

What merge fields are available for Nova Emails?

Marina N.B. - 2025-05-14 - 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

Practice Scheduled Email

Body

HTML Version

Text Version

Normal (div)

Choose lang...

Source

Hello \$FirstName\$ \$LastName\$

Email Settings

Templates

Fields

Recipients

Options

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

Insert

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](#).

Event 

Event Name



Insert

Event Name

Event Short Description

Event Date/Time

Event Venue Name

Event Venue Address

Event Venue City

Event Venue Postal Code

Primary Organizer Name

Primary Organizer Phone

Primary Organizer Email Address

- 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.

Event Name

Add

Event Name

Event Contact

Event start date

Event end date

Event start time

Event end time

Event Location & Address

Event Details

Event fee

Volunteer Signup List Name

Volunteer Signup Link

Volunteer Signup List (Display)

All Volunteer Tasks

se lang...

ST_NAME

Reminder that you signed up to volunt