ClubRunner



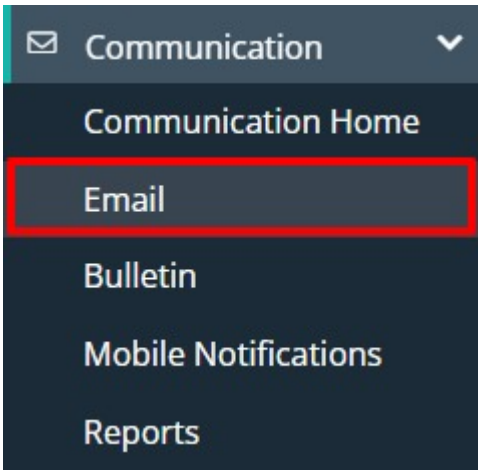
# [NOVA] How do I include prospects in emails?

Ryan A. - 2025-12-19 - Membership Success

You may wish to include prospective members listed in the Membership Success module when you send emails to the club. This article will show how you can include these prospects in email and other communications.

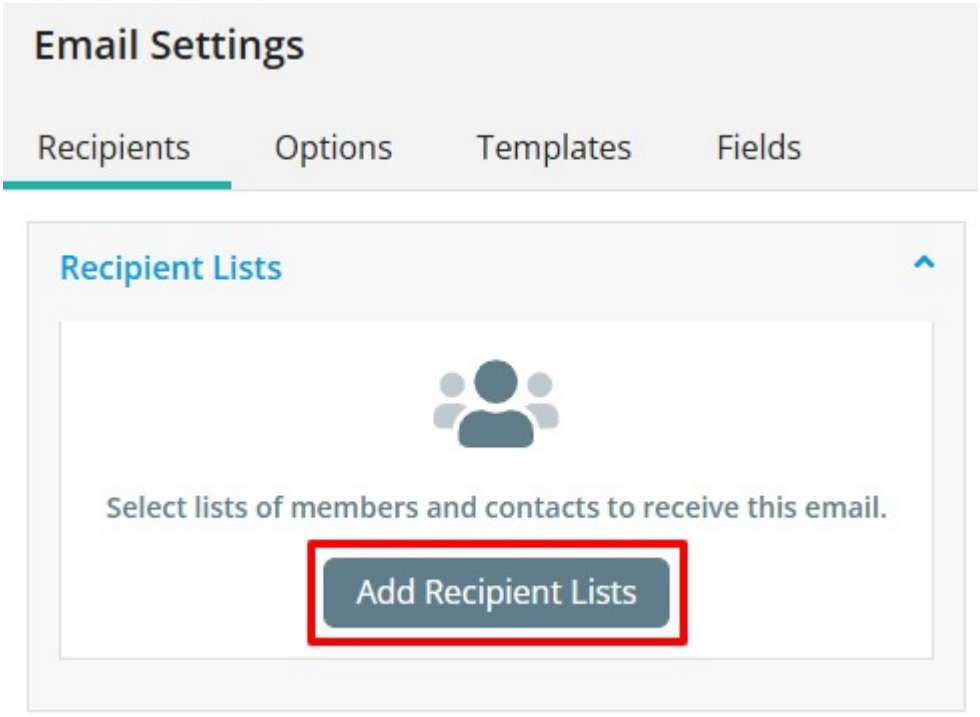
1. To begin, log in to your account through your club homepage, then click on **Member Area** on the top right-hand corner under your club banner. **Alternatively, click here to go directly to the ClubRunner login page.**

2. Once logged in, click on **Communication** in the left-hand side menu and select **Email**. This will also work with bulletins, so if you're looking to send a bulletin, select **Bulletin**.

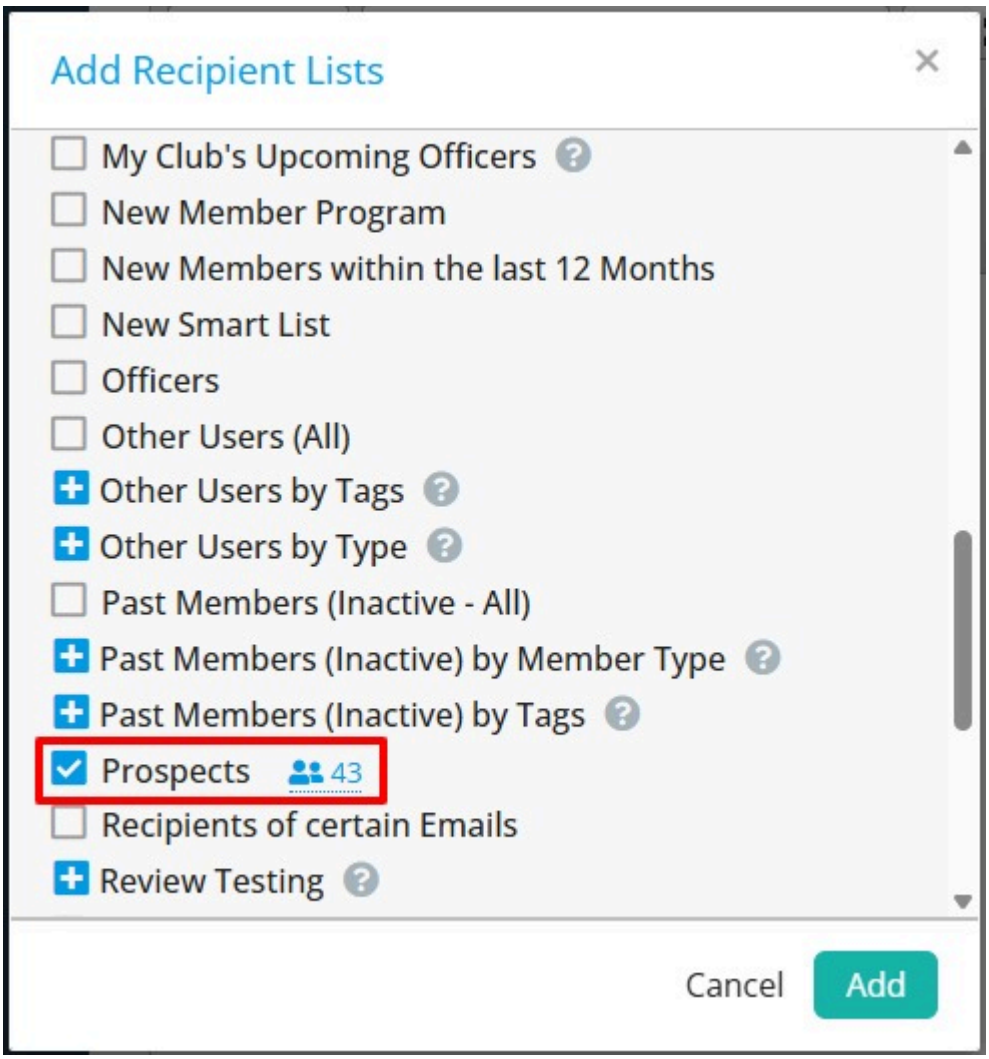



3. You'll now want to compose a new email or open a saved draft. For more specific instructions on composing and sending emails in ClubRunner, please see the following article: **How do I compose and send an email?**

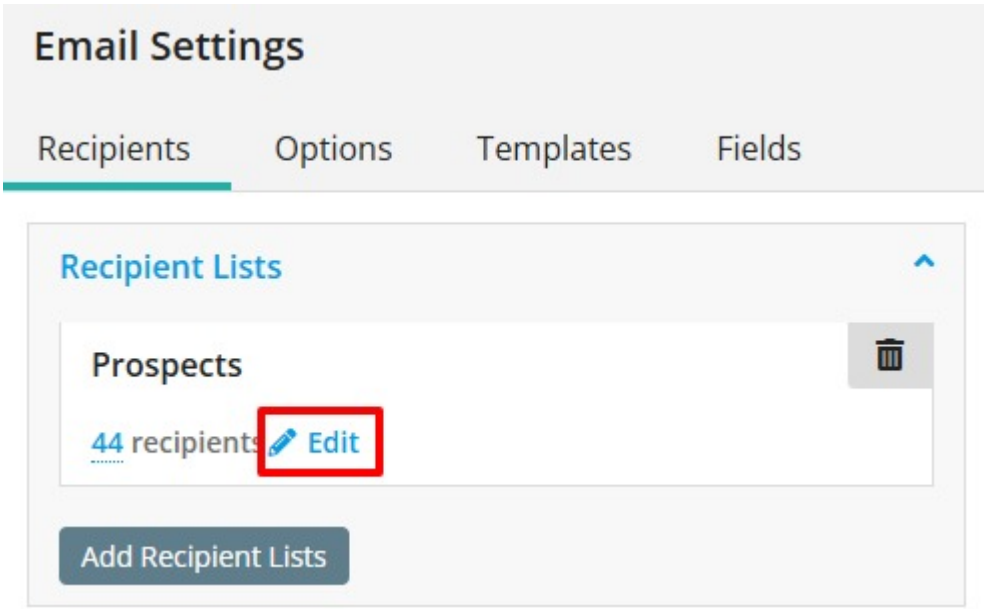
4. To include prospects in the email you are sending, you'll want to utilize the proper recipient list. From the Email Settings section click the option to **Add Recipient Lists**.

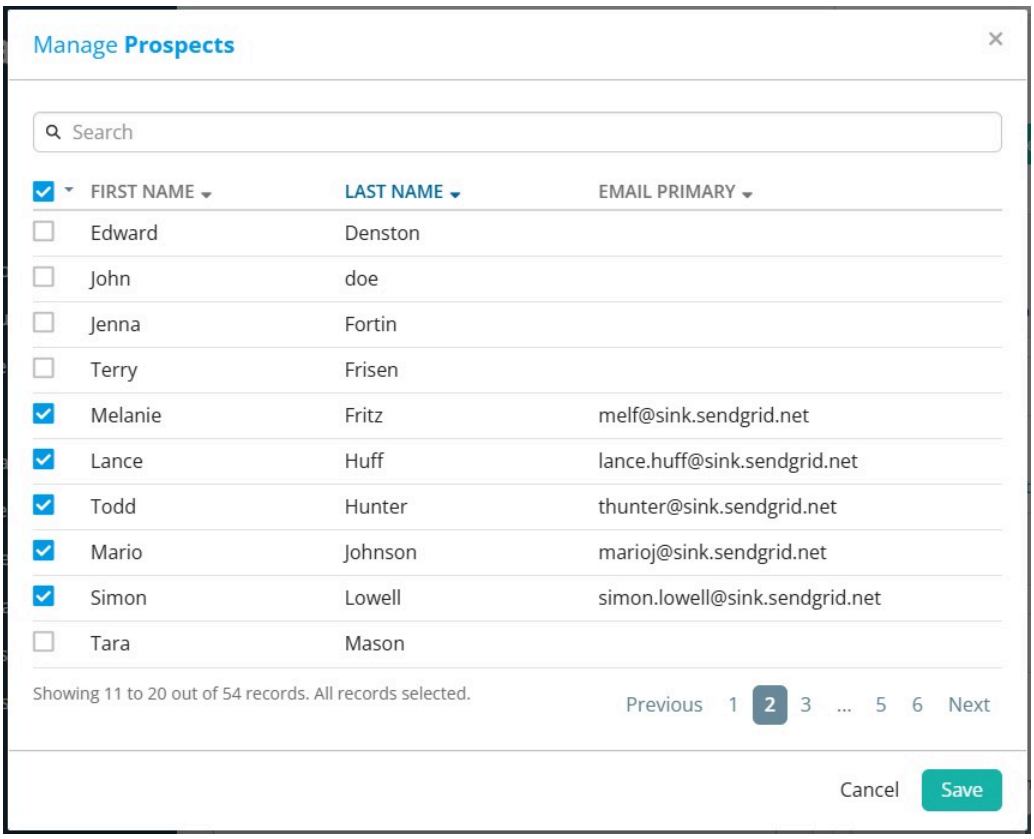



5. You'll get a list of all recipient smart lists set up in your account. There is a specifc one to include all prospects labelled "Prospects", click the check box to include this list of prospective members in the communication. You can select other lists as needed, click **Add** when you're done to save the selected recipient lists.




To further adjust which prospects from the selected recipient list are included in the email, click **Edit** as shown below and you'll be able to check and uncheck which members to include:






Be sure to click **Save** when you're done your edits to save the recipient list.

6. You can now proceed to send the email normally and it will be sent to all prospects along with any other recipients you included.

## Related Content

- [NOVA] How does a prospect go through Membership Success?
- [NOVA] How do I change who is notified about new prospects?
- [NOVA] How do I change who notifications come from in Membership Success?
- [NOVA] How do I add a prospect to Membership Success?
- [NOVA] How can I ask for more details from a prospect through Membership Success?
- [NOVA] How do I change a prospect into a member?
- [NOVA] How do I share the application form with prospects?
- [NOVA] How can members refer a prospect?
- [NOVA] What is Membership Success?