

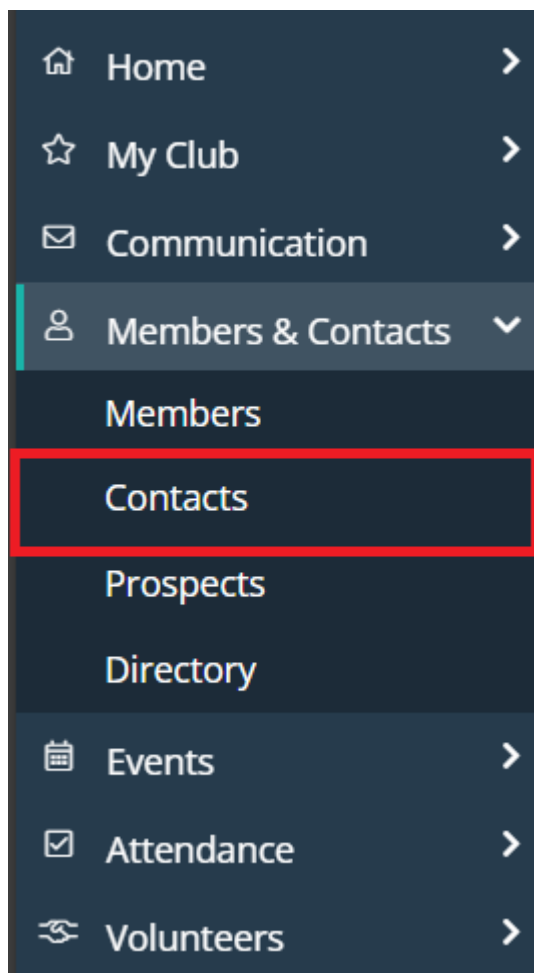
[NOVA] How do I add a prospect to Membership Success?

Michael M. - 2025-12-19 - [Membership Success](#)

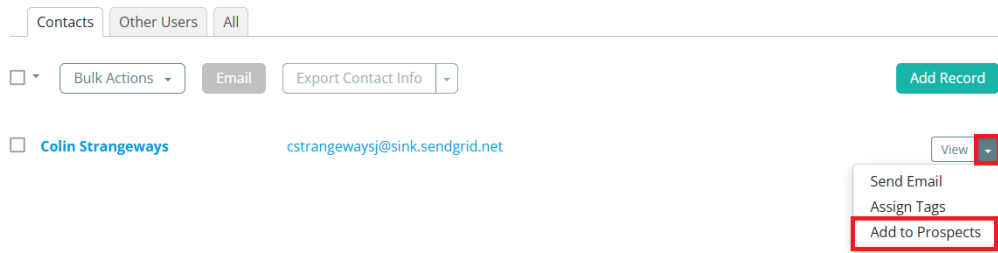
A prospect record can be created by [filling out the inquiry form](#), being [referred to the club by another member](#), or by converting an existing contact or Other User record into a prospect. This support article will show you how to add an existing contact record to your prospects list in the Membership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

For more information on how to add a contact record, please read: [How do I add a member / contact?](#)

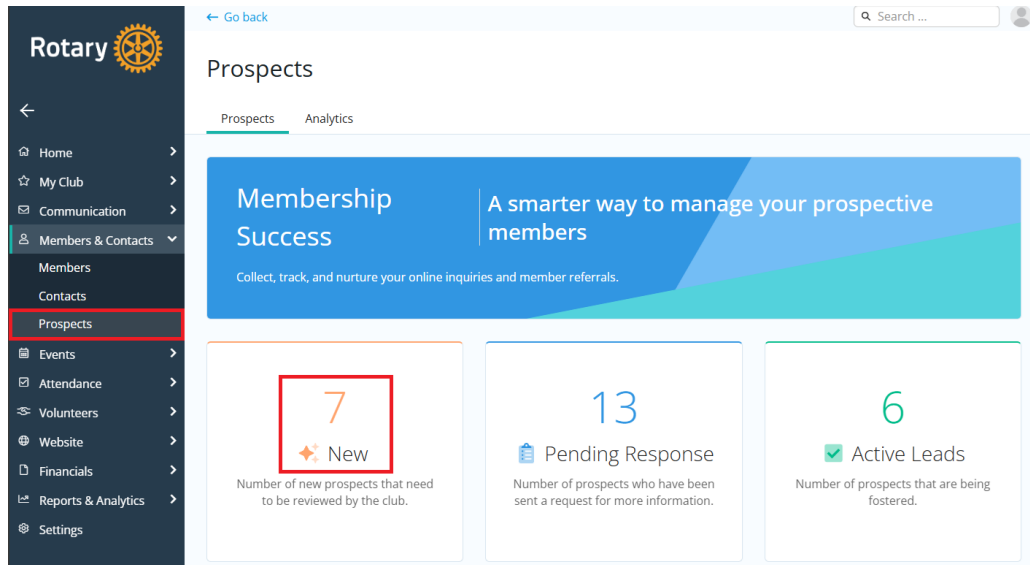
1. To begin, log in to your account through your club homepage, then click on **Member Area** on the top right-hand corner under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Once logged in, click on **Members & Contacts** in the left-hand side menu 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**.



- 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

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- [\[NOVA\] 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?](#)