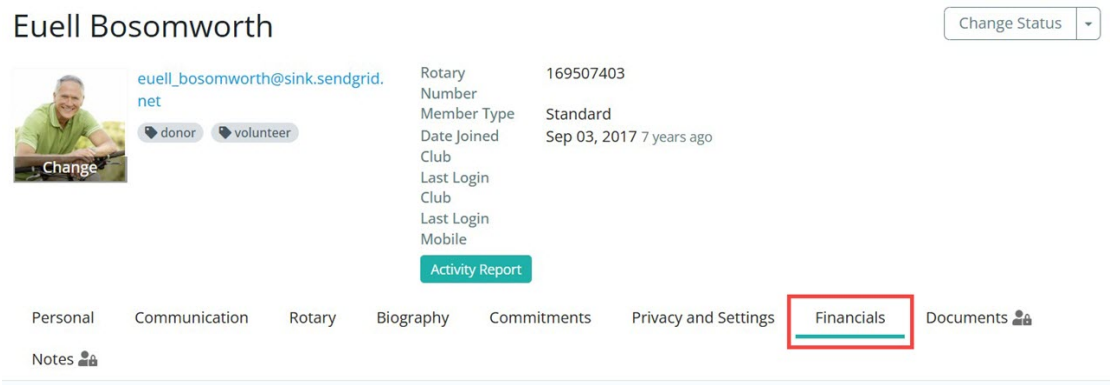
2. On the left-hand side, click on **Members & Contacts.** Depending on whose financial information you wish to see, you can then click **Members**, or **Contacts** followed by the **Other Users** tab.



1. You can use filters to search for an individual. Click on the individual's **name**, or on the **View** button on the right-hand side to navigate to their member profile.



1. Once you are taken to their profile, click on the **Financials** tab.



1. From this tab, you can view the balance a Member or Other User has, as well as all of their financial information that originated on the club's website. On the right-hand side you can select an action from the drop-down menu, such as viewing and emailing the invoice, and submitting or logging transactions.

