ClubRunner

How do I share the Referral form with members?

Omar S. - 2022-10-21 - Membership Success

Your members can refer potential prospects to the club using an online form. This article will go through the steps of how to access and link the “Refer a Member” form from the Membership Success module.

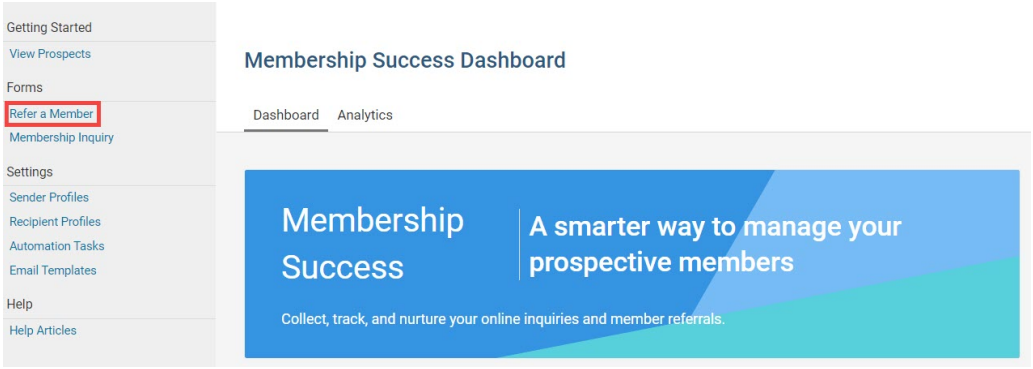
Note: This is a private form, meaning only club members with a valid ClubRunner login are allowed to access and fill out this form.

1. To begin login to your club's **Member Area**.

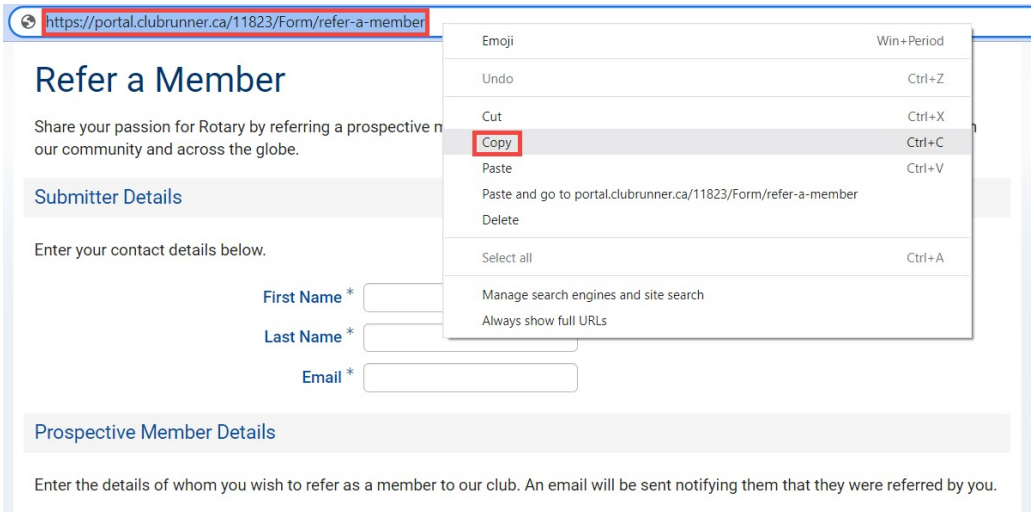
2. In the Member Area click **Membership Success** in the top blue bar.

3. In the grey bar bar below click **Overview**.

4. Down the left side click **Refer a Member**. This typically opens the form in a new browser tab.



5. With the Member Referral form page open on the website, right-click the **Website Address** and click the **Copy** option.

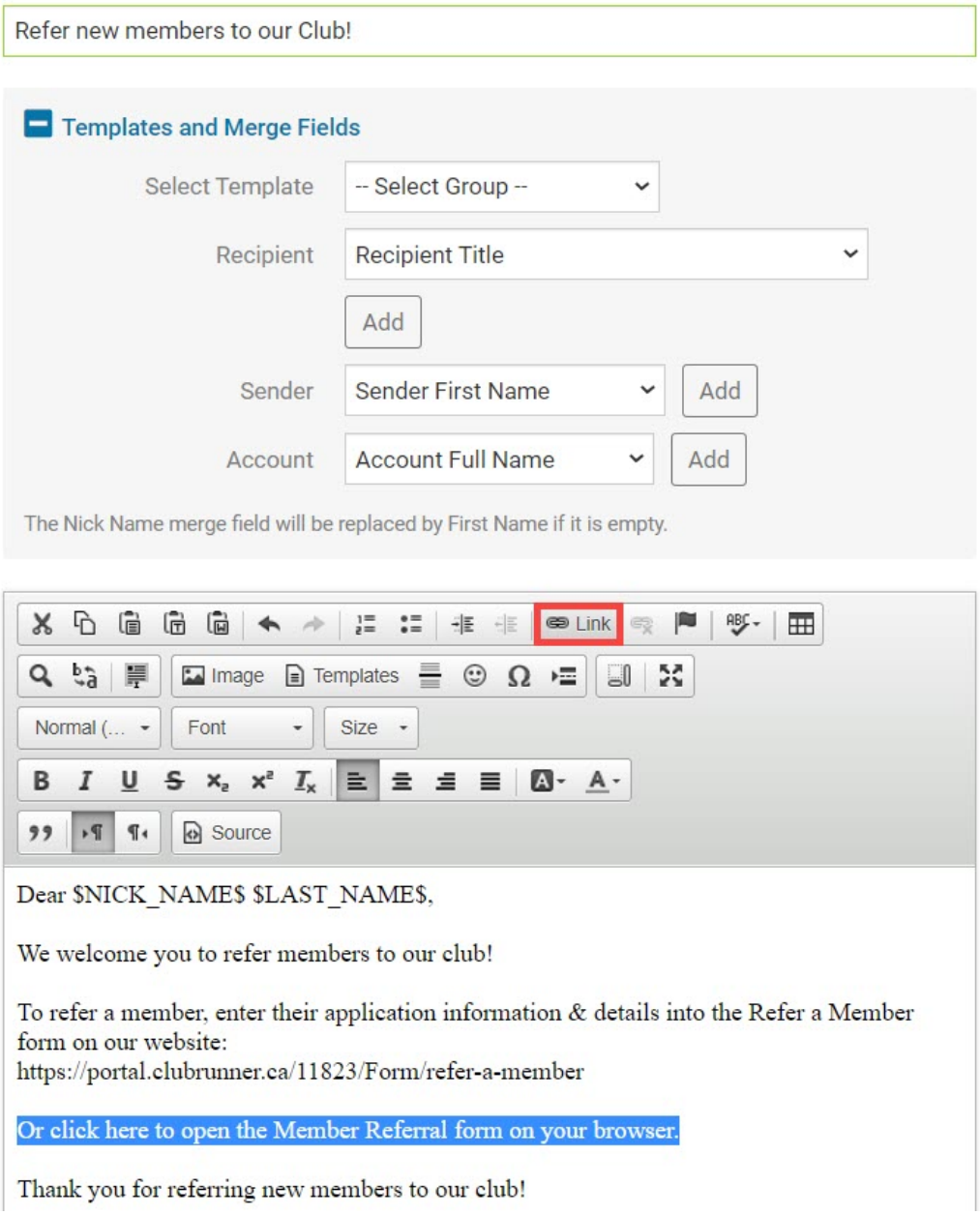


6. With the Member Referral Form URL saved to your clipboard, open the **Send Email** page to compose a new email.

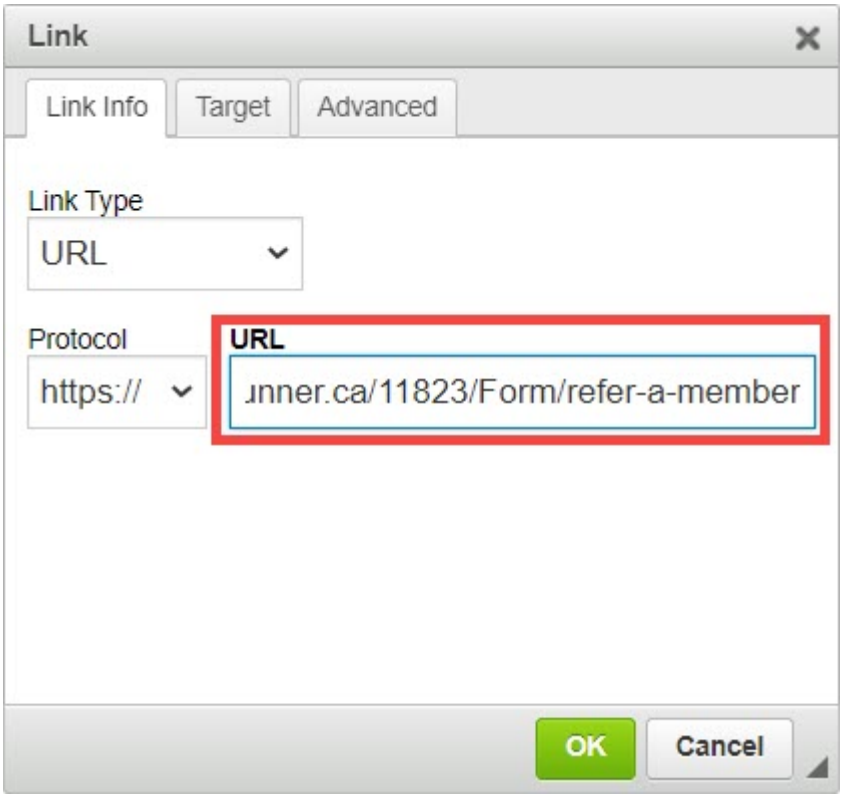
   Note: For an overview on creating and sending emails in ClubRunner, please see How do I send an email from our Knowledgebase.

7. In the email's **Content** textbox **paste** the URL, or enter text for the reader to click and open the form.

8. Highlight the text the reader should click to open the application form, then click the **Link** button in the toolbar.

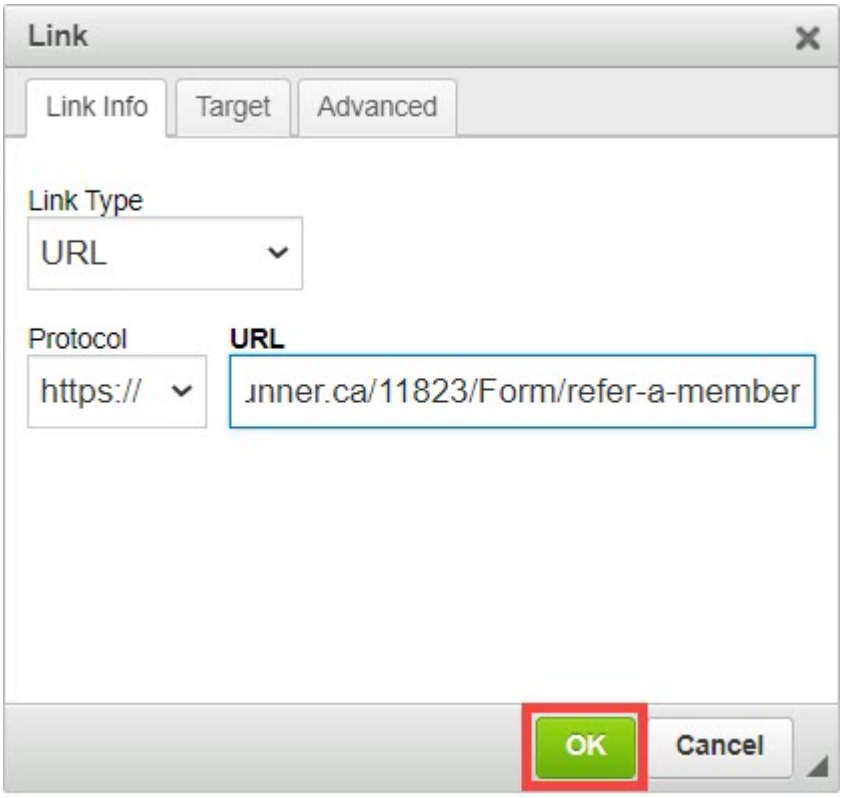


9. In the Link dialog, **paste** the Member Referral Form link into the **URL field**.

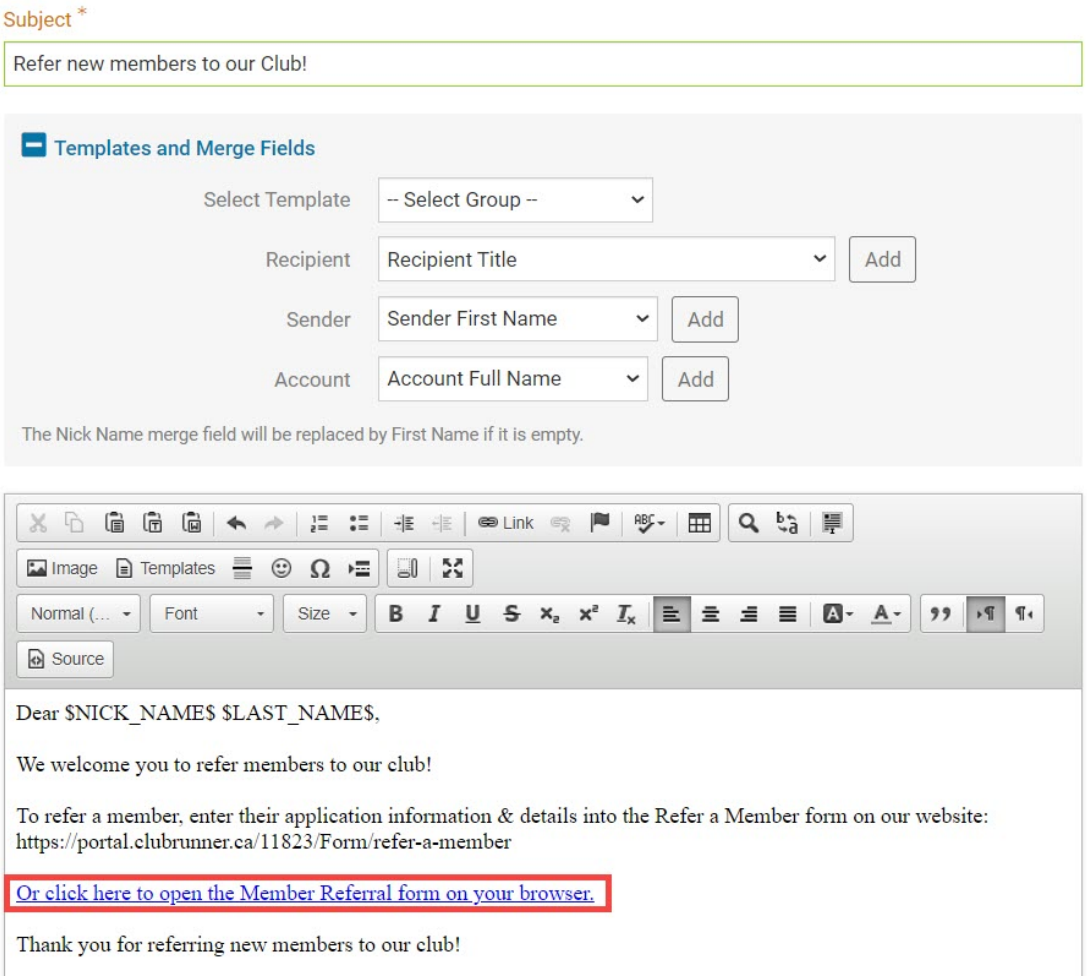


10. Click the green **Ok** button to save the link to the highlighted text in the email.

    Note: When linking items in emails, you can also link a highlighted image in the email's content. For a review of how to add a link to the text and images in emails, website stories, or widgets on the website, please see How do I add a link found in our Knowledgebase.



11. Email recipients can click the link, linked text or linked image in the email to open the Membership Referral form on the website. Note when members click this private link, our system may prompt them to login to ClubRunner if they have not already done so. If non-members click this link all they will see is our ClubRunner login page.



Note: Now that you have the Membership Referral URL, you can put link this into your top homepage menu too. See our Help article How do I build the navigation menu? from our Knowledgebase.