

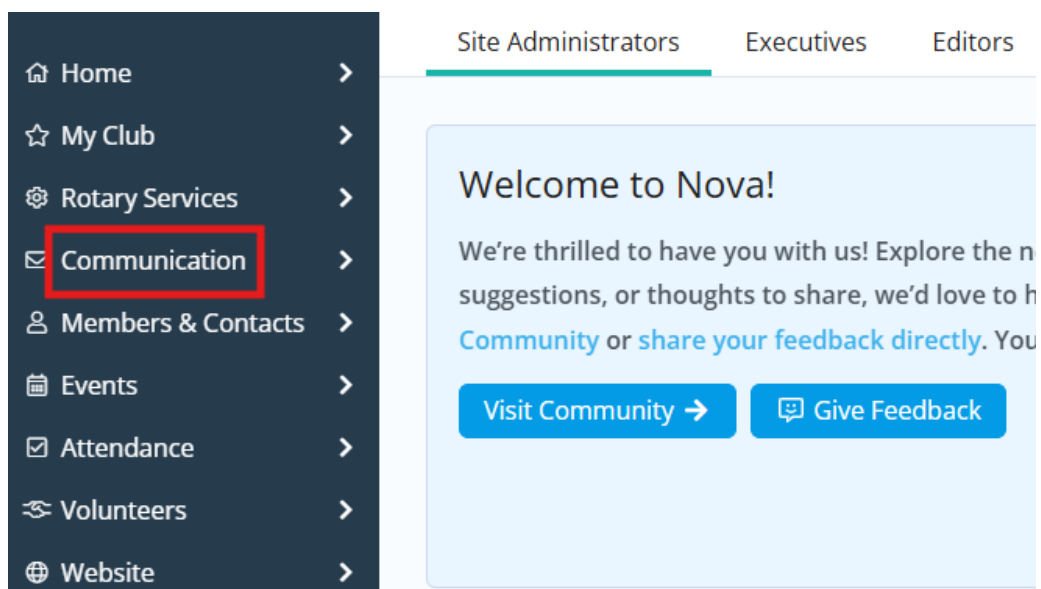
[NOVA] How do I edit recipient profiles?

Michael M. - 2026-10-07 - [Settings](#)

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. You can set up multiple recipient profiles and choose a default recipient for club communications.

To set up recipient profiles, follow these steps:

1. Log in to your account through your club homepage, then click on **Member Area** in the top right-hand corner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Click **Communication** in the left-hand menu.



3. Click **Recipient Profiles** in the Email Settings section.

EMAIL SETTINGS

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[Sender Profiles](#)

[Recipient Profiles](#)

4. Click the drop-down arrow icon to the right-hand side of any recipient profile, then click **View**. Next, click the **Edit** button in the Recipient Profile Details section to edit this recipient profile.

Search						Add Recipient Profile
NAME ^	DESCRIPTION v	RECIPIENT v	EMAIL v	IS DEFAULT v	ACTIONS	
Default Club Recipient Profile	Default club recipient profile created during ClubRunner Nova account migration	Rotary Club of Kipling	kipling@sink.sendgrid.net	False	Set As Default View Delete	
Donation Notifications		Kevin Turner		False		
Member Task Assigned		\$TaskAssignedTo.FirstName\$ \$TaskAssignedTo.LastName\$	\$TaskAssignedTo.EmailPrimary\$	False	System	

RECIPIENT PROFILE DETAILS

[Edit](#)

Name Default Club Recipient Profile

Description Default club recipient profile created during ClubRunner Nova account migration

Recipient Name Rotary Club of Kipling

Recipient Email kipling@sink.sendgrid.net

Default No

You may also click **Add Recipient Profile** to create a new profile to add to the existing list.

5. You can update the information here and may select a member or other name and email to set as the recipient. If you check "Set as Default" this recipient profile becomes the default recipient for all triggered emails that do not have a specific recipient profile set.

Edit Recipient Profile Details

Description

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Link

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Format

Font

Size

Source

Default club recipient profile created during ClubRunner Nova account migration

Select Recipient Type

☐ Member
☒ Name and Email

Recipient Name *

Recipient Email *

☐ Set as Default

Cancel

Save

6. Click **Save** to save your changes.

7. You may click **Edit** in the Permissions section to select which member roles will be able to use this recipient profile. Click **Save** when finished.

PERMISSIONS

Roles ?

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Edit

Edit Recipient Profile Permissions

Roles

Club Admins x

Club Admins

MER Read Only Access

Club Presidents

Club Executives

Club Editors

Club Members

Club Restricted Members

Club No Access

Cancel

Save

8. You'll now be able to select these recipient profiles in various modules of the members area.