

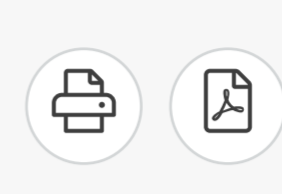
How can we help you today?

Thank you for your feedback.

How do I add a new contact?

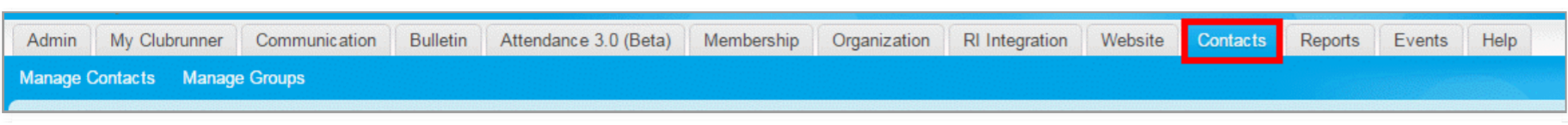


Last updated: Feb 25, 2021 by Michael C.

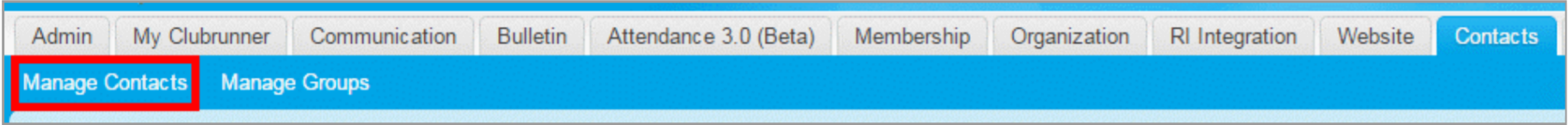


The Contacts module allows you to create and manage a list of non-member contacts for all your club communications. Follow the steps below to add a new contact.

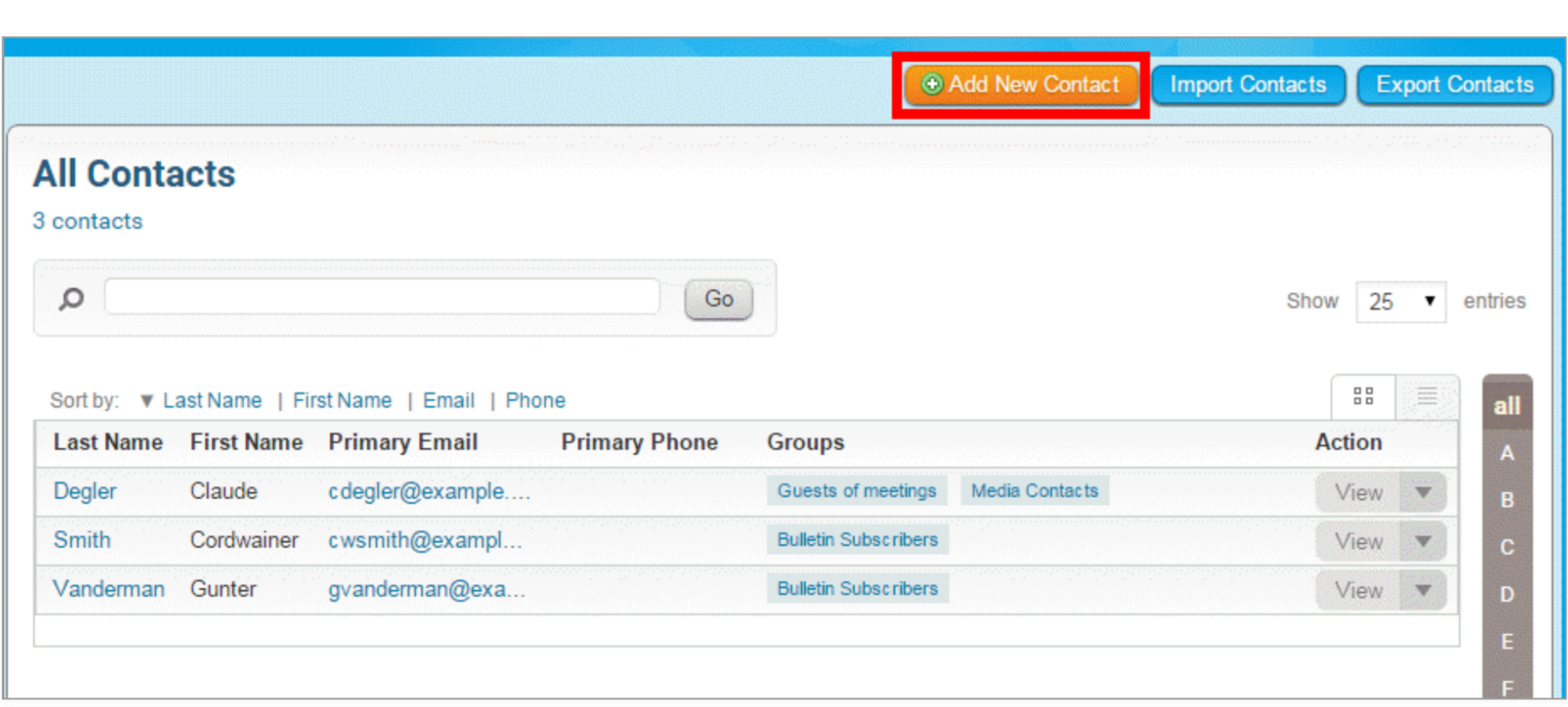
1. Log in to your ClubRunner website and access the member area. From the member area, click on the Contacts tab.



2. After accessing the Contacts module, click on the **Manage Contacts** button.



3. This brings you to the **All Contacts** page where you will see a list of all your existing contacts. To add a new contact, click on the **Add New Contact** button.



4. A pop-up window appears, in which you may enter your new contact details in the provided fields. Only the first name and last name fields are mandatory.

Add Contact

Title:

First Name:

Nickname:

Middle Name:

Last Name:

Suffix:

Email:

No Groups Assigned. Click Save then go to Assign Groups.

You must have permission from the contact to be able to communicate with them. By checking this box, you confirm that the contact has opted in to receiving emails from you. Note that the contact can opt-out at any time via an Unsubscribe link.

Cancel Save

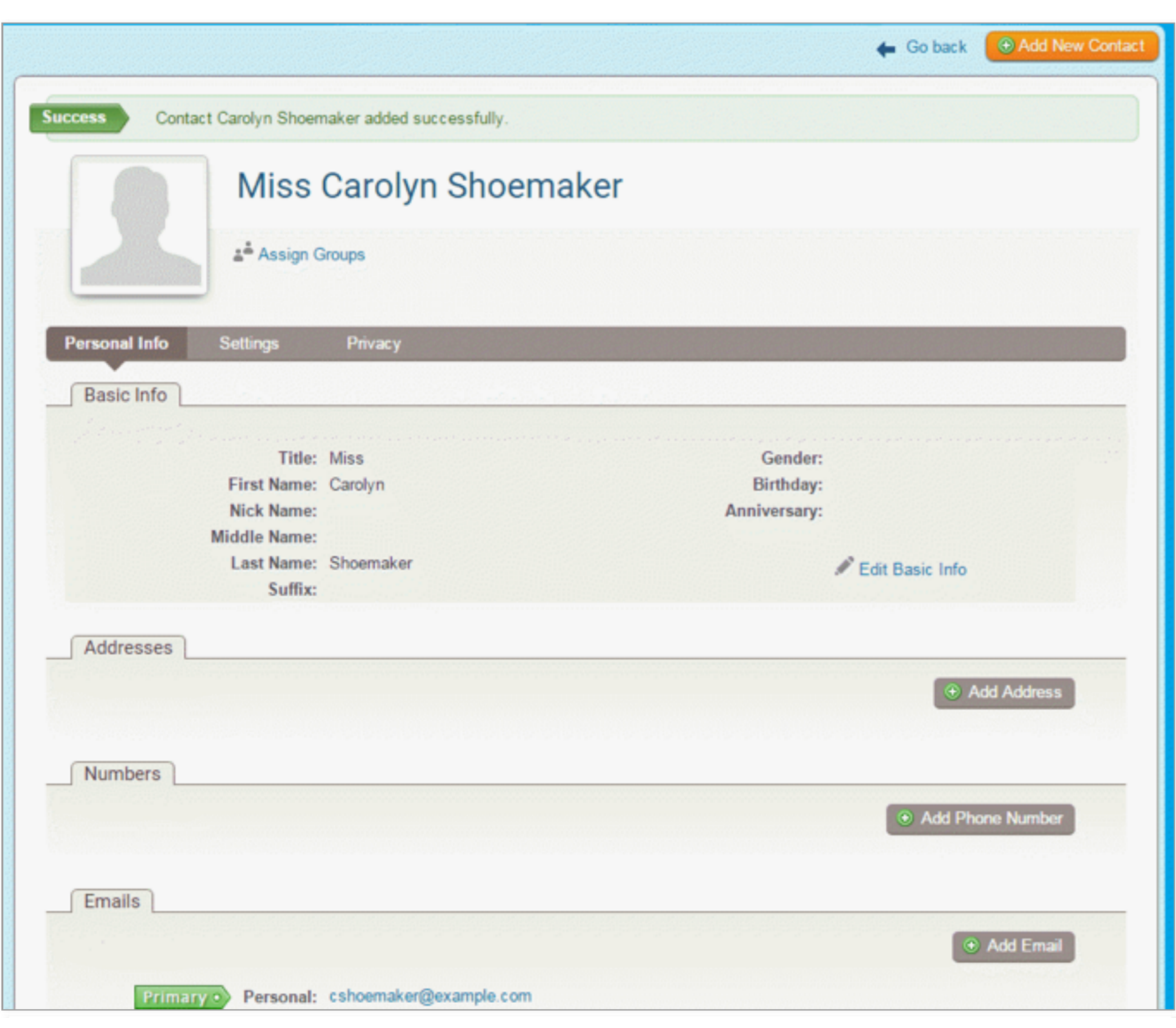
5. You must now affirm that you have permission from this contact to be able to communicate with them. When you're finished, click **Save** to add the contact, or **Cancel** to discard the information you have entered.

Note: Every email sent to your contacts contains an Unsubscription link, and your contacts may unsubscribe at any time.

You must have permission from the contact to be able to communicate with them. By checking this box, you confirm that the contact has opted in to receiving emails from you. Note that the contact can opt-out at any time via an Unsubscribe link.

Cancel Save

6. Once you have entered and saved the contact details, you are taken to their **Contact Profile**. Here, you may edit the contact's address, contact details and privacy settings. You may also assign them to a contact group.



To learn more about how to edit the profile please read the article called [Edit a Contact's Personal Information](#).

- ### Related Content
- Can I add non-members as friends of the club?
 - Contacts module guide
 - How do I merge contacts?
 - How do I import our contacts?
 - How do I assign or remove contacts from a contact group?
 - How do I delete a contact?
 - How do I edit a contact's personal information?
 - How do I send email to a contact group?

Author
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Feb 25, 2021

Helpful Unhelpful