

ClubRunner

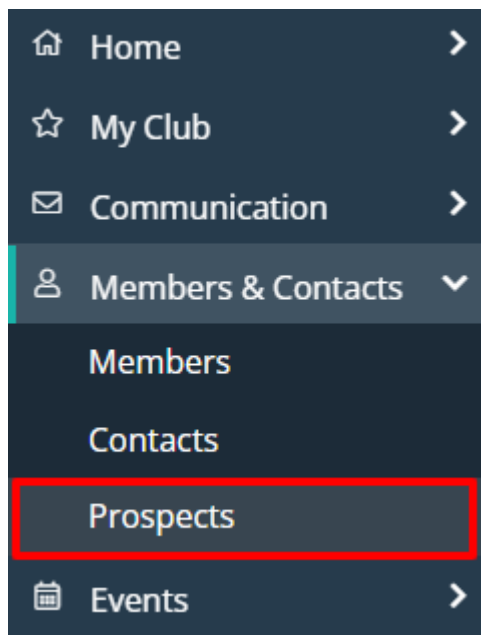
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[NOVA] How do I change who notifications come from in Membership Success?

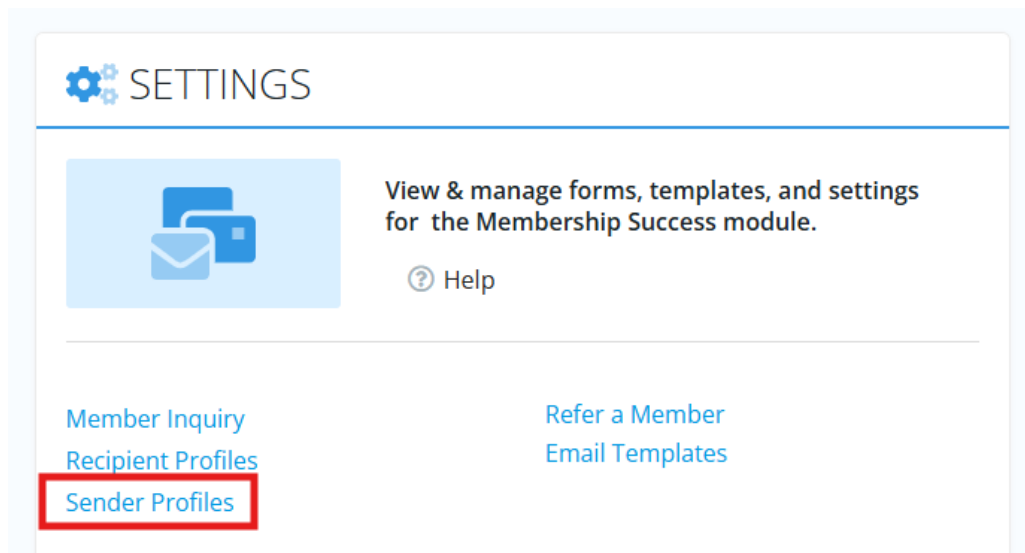
Michael M. - 2025-12-19 - [Membership Success](#)

You may change who notifications come from in the Membership Success module by editing the sender profile, which is a standardized "from" email address that can be re-used for any emails generated within the system. The profile includes the sender name and email address which will appear in the recipient's inbox when they receive a message from the club. This support article will show you how to edit the sender profile used for Membership Success notifications.

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 **Sender Profiles**.



- On the following page you will see the sender 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**.

Sender Profiles

Sender profiles are standardized "from" email addresses that can be re-used for any emails generated within the system. The profile includes the sender name and email address which will appear in the recipient's inbox.

+ Add Sender Profile

NAME	DESCRIPTION	SENDER	EMAIL	IS DEFAULT	ACTIONS
Club Fundraising Team		Rotary club of Kipling	youremail@example.com	False	⌵
Club President	Emails send with the club president's name, but all replies go to the club secretary.	Cad Huckabe	cad.huck@sink.sendgrid.net	True	⌵
Membership Success Chair	This sender profile is used in the Membership Success module. We suggest using the Membership Chair's, or the users details who will manage the module.	Rotary Club of Kipling	aaaronson@sink.sendgrid.net	False	<div style="display: flex; align-items: center;"> System ⌵ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> ✓ Set As Default 🔍 View 🔄 Restore System Values </div>
Research Project Chair		Kipling Research Project Chair	reasearchproject@sink.sendgrid.net	False	⌵

- Click **Edit** in the Sender Profiles Details section to make changes to this sender profile.

SENDER PROFILE DETAILS

✎ Edit

Name

Membership Success Chair

Description

This sender profile is used in the Membership Success module. We suggest using the Membership Chair's, or the users details who will manage the module.

Sender Name

Rotary Club of Kipling

Sender Email

aaaronson@sink.sendgrid.net

Reply-To same as sender

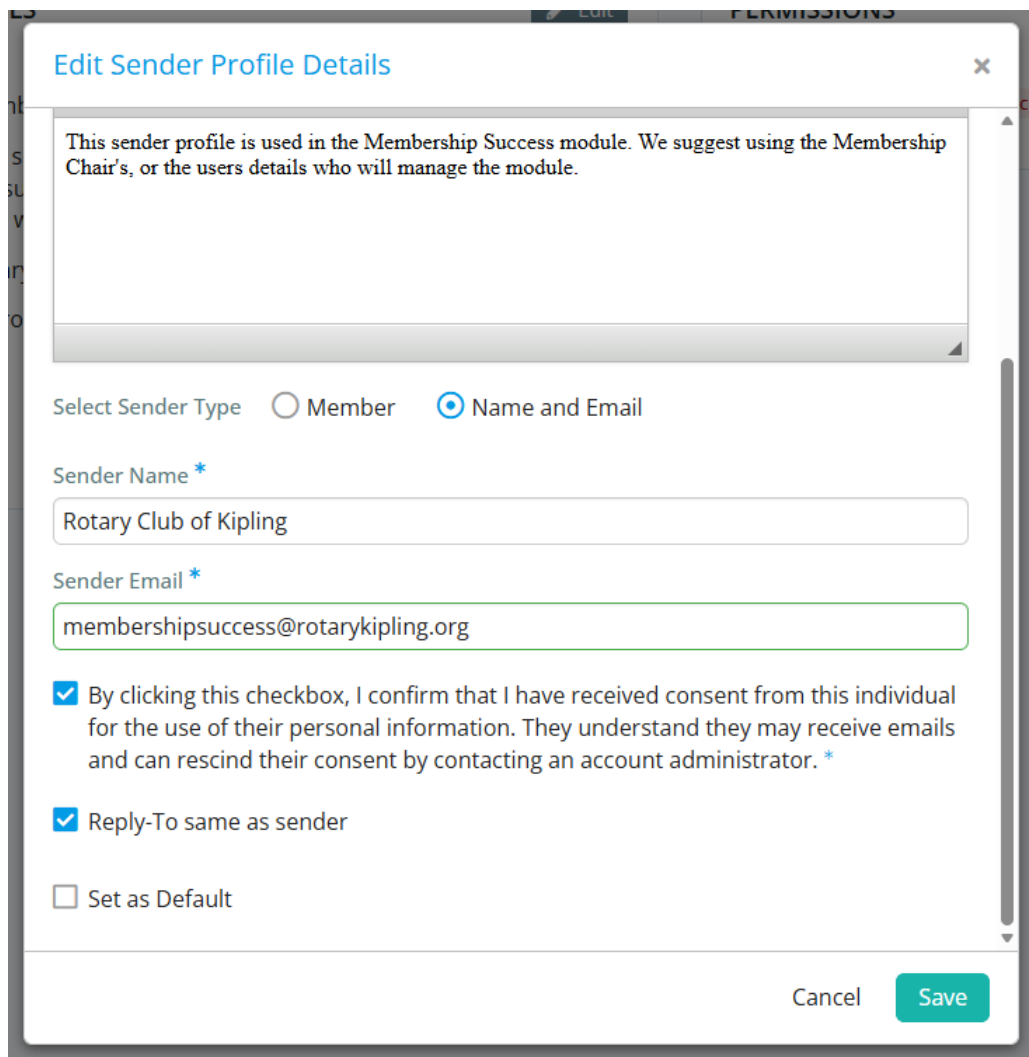
Yes

Default

No

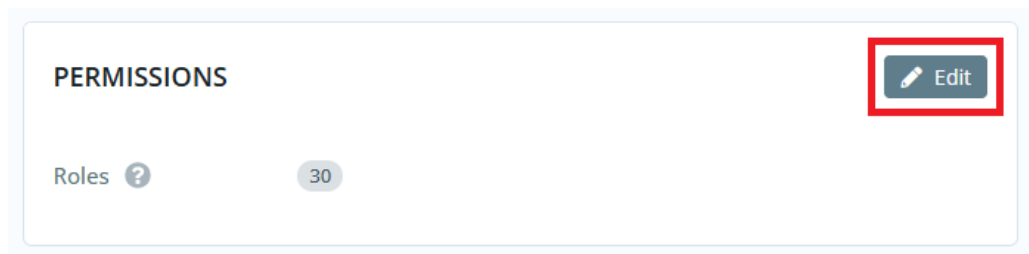
Fill in the details and select the member or custom address you wish to use as the sender for

Membership Success notifications. You may choose to make the reply-to a different person than the sender. For example, you may wish to make emails come from the club president, but when the recipient replies it will go to the club Membership Success chair. Click **Save** to save your changes.



The dialog box is titled "Edit Sender Profile Details" and has a close button (X) in the top right corner. It contains a text area with the following text: "This sender profile is used in the Membership Success module. We suggest using the Membership Chair's, or the users details who will manage the module." Below the text area, there are two radio buttons for "Select Sender Type": "Member" (unselected) and "Name and Email" (selected). Below the radio buttons, there are two text input fields: "Sender Name *" with the value "Rotary Club of Kipling" and "Sender Email *" with the value "membershipsucces@rotarykipling.org". Below the input fields, there are three checkboxes: "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. *" (checked), "Reply-To same as sender" (checked), and "Set as Default" (unchecked). At the bottom right, there are two buttons: "Cancel" and "Save".

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



The "PERMISSIONS" section is shown with a red box highlighting the "Edit" button. Below the "Edit" button, there is a "Roles" label with a question mark icon and a count of "30".

Click **Save** when finished.

Edit Sender Profile Permissions [X]

Roles

Club Admins [X] Club Executives [X] [v]

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

Cancel Save

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