

How do I add a new contact?

Michael C. - 2023-05-01 - Contacts

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.

← Go back Add New Contact Import Contacts Export Contacts

All Contacts

Total: 139

☒ Include members and other users Show 25 entries

Sort by: Last Name | First Name | Email | Phone

	Last Name	First Name	Primary Email	Primary Phone	Groups	Action
<input type="checkbox"/>	Adams	Douglas	da@example.com		Volunteers Member Prospects	<input type="button" value="View"/>
<input type="checkbox"/>	Allingham	Marg	abc@example.com		Community Partners Meeting Guests Bulletin Subscribers Member Prospects	<input type="button" value="View"/>
<input type="checkbox"/>	Applegate	John	japplegate@example.com	Home: (202) 555-1234	Volunteers Volunteers Inactive Members Members	<input type="button" value="View"/>

all A B C D

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.

☐

I have received consent from this individual for the collection, storage, and use of their information by Rotary Club of Green Town as described in this [Privacy Policy](#). They understand that they may receive emails, and can opt out at any time. A notification email will be sent to the individual the first time their contact information is stored. *

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 contains an **Unsubscribe** link at the bottom of the email, and your contacts may unsubscribe at any time.

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[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.

Related Content

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