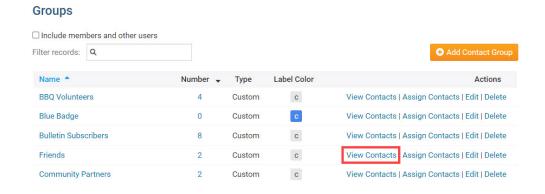# ClubRunner

Can I add non-members as friends of the club?

Michael C. - 2023-01-05 - Club Management

Often, your club members will need to regularly communicate club business with people outside the club. For example, you may often partner with a local charity, and wish to distribute your bulletin or other news. These contacts can be added as friends of the club using the **Friends** contact group.

1. To access the Friends contact list, you must first go to your club homepage and log in. You will see the log in button at the top right on your club home page. Click **Member Login** and, when prompted, enter your username and password.

2. Then, click on **Member Area** on the top right.

3. Along the top of the screen you will see several tabs. Click on **Contacts**.

4. Click on **Manage Groups**.

5. Click the **View Contacts** link for the **Friends** contact group.

Groups

☐ Include members and other users

Filter records: 🔍   ⊕ Add Contact Group

Name ▲	Number ▼	Type	Label Color	Actions
BBQ Volunteers	4	Custom	c	View Contacts | Assign Contacts | Edit | Delete
Blue Badge	0	Custom	c	View Contacts | Assign Contacts | Edit | Delete
Bulletin Subscribers	8	Custom	c	View Contacts | Assign Contacts | Edit | Delete
Friends	2	Custom	c	View Contacts | Assign Contacts | Edit | Delete
Community Partners	2	Custom	c	View Contacts | Assign Contacts | Edit | Delete

6. Click the **Add New Contact** button.

← Go back   ⊕ Add New Contact   Import Contacts   Export Contacts

7. Now, you may enter the contact details of the Club friend and select the **Save** button. The First and Last Name is required, as well as the checkbox to confirm that you have consent from the contact to store their information.

8. The new contact has now been added to the **Friends** contact group. If you edit this contact after it's created, you will see that you can add much more information into the contact details such as address, birthday, Company name and much more. [Learn more about how to edit a contact's details.](#)

Related Content

- [How do I add a contact to a contact group?](#)
- [How do I delete a contact?](#)
- [How do I add a new contact?](#)
- [How do I create a new custom contact group?](#)