

ClubRunner

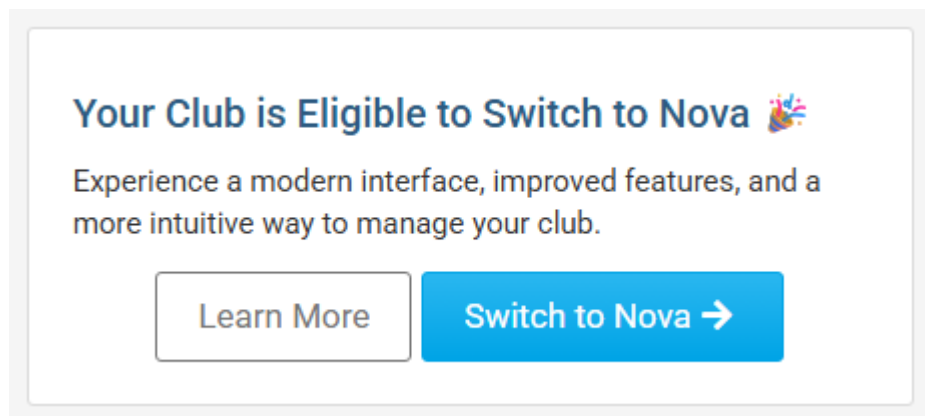
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[NOVA] What's new for club administrators in Nova?

Michael M. - 2026-09-17 - [My Club](#)

Nova is a major ClubRunner update that brings our most advanced improvements into one modern platform for clubs and districts. Built to simplify your daily operations, Nova features a refreshed, intuitive design that helps you find information faster, stay organized, and manage tasks with ease so you can focus on what matters most.

There is *no additional cost* for the district or clubs to upgrade, as it is all included with the ClubRunner subscription. If your club is interested in the free upgrade, site administrator simply needs to submit the Switch to Nova form in the members area dashboard and the club will be upgraded in minutes.



If you do not see this option, please reach out to our team by emailing support@clubrunner.ca.

This support article will highlight some of the notable differences and new features you will see after upgrading to Nova for Clubs.

Note

It is not necessary for all clubs to upgrade to Nova if the district upgrades. The Nova update has been designed so that if the district has not switched to Nova but your clubs have, and vice versa, there will not be any conflicts in data. The district and individual clubs can upgrade whenever they are ready to do so.

You may learn more about the upgrade process by reading: [ClubRunner Nova for Clubs FAQs](#)

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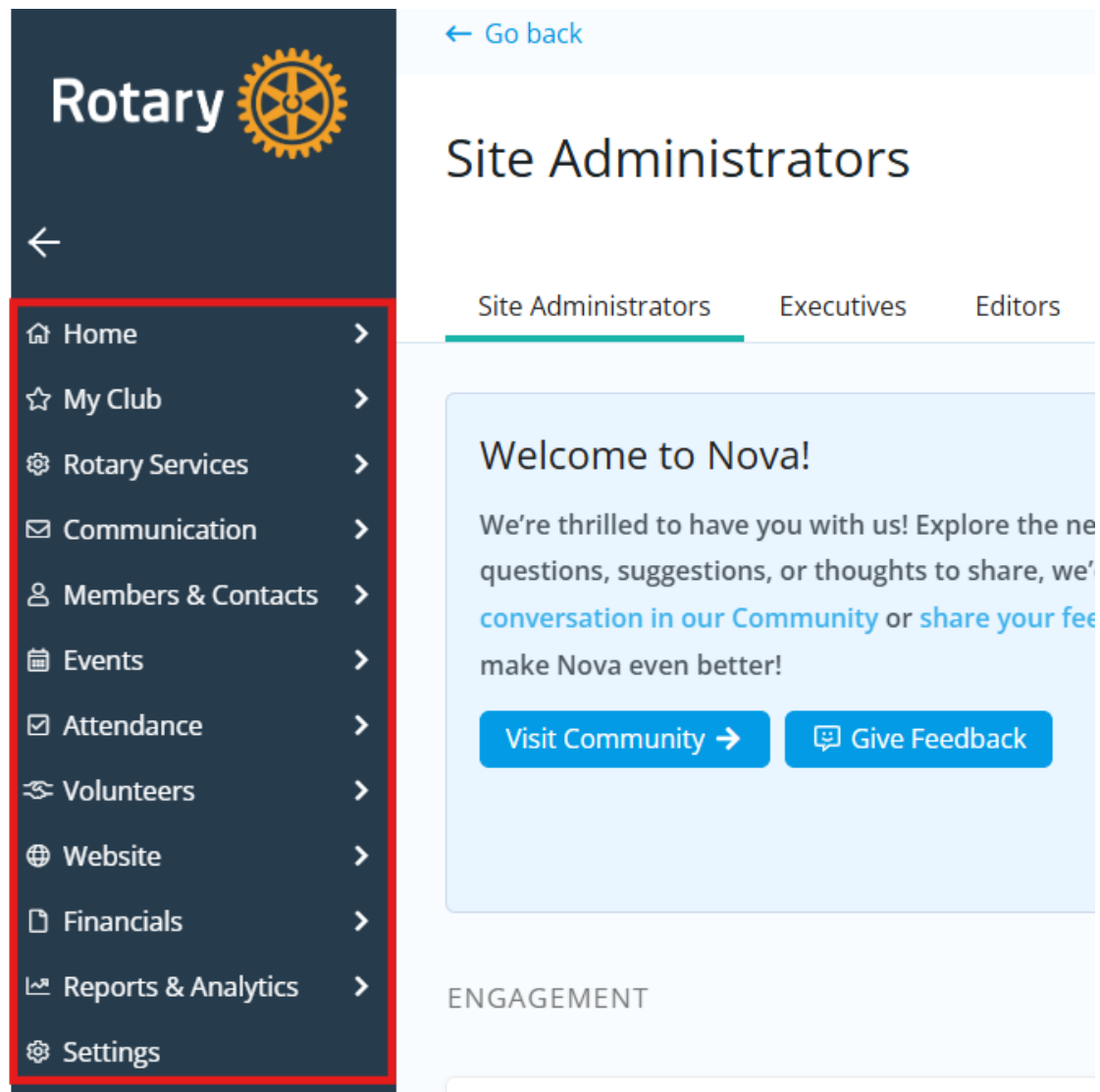
[Cloud Events Updates](#)

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Changes to Navigation

The top level navigation bar has been replaced by a collapsible left-hand menu that has been reorganized for smoother navigation, focusing on the tools you need for everyday tasks. The menu only displays features and links accessible to you. Members will no longer see irrelevant menu items or inactive links.



You may click the drop-down arrow beside each category to display shortcuts to main functions, and can click directly on the name of each category to view the top-listed link. If you need more space on the page while working on a particular task, you may click the left arrow to collapse the menu to the side.

New Email Message Center

The Email Message Center has been improved for functionality and ease of use. The redesigned interface prioritizes the subject and message areas, ensuring a more streamlined email creation process.

Create Email

[Give Feedback](#)[Save and Exit](#)[Send to Myself](#)[Send](#)

Subject

Body

HTML VersionText Version

Generate with AI

↶↷

¶

☰☲

☰☲

🔗

📅

🔍

📧

✂

🔗

📧

Paragraph

Choose lang...

Source

Start typing your content here...

Total characters including HTML: 0/150000

Attachments

Upload attachments to your email.

Select Files For Upload

Maximum 15.00 MB per file
Total attachment size: 0 bytes/15.00 MB

Email Settings

RecipientsOptionsTemplatesFields

Recipient Lists

Select lists of members and contacts to receive this email.

Add Recipient Lists

Individuals

Add specific members or contacts to receive this email.

Add Individuals

Exclusion Lists

Select lists of members and contacts to prevent them from receiving this email.

Add Exclusion Lists

You may use "smart" recipient and exclusion lists to ensure your emails are delivered to the right audience, based on system-generated metrics on roles across your club. You can even create custom recipient lists that include members or contacts based on specific criteria such as membership history, location, age, and more. Smart lists are dynamic until the last moment for scheduled emails, so if your membership changes before the email is sent, the recipients list will automatically update accordingly.

Add Recipient Lists

☐
Contacts (All)

☒
Contacts by Tags

☒
Custom Distribution List

☒
Members (All)

☒
Members by Designations

☒
Members By Tags

☒
Members by Type

☐
Officers

☐
Other Users (All)

☒
Other Users By Tags

☒
Other Users by Type

☐
Past Members (Inactive - All)

☒
Past Members (Inactive) by Member Type

☒
Past Members (Inactive) by Tags

☒
Persons by Tags

Cancel
Add

Only available in Nova, you may use an AI Assistant to help draft email messages based on your input and prompts.

How can I help you create this email?

CR

Hi! Beverly! I'm your AI assistant! Describe what you'd like to say in this email.

Generate me an email inviting members to register for an event celebrating the Rotary District Governor on Aug 14.

CR

I generated a new email

Preview

Add feedback to adjust email, then press Generate

Type here...

Total characters: 0/500

PREVIEW

This is a preview of your email. You can edit the text and links on the next screen. We recommend sending yourself a test email to ensure all mail merge fields and links work correctly.

Email Subject:

Join Us in Celebrating Our Rotary District Governor – Register Now!

Dear Rotary Members,

We are excited to invite you to a special event dedicated to celebrating our Rotary District Governor. This occasion promises to be a memorable gathering filled with camaraderie, recognition, and inspiration. Mark your calendars for August 14th and join us in honoring our leader's dedication and service.

To ensure we have everything prepared for a fantastic celebration, please register your attendance at your earliest convenience. Your participation is vital in making this event a success and a meaningful experience for everyone involved. We look forward to seeing you there and sharing this special moment together.

Thank you for your continued commitment to Rotary and our community. Should you have any questions or need further information, please do not hesitate to contact us.

Warm regards,

[Your Name]

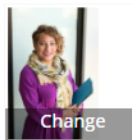
[Your Position]

You can learn more by reading: [How do I compose and send an email?](#)

Contact Tags

Legacy contact groups have been replaced by a new tagging feature, which allows further customization and freedom in organizing your club's members and contacts.

Sarah James (Sara) Alberts II



salbertsf@sink.sendgrid.net.com

85562125821



Change

bulletin subscriber

donor

sponsor

Club
Member Type
Date Joined Club
Last Login District

RC of Kipling
Satellite
Jul. 17, 2024 2 years ago

Activity Report

Assign as many tags as you need to any person's record, then create smart lists to target specific membership for emails, exports, and invoices.

Add Recipient Lists



To create custom email lists with your own criteria, go to the [Manage Smart Lists](#) page.

by tags

Contacts by Tags ?

- ☐ assistant
- ☐ bulletin subscriber
- ☐ corporation
- ☒ donor 77
- ☐ event
- ☒ friend 67
- ☐ fundraiser
- ☐ representative

+ Members by Tags ?

+ Other Users by Tags ?

+ Past Members (Inactive) by Tags ?

You can learn more about tags by reading: [How do I create and assign tags to members and contacts?](#)

Sender Profiles

Sender Profiles can be used to send emails from specific email addresses as the "from" address appearing in the recipient's inbox. You can set up multiple sender profiles and choose a default sender for club communications, and can also set a different "Reply to" addresses. As an example, an email may be sent with the Club President's name but all replies will get directed to the Membership Chair.

Email Settings

RecipientsOptionsTemplatesFields

Sender Information

☒ Sender Profile☐ Me☐ Custom

Club President

+ Add Sender ProfileManage Profiles

Send From
Cad Huckabe
cad.huck@sink.sendgrid.net

Reply To
Natalina Tirkin
Natalina.Tirkin@sink.sendgrid.net

You can also set the permission settings of any sender profile to restrict its access to certain club roles.

Edit Sender Profile Permissions

Roles

Club Admins Club Presidents Club Executives

CancelSave

For more information about sender profiles, read: [How do I edit sender profiles?](#)

Member List & Profiles

The Members List now displays more information for all members in the club. You can use the filters at the top of the page to display results by specific criteria such as member type, tags, designations, roles, and more.

Members

First Name

Nickname

Last Name

Primary Email

Tags

All

Only:

Member Type

All

Only:

More Filters

Sort By

Last NameFirst NameDate Joined ClubMember TypeNet Balance

Search

Active & HonoraryActiveHonoraryInactive

Bulk Actions

Email

Export

Export vCards

Display100persons

Transfer MemberAdd New Person

Aaron (Tim) Aaronsons Sr.

aaronaaaronsons@sink.sendgrid.net

(855) 6212-58222

DO

PP

PHH

★

★

bbq organizers

bulletin subscriber

casinonight

friend

volunteer

Rotary Number

Member Type

Date Joined Club

Role

1234567

Active - Standard

Jun. 25, 2025 one year ago

Club President 40

Balance

\$3,845.00

View

You can also quickly navigate to any person's profile by using the search bar at the top of the members area.

Beverly Smandly

Beverly Smandly

Person

English

Help

Feedback

Home

Send Email

The new profile allows you to maintain detailed information about members and contacts. You can view communication history, financials records, or keep track of notes and documents related to the individual all within their profile.

Aaron (Tim) Aaronsons Sr.

Change

aaronaaaronsons@sink.sendgrid.net

(855) 6212-58222

DO

PP

PHH

★

★

bbq organizers

bulletin subscriber

casinonight

friend

volunteer

Rotary Number

Member Type

Date Joined Club

Last Login Club

Last Login Mobile

1234567

Standard

Jun. 25, 2025 one year ago

Jun. 17, 2026 2 months ago

Jun. 17, 2026 2 months ago

Activity Report

Personal

Communication

Rotary

Biography

Commitments

Privacy and Settings

Financials

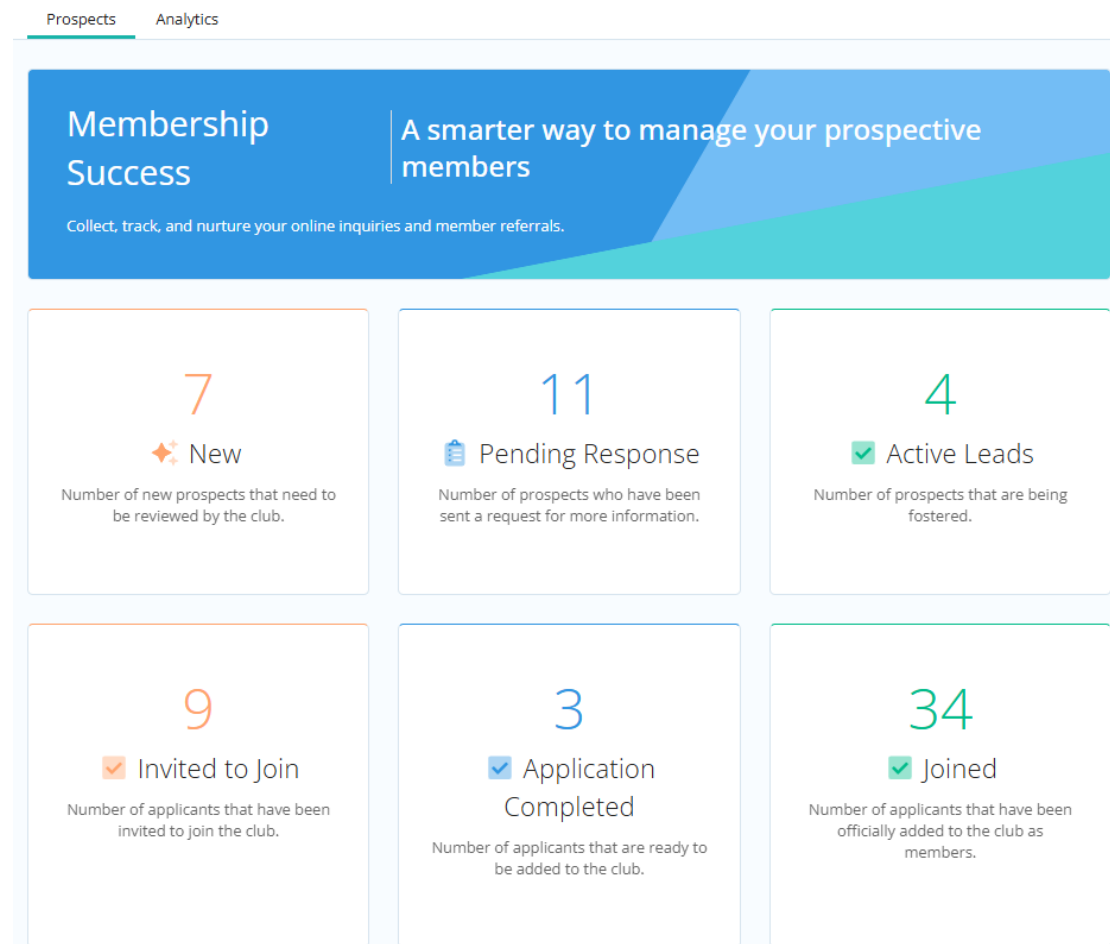
Documents

Notes

For more information about member profiles, please read: [What is the Nova Member Profile?](#)

Membership Success

Our Membership Success module has undergone a major update, making it easier to manage prospects at each stage of interaction with your club. All record types have the same profiles, so you may carry over a person's history with the club and follow their journey from contact to prospect and then joining as a member, all within the same record.



For more information about Membership Success in Nova, please read: [How does a prospect go through Membership Success?](#)

Cloud Event Updates

Cloud Events in Nova have seen improvements that were not possible in the classic version of ClubRunner. Registrations work with email matching to better connect with member profiles and prevent duplicate contact records from being created. You may also set member-based pricing, so if the member is logged in they can see different ticket pricing based on their membership type.

Add Ticket

Allow Public Registration

Default Price (USD)

50

Total Tickets Available ?

200

Limit (leave blank or 0 for unlimited)

Prices (USD)

Check to apply special price.

Person

Any Person

Active

30

Honorary

35

You can also synchronize Cloud Events with your club's Zoom account to track registrations across both platforms.

Family Movies under the Stars Live Zoom Meeting

Dashboard	Registrations	Attendees	Financials	Email	Documents
EVENT REVENUE		TICKET SALES		PRODUCT SALES	
\$707.00		\$675.00		\$32.00	

Batch Invoicing

Dues and Billing has been transformed into new Batch Orders. Generate batches of orders for members and contacts, apply charges in bulk, and track and record payments from the Financials module.

Batch Order #142 Draft

Generate Invoices

RECIPIENTS

69

BATCH TOTAL ?

USD \$4,880.00

Setup Preview

DETAILS

Date

Aug 31, 2026

Batch No.

142

Description

Q4 Dues

Edit

ORDER AND INVOICE DETAILS

Order Date

Aug 31, 2026

Invoice Date

Aug 31, 2026

Payment Terms

30 Day(s)

Due Date

Sep 30, 2026 (Based on Payment Terms)

Service Fee

3.00 % + 0.75

Service Fee GL Account

AccountReceivable

Edit

BATCH ITEMS

Add Batch Item

DESCRIPTION	ITEM TYPE	RECIPIENTS	TOTAL (USD)	ACTIONS
:: Active - Membership	Membership Fee	69	3500.00	-
:: Meals - Coffee & Tea	Product	69	1380.00	-

Detailed analytics provide an overview of your club's order history across dues, events, products and donations.

Financials Reports

Membership Engagement Email and Privacy Financials

\$130.00

Dues

\$1,020.00

Events

\$358.00

Products

\$1,000.00

Donations

MEMBERSHIP TYPE ORDERS

Active - Membership

\$130.00

5 Order(s)

All totals above are for the current fiscal year from Jul. 01, 2026.

EVENT ORDERS

Weekend Cruise

\$500.00

1 Order(s)

Rotacare Gala

\$350.00

3 Order(s)

Family Movies under the Stars

\$100.00

6 Order(s)

PRODUCT ORDERS

Miscellaneous - Miscellaneous Item

\$345.00

1 Order(s)

Popcorn, Large

\$9.00

3 Order(s)

Popcorn, Small

\$4.00

2 Order(s)

DONATION ORDERS

School in Honduras

\$1,000.00

1 Donation(s)

All totals above are for the current fiscal year from Jul. 01, 2026.

To learn how to create batches to invoice members and contacts, please read: [How do I create a batch of invoices?](#)

Form Designer

Create custom forms to collect data for the club's needs, such as scholarship applications, club project proposals, elections, and more. Use a variety of field types to capture the data you need, then export the submissions to a spreadsheet format for review. Forms can be posted publicly on the club's website or within the members area for member-only purposes.

Funding Request

Use this form to request financial support for a project, initiative, or event. We support causes that align with our values of service, impact, and community betterment. Include as much detail as possible about your project, budget, and potential areas for collaboration.

Contact Information

Tell us who we're communicating with regarding this funding request.

First Name *

Last Name *

Email *

Phone Number

Organization Details

Share information about your organization and how we can reach you.

Organization Name

Organization Address

Address Line 1

City

Country

State/Province

Is your organization a registered charity?

☐ Yes ☐ No

To learn how to use the form designer, please read: [How do I use the form designer?](#)