## ClubRunner

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## [NOVA] What merge fields are available for Nova Emails?

Marina N.B. - 2025-08-26 - Communication

When creating emails in ClubRunner Nova, you can enter merge fields from the Fields tab. The text that appears between certain symbols, such as \$ (Dollar sign) or {{ (curly brackets), depending on the module and information you want to add, will be replaced with information based on your selection. To add these fields to your Email or the email Template, click on the **drop-down menu** to select the information you need, and simply clicking **Insert** to add it to the email.

As an example, the merge field \$NICK\_NAME\$ in a Communications email will be replaced by the recipient's nickname if it is included in their profile. Otherwise it will be populated by the recipient's first name.

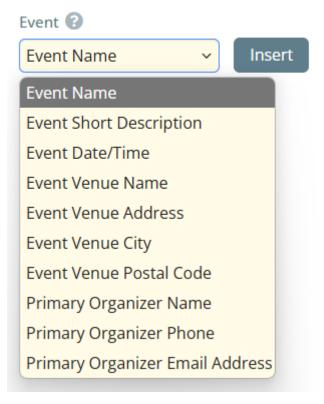
Create Email	Give Feedback Save and Exit Send to Myself Send -
Subject	Email Settings
Practice Scheduled Email	Templates Fields Recipients Options
Body   HTML Version Text Version   Image: Start Structure Text Version   Image: Start S	Recipient Merge Fields   If the recipient does not have an assigned member, these merge fields will show as blank when sent.   For help using merge fields, refer to the help article.   Persons   First Name   Sender Merge Fields   For help using merge fields, refer to the help article.   Sender Merge Fields   For help using merge fields, refer to the help article.   Sender Merge Fields   For help using merge fields, refer to the help article.   Sender @   First Name Insert   Account @   Account Full Name Insert

These Merge Field groups below are available for emails in their respective modules:

- Persons or Recipient This group relates to information about email recipients, and is available in all modules that support email communication.
- Sender This group relates to information about the person sending the email (Sender), and the club or district you are sending the email from (Account), and is available in all modules. The Account merge field is sometimes listed separately from Sender fields.
- Events This group relates to information about the event, such as the event name, date, location etc., and is available in Cloud Events and Event Planner. MyEventRunner only has Recipient, Sender and Account merge fields available.

## **Event Merge Fields**

For help using merge fields, refer to the help article.



• Volunteers - This group is available in the Volunteers module emails, and has merge fields related to the sign-up list it is being sent from, including event details it's linked to.

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		Event Name	
		Event Contact	
	2	Event start date	
	4	Event end date	se lang 🗸
2		Event start time	Se lang V
	_	Event end time	
_	_	Event Location & Address	
		Event Details	
		Event fee	
_		Volunteer Signup List Name	
		Volunteer Signup Link	
		Volunteer Signup List (Display)	ST_NAMI
		All Volunteer Tasks	up to volunt