

[NOVA] What is the Nova Member Profile?

Michael M. - 2025-08-26 - [Members & Contacts](#)

In ClubRunner Nova, all records share the full membership profile, increasing your ability to collect detailed information and maintain a complete history for each individual, whether they are a member, prospect, or contact. You can view communication history, financial records, or keep track of notes all within the profile without needing to load a separate module.

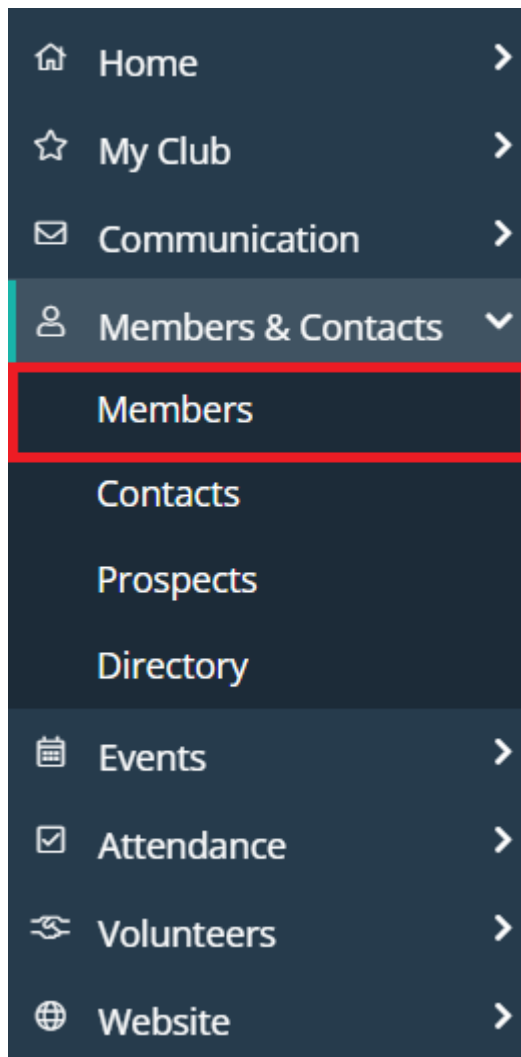
If you want to view or edit a member's profile, this article will help.

Navigating to Member Profile

Note

Some options, such as sending account statements, will only be available to active members and not prospects or contacts. The following instructions are for the context of viewing member profiles.

1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. On the left hand menu, click the arrow to the right of **Members & Contacts**, then click on **Members**.



3. This will take you to the **Active & Honorary Member List**. Under the search and filter options, you will find tabs to view the **Active**, **Honorary**, or **Past Members Lists**.

Members

First Name

Nickname

Last Name

Primary Email

Tags ☒ All ☐ Only:

Member Type ☒ All ☐ Only:

[+ More Filters](#)

Sort By

4. Click on a member name, or click **View** on the right-hand side, to view their profile.

☐



View

Grace Allen

g.allen@example.net
?? and 416-555-1234

bulletin subscriber

donor

friend

meeting guest

speaker

sponsor

Rotary Number

153649

Member Type

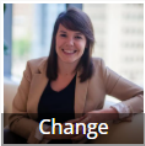
Standard

Date Joined Club

Feb 13, 2020 5 years ago

5. At the top of the page you will see a brief summary including the member's profile picture, email, designations, club history, login activity and more.

Grace Allen



Change

g.allen@sink.sendgrid.net

DO

PDG

PP

PHF

SM

bulletin subscriber

donor

friend

meeting guest

speaker

sponsor

Rotary Member Number

153649

Member Type

Standard

Date Joined Club

Feb 13, 2020 5 years ago

Last Login Club

Aug 25, 2024 8 months ago

Last Login Mobile

Aug 16, 2024 8 months ago

Activity Report

6. In the top-right corner, you can click **Send Email** to compose an email directly to this member. Click the drop-down arrow to the right of this button to see other options, such as changing the member's status, assigning tags to their profile, or sending login instructions.

Send Email

Change Status

Assign Tags

Send Update Request

Send Login Instructions

Send Account Statement

Request More Information

Profile Information

You can click the tab options for additional profile information for this member, detailed below.

Personal

This page displays personal information about the member and will be the first tab you see when you load the member profile. This area will contain details such as the member's **Contact Information**, **Social Media** links, **Home** and **Work** address, and **Custom Fields** of data that were created by your club. The Personal tab is useful for members to see if their profile is up to date.

Personal Communication Rotary Biography Commitments Privacy and Settings Financials Documents Notes

DETAILS

Title

First Name

Middle Name

Last Name

Nickname

Suffix

Gender

Birthday

Tags

artist

bbq organizers

boardnominee

club of toronto

donor

foundation committee

potential speakers

Edit

SOCIAL MEDIA

Linkedin

X

Facebook

Instagram

https://www.linkedin.com/linkedin

https://www.facebook.com/facebook

Edit

CONTACT INFORMATION

Primary Email

Alternate Email

Preferred Phone

Mobile Phone Country Code

Mobile Phone

Preferred Address

jareb@sink.sendgrid.net

Mobile

Canada +1

4164761501

Work

Edit

HOME

Home Phone Country Code

Home Phone

Home Phone Extension

Home Address

101 Placeholder Address

Placeholder City, ON 1A2B3C

Canada

Edit

Communication

This page displays information regarding the member's email preferences and communication history. Members or club staff can edit the **Email Preferences** and **Custom Email Signature**, or view a breakdown of the member's **Email History**.

Personal Communication Rotary Biography Commitments Privacy and Settings Financials Documents Notes

EMAIL PREFERENCES

To edit your settings, [go to Email Preferences](#).

CUSTOM EMAIL SIGNATURE

Custom Email Signature

Edit

EMAIL HISTORY

View Detailed Stats

Total Emails	Opened	Delivered	Queued	Bounced	Dropped
83	1	83	0	0	0

Rotary

This page displays information about the member's Rotary International details, such as their **Rotary Membership Details**, **Member Designations**, and **Club Attendance**.

Personal
Communication
Rotary
Biography
Commitments
Privacy and Settings
Financials
Documents
Notes

ROTARY MEMBERSHIP
Edit

Membership Type	Standard	Change Status
Rotary Number	123456	
Sponsor		
Badge Number	1252504	
Classification		
Date Joined Club	May 27, 2023	
Date Joined Rotary	May 27, 2023	

ROTARY FOUNDATION

No Rotary donor recognitions

Rotary donor recognitions will appear here once a donation is made to the Rotary Foundation. For details, log in to [My Rotary](#) or make a donation.

[Make a Donation](#)

CLUB ATTENDANCE

Current YTD Attendance

[View Report](#)

Last Year's YTD Attendance

[View Report](#)

MEMBER DESIGNATIONS

[Edit Member Designations](#)

District-Defined Designations

Polio Plus Society

Note

Members with level 70 access will not be able to edit the information on this page. If your Rotary Membership information is incorrect or out of date, please reach out to your club staff to have it updated.

Biography

This page displays the biography of the member. Members or club staff can edit the biography of the member for how it will appear in the context of the **District** or **Club**.

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BIOGRAPHY ON DISTRICT
Edit

This biography can be viewed by anyone in the district.

BIOGRAPHY ON CLUB
Edit

Club biographies are only viewable by your club members and are not available to district members.

Commitments

This page displays information regarding various member commitments and responsibilities, and serves as a summary of the member's interactions with club activities. This tab may contain the member's **Club Events, Volunteer Tasks, Current Committees, Meeting Responsibilities, and New Member Tasks**.

Personal

Communication

Rotary

Biography

Commitments

Privacy and Settings

Financials

Documents

Notes

MY EVENTS

Family Movies under the Stars

Aug. 12, 2025 8:00 p.m. - Aug. 13, 2025 1:00 a.m. [UTC-04:00](#)

View Events

NEW MEMBER PROGRAM

No orientation tasks

Orientation tasks will appear here once assigned.

CURRENT COMMITTEES

COMMITTEE	ROLE
Club	
Fundraising Committee	Chair

MEETING RESPONSIBILITIES

No meeting responsibilities

Meeting responsibilities will appear here once assigned.

Privacy and Settings

This page displays the member's account information and privacy settings in various contexts. Members can use this page to update their **Username**, as well as what personal information is displayed in their **District** or **Club Profile**. As an admin, you can **Send Password Reset Emails** for members, view **System Details** such as their last login information, or specify which fields you would like to update at Rotary International's database.

Personal

Communication

Rotary

Biography

Commitments

Privacy and Settings

Financials

Documents

Notes

LOGIN & ACCESS SETTINGS

Edit

Username

jareb.blitz.17649

Password

[Reset Password](#)

Assigned Roles

Club Admin 30

SYSTEM DETAILS

Last Active

Jul. 25, 2025 6 days ago

Last Login Club

Mar. 25, 2024 one year ago

Last Login Mobile

Last Login District

Mar. 25, 2024 one year ago

Last Login Zone

Created On

Dec. 12, 2024 7 months ago

Profile Created By

Last Updated By Name

Aaron Aaronsons

DISTRICT PRIVACY SETTINGS

Edit

Include In Search

✓

Show Photo

✓

Show Email

✓

Show Home Phone

✗

Show Work Phone

✓

Show Mobile Phone

✗

Show Home Address

✗

Show Work Address

✓

Show Birth Month & Day

✓

Show Spouse/Partner

✓

Show Date Joined Club

✓

Show Date Joined Rotary

✓

DISTRICT DIRECTORY PREVIEW

Jareb "Darth Revan" Blintz

Standard

jareb@sink.sendgrid.net

Work Address

3698 Dundas Street East
Vaugh ON L6h
Canada

in

f

Financials

This page displays information regarding the member's financial interactions with the club. Here you will find the member's **Saved Credit Cards**, **Financial History** of invoices and payments, and their **Order History** which may include membership dues, products, or donations. You may click on an Order Number to view more details regarding the order.

Documents are only accessible to members with access levels of 30, 40, or 50. Regular members will not be able to view this tab.

Prospect Details

This page will only appear on prospect profiles, and will contain information regarding the prospect's journey in Membership Success. Here you will find details regarding the **Prospect Status**, **Inquiries**, and **Rotary Alumni** or **Past Membership Details**.

Personal

Prospect Details

Communication

Commitments

Privacy and Settings

Financials

Documents

Notes

PROSPECT DETAILS

Change Prospect Status

Edit

Prospect Status

Invited to Join

Prospect Source

Membership Inquiry

Prospect Score

★★★★☆

Interest Areas

Fellowship and Friendships

Global Service and Humanitarianism

INQUIRY DETAILS

Edit

How Heard

Participated in a Rotary Program

QUESTIONS/COMMENTS

Edit

Questions/Comments

ROTARY DETAILS

Edit

Alumni Details

Past Membership Details

For more information on how to find and view prospects, please read the article called: [How do I find and view Prospects?](#)