

ClubRunner

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

Michael M. - 2026-07-31 - [District - Administrators Articles](#)

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 district is interested in the free upgrade, please connect with 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 Districts.

You may also watch a video overview by navigating to: [What's new in Nova for Districts?](#)

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 Districts FAQs](#)

In this article:

[Changes to Navigation](#)

[New Dashboards](#)

[New Email Message Center](#)

[Contact Tags](#)

[Sender Profiles](#)

[Club & Member List Changes](#)

[Managing Permissions](#)

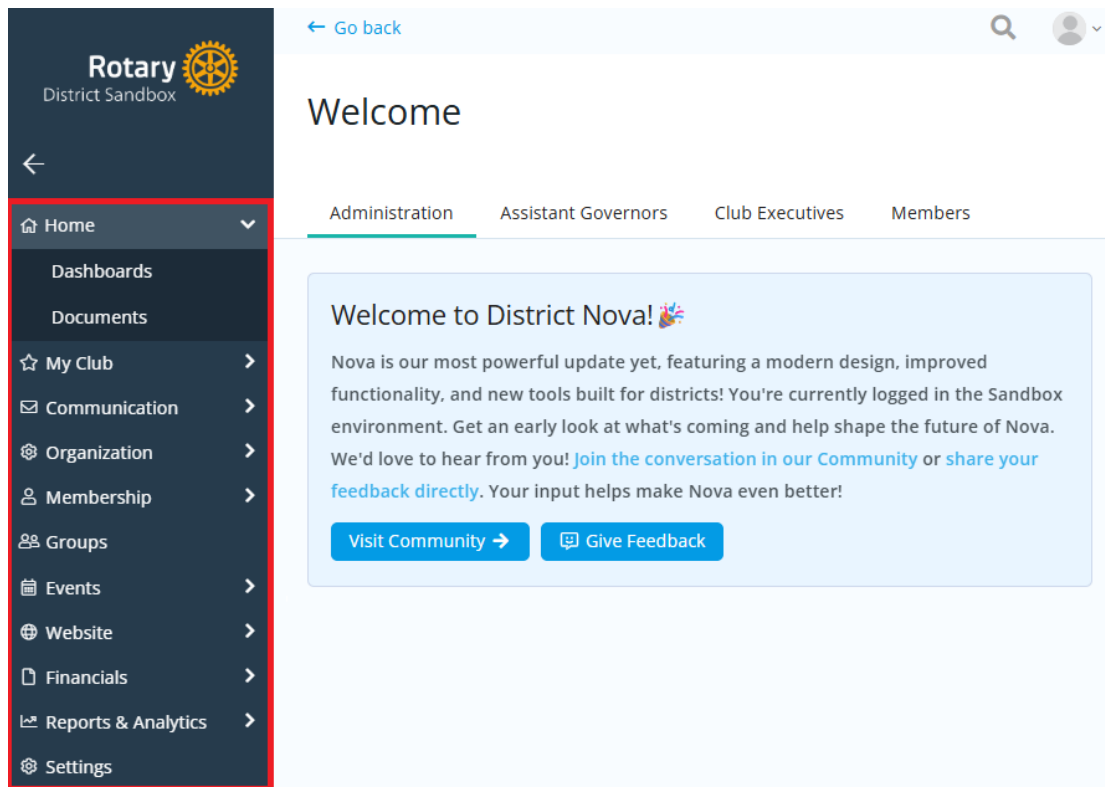
[Business Directory](#)

[Groups](#)

[Batch Invoicing](#)

Changes to Navigation

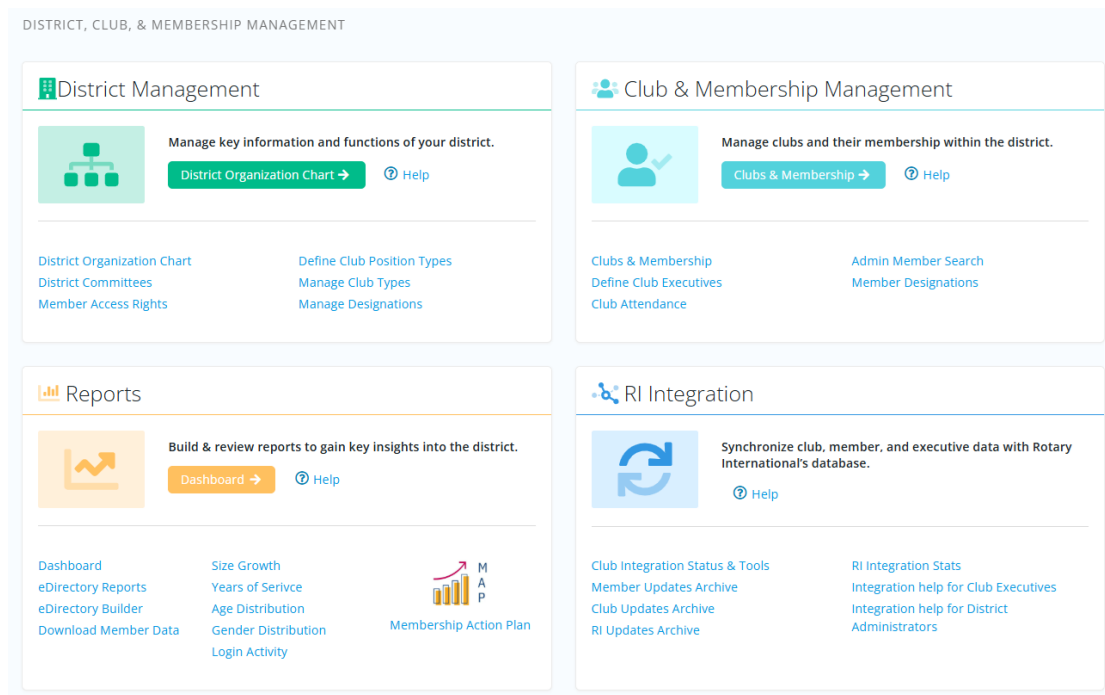
The top level navigation bar has been replaced by a collapsible left-hand menu that has been reorganized for smoother navigation, focusing on the tools you need for everyday tasks. The menu only displays features and links accessible to you. Members will no longer see irrelevant menu items or inactive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



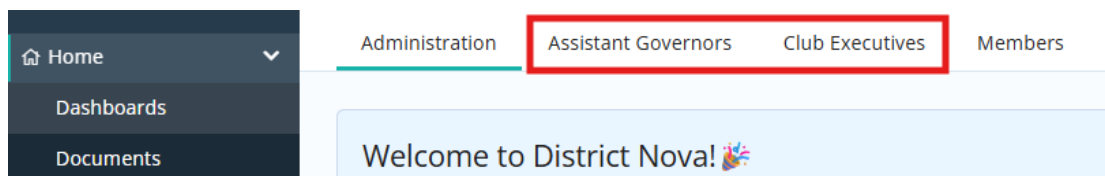
You may click the drop-down arrow beside each category to display shortcuts to main functions, and can click directly on the name of each category to view the top-listed link. If you need more space on the page while working on a particular task, you may click the left arrow to collapse the menu to the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

New Dashboards

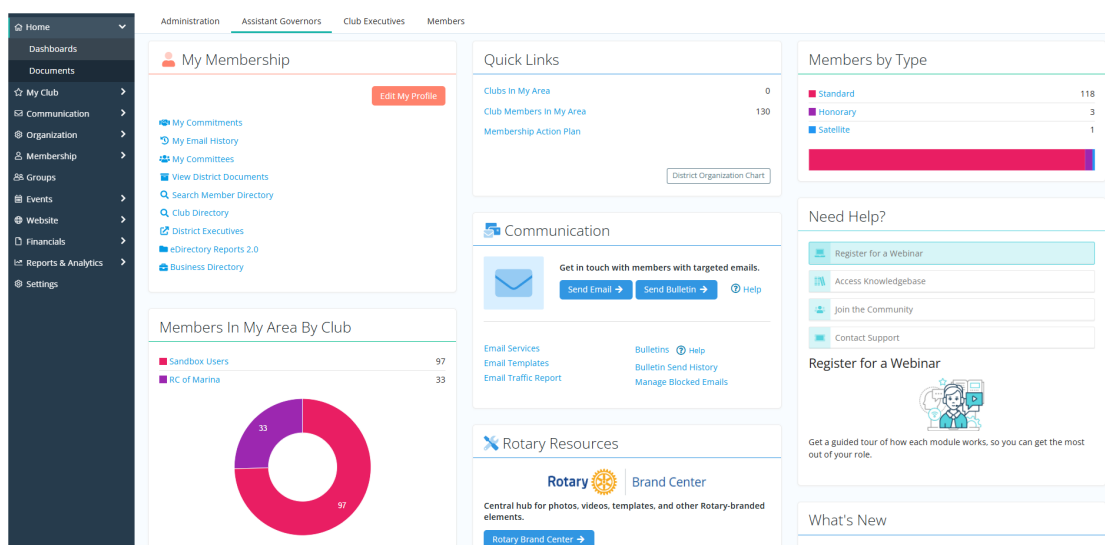
You can always find links to every available tool from the Administration dashboards in the members area.



Assistant Governors and Club Executives have their own dashboards with quick access to the tools they need.



The Assistant Governors dashboard includes analytics charts on membership and designation data for the area.



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 VersionGenerate with AI

↩↪

☰☷

☰☷

☰☷

🔗

📧

🔍

📷

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Paragraph

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A_Ⓐ

⌵

A

⌵

B

⌵

I

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⌵

x₂

⌵

x²

⌵

T

⌵

☰☷

“”

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

[Recipients](#)[Options](#)[Templates](#)[Fields](#)

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 district. 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

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

Search

☐ Club Officers (All Positions - Current Year) ?
☐ Club Officers (All Positions - Upcoming Year) ?
☒ Club Officers (Current Year) by Club ?
☒ Club Officers (Current Year) by Position ?
☒ Club Officers (Upcoming Year) by Club ?
☒ Club Officers (Upcoming Year) by Position ?
☐ Contacts (All)
☒ Contacts by Tags ?
☒ Custom Distribution List ?
☐ District Officers (Current Year) ?
☒ District Officers (Current Year) by Position ?
☐ District Officers (Upcoming Year) ?
☒ District Officers (Upcoming Year) by Position ?

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?



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.





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]

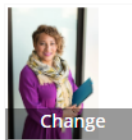
[Your Position]

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 district'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 district communications, and can also set a different "Reply to" addresses. As an example, an email may be sent with the District Governor's name but all replies will get directed to the District Executive Secretary or District Membership Chair.

Email Settings

Recipients Options Templates Fields

Sender Information

☒ Sender Profile ☐ Me ☐ Custom

District Governor

+ Add Sender Profile

Manage Profiles

Send From

Barri Clapison

Barri.Clapison@sink.sendgrid.net

Reply To

Daron Hold

Daron.Hold@sink.sendgrid.net

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

Edit Sender Profile Permissions

Roles

District Administrator

District Website Content Editor

Cancel Save

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

Club & Member List Changes

Access the full list of clubs in your district, filter by club type, review their Rotary integration status, and view more information with ease.

Home

My Club

Communication

Organization

Membership

Clubs List

Members List

Contacts

Member Designations

Download Member Data

Groups

Events

Website

Financials

Reports & Analytics

Settings

Club

Club Mailing Address

Date Club Chartered

Club Status

Club Type

More Filters

Sort By

Export Club Listing

Club Name

Search

Add a Club

View

☐	RC of Bathurst	Rotary Club Number Website	65423	https://portal.clubrunner.ca/17645	RI Integration Status	RI True Sync
☐	RC of Castle Frank	Rotary Club Number Website	487635	https://portal.clubrunner.ca/17643	RI Integration Status	RI True Sync
☐	RC of Christie	Rotary Club Number	874562		RI Integration Status	RI True Sync
☐	RC of Eglinton	Rotary Club Number	3569765		RI Integration Status	RI True Sync

Executives
Active Members
Inactive Members
Other Users
RI Integration Settings
RI Member Synchronization
Executive Synchronization
Club Public Info Page

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

Members

First Name

Nickname

Last Name

Club

Tags

More Filters

Sort By

Last Name First Name Date Joined Club Net Balance

All Active Types Active Honorary Inactive Other Users

Bulk Actions Email Export Export vCards

☐	 Aaron (Tim) Aaronsons Sr. aaronaaaronsons@sink.sendgrid.net (855)6212-58222 DO PP PHF	Club Rotary Number Date Joined Club Roles	RC of Kipling 1234567 Jun. 25, 2025 one year ago District Administrator District Website Content Editor District Event Grant Administrator Club Member 70	Balance \$4,210.00 donor event
☐	 Wanda Abrahm Wanda.Abrahm@sink.sendgrid.net 899-382-8011 PP SM	Club Rotary Number Date Joined Club Roles	RC of Yorkdale 5237594 Sep. 23, 2019 6 years ago Club Member 70	Balance \$125.00
☐	 Eventon Accesso msafawef@sink.sendgrid.net	Club Date Joined Club Roles	RC of Magenta Jan. 09, 2026 6 months ago District Event Club Member 70	

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

Business Directory

Members can opt in to a brand new business directory, allowing them to showcase and promote their personal businesses from their profiles. They can add their business name, address, logo, and social media links, letting fellow members discover and support their personal endeavours.

Business Directory

Company Name

Location

Enter a location

25 km

Rotary Club

Business Categories

--- Any ---

Sort By

Business Directory Company Name

^

v

Search

Display

100

persons



CityScape Events

Toronto, ON

Event Services









View



Eastside Community Care

Oakville, ON

Nonprofit & Community Service

View



Little Antique Shop

Oakville, ON

Retail & E-Commerce











View

The business directory provides total privacy control, letting each member decide which fields are visible, and they may opt out of the directory entirely at any time.

BUSINESS DIRECTORY PRIVACY SETTINGS

Edit

Opt Into Business Directory

✓

Show Company Name

✓

Show Business Logo

✓

Show About Us

✓

Show Email

✓

Show Phone Number

✗

Show Address

✓

Show Website

✓

Show LinkedIn

✓

Show Facebook

✗

Show Instagram

✓

Show X

✓

DIRECTORY PREVIEW



Kind Hands

Oakville, ON

Other







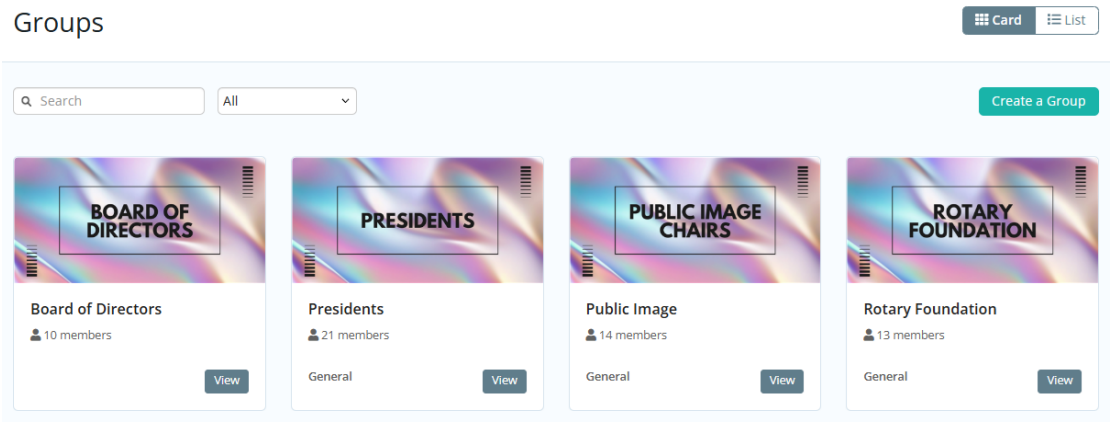


Go to Business Directory

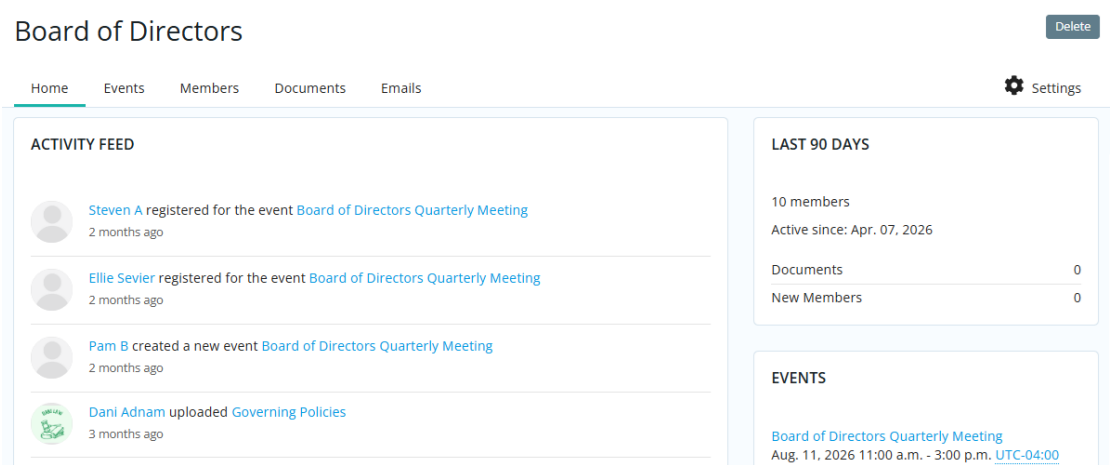
For more information, please read the support article: [How do I opt in to the business directory?](#)

Groups

The new Groups feature lets you create custom spaces for committees and boards to collaborate. You can use smart lists to populate dynamic groups with members based on their roles or club activity.



Your leadership teams can upload and manage documents, schedule group-related events, and communicate with each other through a single dashboard.



You can learn more about groups by reading: [How do I create a Group on the district?](#)

Batch Invoicing

Districts are now able to invoice their clubs directly to streamline the billing process.

Financials

Financials Home

Batches (Dues)

Orders

Invoices

Payments

Donations

Reports

Reports & Analytics

Settings

Email Order(s)

Export To Excel

Display 25 orders

Add

	DATE	ORDER NO	BUYER NAME	CLUB	TOTAL (CAD)	STATUS	TYPE	ACTIONS
	May 12, 2026	199	Rotary Club of Islington		47.00	Active	Membership	
	May 12, 2026	198	Rotary Club of Wilson		82.00	Active	Membership	
	May 12, 2026	197	Rotary Club of York		488.00	Active	Membership	
	May 12, 2026	196	Rotary Club of St George		1,202.00	Active	Membership	
	May 12, 2026	195	Rotary Club of Sheppard		628.00	Active	Membership	
	May 12, 2026	194	Rotary Club of Old Mill		278.00	Active	Membership	
	May 12, 2026	193	Rotary Club of Lawrence		432.00	Active	Membership	

Generate batches of orders, apply charges in bulk, and track and record payments from the Financials module. You can bill clubs based on their total membership, and can generate orders and invoices for members and contacts.

Batch Order #22

Generate Invoices

RECIPIENTS

22

BATCH TOTAL ?

CAD \$106,100.00

Setup

Preview

DETAILS

Edit

Date

Jun 15, 2026

Batch No.

22

Description

Dues 2026

ORDER AND INVOICE DETAILS

Edit

Order Date

Jun 15, 2026

Invoice Date

Jun 15, 2026

Payment Terms

30 Day(s)

Due Date

Jul 15, 2026 (Based on Payment Terms)

Service Fee

Disabled

BATCH ITEMS

Add Batch Item

DESCRIPTION	ITEM TYPE	RECIPIENTS	TOTAL (CAD)	ACTIONS
Rotary Club - Club Dues	Membership Fee	22	106100.00	

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