ClubRunner

[NOVA] How do I add a prospect to Membership Success?

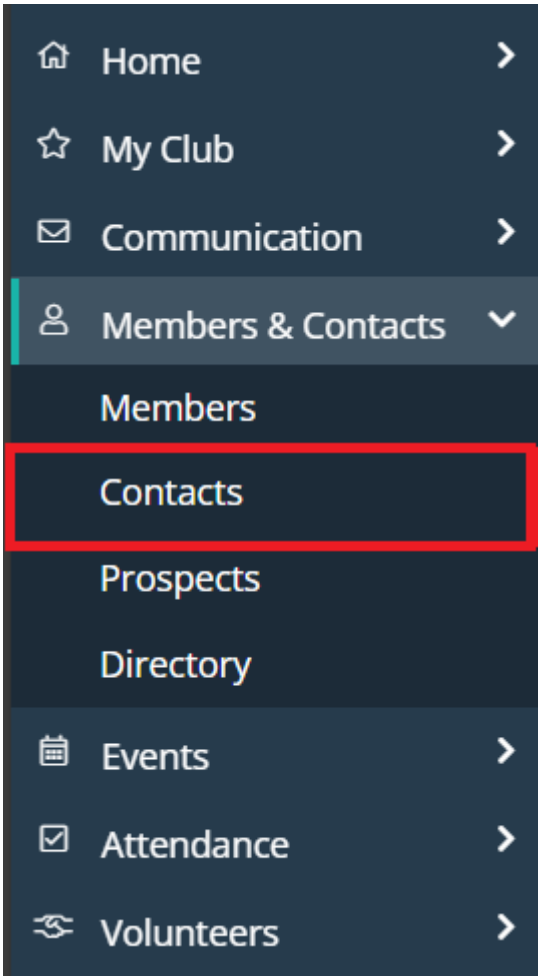
Michael M. - 2025-12-19 - Membership Success

A prospect record can be created by **filling out the inquiry form**, being **referred to the club by another member**, or by converting an existing contact or Other User record into a prospect. This support article will show you how to add an existing contact record to your prospects list in the Membership Success module.

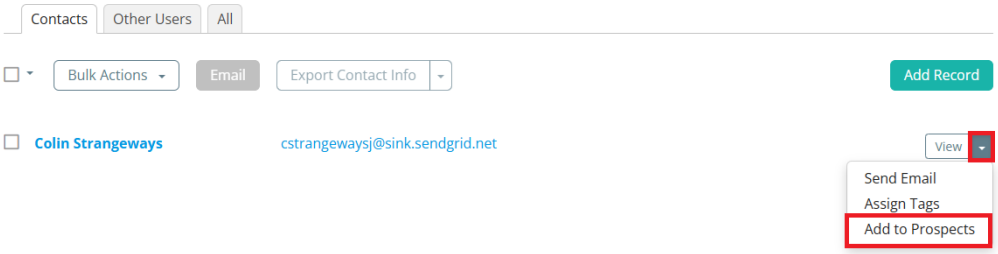
For more information on how to add a contact record, please read: **How do I add a member / contact?**

1. To begin, log in to your account through your club homepage, then click on **Member Area** on the top right-hand corner under your club banner. **Alternatively, click here to go directly to the ClubRunner login page.**

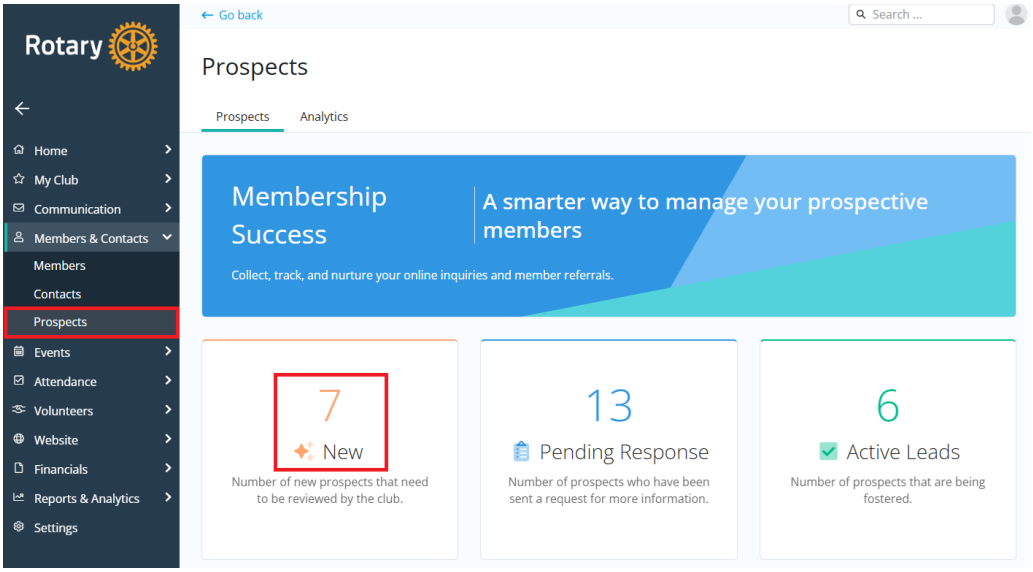
2. Once logged in, click on **Members & Contacts** in the left-hand side menu and select **Contacts**.



3. Locate the contact in the list and click the **drop-down arrow** on the right-hand side of their information, then click **Add to Prospects**.



4. The record will receive the "prospect" tag and be added to the "New" section of the Membership Success module. You can view the record by clicking **Prospects** in the Members & Contacts menu on the left-hand side, then clicking **New**.



Related Content

- [NOVA] How does a prospect go through Membership Success?
- [NOVA] How can I ask for more details from a prospect through Membership Success?
- [NOVA] How do I include prospects in emails?
- [NOVA] How do I share the application form with prospects?
- [NOVA] How can members refer a prospect?
- [NOVA] What is Membership Success?