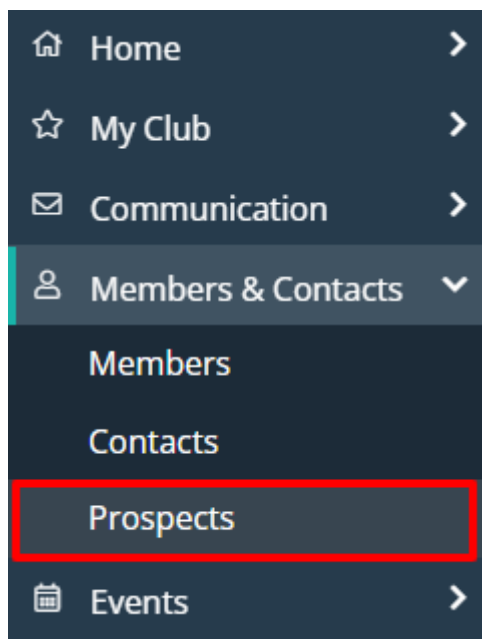


## [NOVA] How do I change who is notified about new prospects?

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

When a prospect submits the membership inquiry form or is referred to your club by one of your members, notifications are sent to the Membership Success Chair recipient profile. While this is typically the member who is your Membership Success Chair, it does not have to be. This support article will show you how to edit the recipient profile and determine who is notified about new prospects in Membership Success.

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 **Prospects**.



3. In the Settings section, click **Recipient Profiles**.

## SETTINGS



View & manage forms, templates, and settings for the Membership Success module.

Help

[Member Inquiry](#)

[Recipient Profiles](#)

[Sender Profiles](#)

[Refer a Member](#)

[Email Templates](#)

- On the following page you will see the recipient profiles that are in use across different parts of your club members area. Locate the "Membership Success Chair" profile and click the **drop-down arrow** in the right-hand actions column, then click **View**.

### Recipient Profiles

Recipient profiles are standardized "to" email addresses that can be re-used for any emails generated within the system. The profile includes the reply-to name and email address to which the email recipient can reply back from their inbox.

<input type="text" value="Search"/>						<a href="#">Add Recipient Profile</a>
NAME ^	DESCRIPTION v	RECIPIENT v	EMAIL v	IS DEFAULT v	ACTIONS	
<a href="#">Default Club Recipient Profile</a>	Default club recipient profile created during ClubRunner Nova account migration	Rotary Club of Kipling	kipling@sink.sendgrid.net	True		
<a href="#">Membership Success Chair</a>	Sends to the Membership Success Chair	Aaron Aaronson	aaaronson@sink.sendgrid.net	False	<a href="#">System</a>	
<a href="#">Person Referred</a>	Sends to the person that that was referred as the prospect.	\$FirstName\$ \$LastName\$	\$EmailPrimary\$	<div><input checked="" type="checkbox"/> Set As Default</div> <div> View</div> <div> Restore System Values</div>		

- Click **Edit** in the Recipient Profiles Details section to make changes to this recipient profile.

### RECIPIENT PROFILE DETAILS

[Edit](#)

Name: Membership Success Chair

Description: Sends to the Membership Success Chair

Recipient Name: Aaron Aaronson

Recipient Email: aaaronson@sink.sendgrid.net

Default: No

Fill in the details and select the member or custom address you wish to use as the recipient for Membership Success notifications. Click **Save** to save your changes.

DETAILS
Edit
PERMISSIONS

Edit Recipient Profile Details

Description

✂

📄

🖼

↶

↷

☰

☰

Link

Image

**B**

*I*

U

A

☰

☰

☰

Format

Font

Size

Source

Sends to the Membership Success Chair

Select Recipient Type

☐ Member
☒ Name and Email

Recipient Name \*

Rotary Club of Kipling

Recipient Email \*

membershipsucces@rotarykipling.org

☒ By clicking this checkbox, I confirm that I have received consent from this individual for the use of their personal information. They understand they may receive emails and can rescind their consent by contacting an account administrator. \*

Cancel
Save

- You may also click **Edit** in the Permissions section to select which access levels are able to use this recipient profile in other modules.

PERMISSIONS

✎

Edit

Roles ?
30

Click **Save** when finished.

**Edit Recipient Profile Permissions** ✕

Roles

Club Admins ✕ Club Executives ✕ ▼

- Club Admins**
- MER Read Only Access
- Club Presidents
- Club Executives**
- Club Editors
- Club Members
- Club Restricted Members
- Club No Access

Cancel Save

## 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?](#)