

# CLUBRUNNER ACCESS LEVELS FOR CLUBS



# ACCESS LEVELS

## Everyone (70)

All members have access to the Member Area of ClubRunner and can access:

- All areas within My ClubRunner (on the Admin menu page)
- Add site pages, photo albums, and documents

## Editor (60)

Editors have access to:

- Website Manager
- Club eBulletin

Excludes Website Designer, Membership Manager

### ***Suggested Members***

Speaker Manager & other Club Executives

# ACCESS LEVELS

## Executive (50)

Club Executive access level provides access to

- Membership Manager (incl. access levels)
- Meeting Services
- Create Custom Distribution lists
- Download member data
- Edit Club Information

Excludes Website Designer & Administrator Functions

### ***Suggested Members***

Bulletin Editors, Club Administrations, Club Treasurer

## President (40)

Most other areas, plus

- Emails to other clubs' Presidents & PEs

Excludes Website Designer & Administrator Functions other than Club Information

### ***Members***


President & Secretary

# MY CLUBRUNNER - EVERYONE


 My ClubRunner
<a href="#">Edit My Profile</a>
<a href="#">Change My Password</a>
<a href="#">Upload My Photo</a>
<a href="#">My Commitments</a>
<a href="#">My New Member Activities</a> <b>NEW!</b>
<a href="#">My Friends</a>
<a href="#">View Club Directory</a>
<a href="#">View Club Photo Directory</a>
<a href="#">eDirectory Reports 2.0</a>
<a href="#">View Printable Mailing Labels</a> <b>NEW!</b>
<a href="#">Email Message Centre</a> <b>NEW!</b>
<a href="#">View Club Documents</a>
<a href="#">My Attendance</a>
<a href="#">My Committees</a>
<a href="#">My Billing Account Balance</a>

# MEMBERSHIP MANAGER

Everyone (70)


 Membership Manager
<a href="#">Club Dashboard</a>
Active Member List
Other Users List
Inactive Members List
Friends of the Club
Bulletin Subscribers
New Member Program
Dues & Billing
Switch on Data Integration with RI (Automatic)
Report Data Changes to RI (Manual Emails)
Request Member Updates
Edit Executives and Directors
<a href="#">Committee Management</a>
Birthday & Anniversary Report
<a href="#">Gender Distribution (Summary)</a>
Download Member Data <b>NEW!</b>
Member Designations

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Executive (50)


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# WEBSITE MANAGER

Everyone (70)

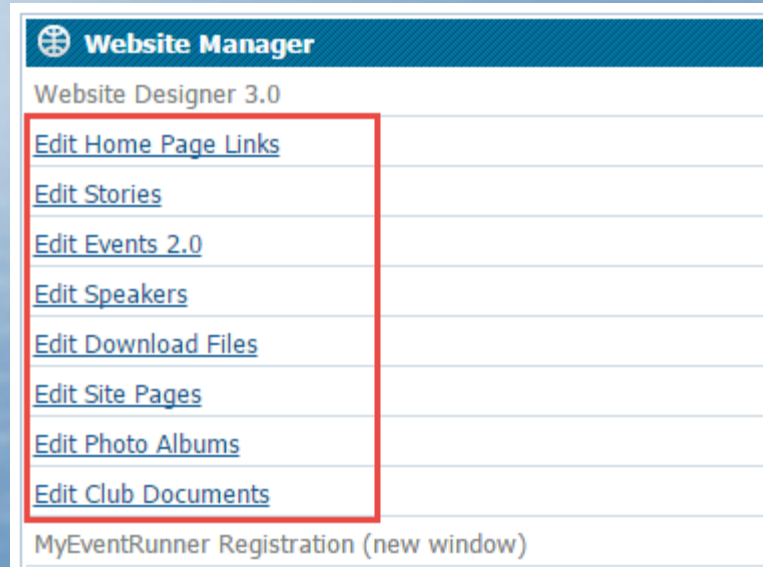
 Website Manager
Website Designer 3.0
<a href="#">Edit Home Page Links</a>
<a href="#">Edit Stories</a>
<a href="#">Edit Events 2.0</a>
<a href="#">Edit Speakers</a>
<a href="#">Edit Download Files</a>
<a href="#">Edit Site Pages</a>
<a href="#">Edit Photo Albums</a>
<a href="#">Edit Club Documents</a>
MyEventRunner Registration (new window)

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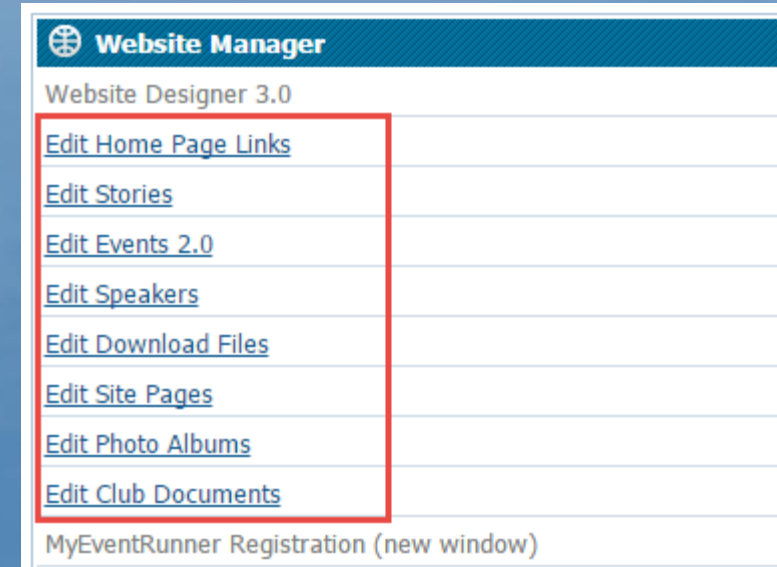
Editor (60)



The screenshot shows the 'Website Manager' interface for the 'Editor' role. The title bar reads 'Website Manager' with a globe icon. Below it, the version 'Website Designer 3.0' is displayed. A list of menu items is shown, with a red rectangular box highlighting the first seven items: 'Edit Home Page Links', 'Edit Stories', 'Edit Events 2.0', 'Edit Speakers', 'Edit Download Files', 'Edit Site Pages', and 'Edit Photo Albums'. The eighth item, 'Edit Club Documents', is not highlighted. At the bottom, the text 'MyEventRunner Registration (new window)' is visible.

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<a href="#">Edit Stories</a>
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MyEventRunner Registration (new window)

Executive (50)



The screenshot shows the 'Website Manager' interface for the 'Executive' role. The title bar reads 'Website Manager' with a globe icon. Below it, the version 'Website Designer 3.0' is displayed. A list of menu items is shown, with a red rectangular box highlighting the first seven items: 'Edit Home Page Links', 'Edit Stories', 'Edit Events 2.0', 'Edit Speakers', 'Edit Download Files', 'Edit Site Pages', and 'Edit Photo Albums'. The eighth item, 'Edit Club Documents', is not highlighted. At the bottom, the text 'MyEventRunner Registration (new window)' is visible.

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# MEETING SERVICES

- Executive (50) & above

 Meeting Services	
<a href="#">Input Attendance (Current Year)</a>	
<a href="#">Input Attendance (Previous Year)</a>	
<a href="#">Report Make-ups</a>	
<a href="#">Print Member List/Attendance Sheet</a>	
<a href="#">Print Member List (Simple Version)</a>	
<a href="#">Attendance Report (Current Year)</a>	
<a href="#">Attendance Report (Previous Year)</a>	
<a href="#">Monthly Club Report</a>	
<a href="#">Customized Attendance Report</a>	
<a href="#">Edit Duty Roster - Who Does What   <b>Version 1</b></a>	
<a href="#">Member Leaves of Absence</a>	
<a href="#">Member Attendance Exemption</a>	


# CLUB EBULLETIN

- Editor (60) & above

<input checked="" type="checkbox"/> Club eBulletin	
<a href="#">Edit Bulletins</a> <b>NEW!</b>	
<a href="#">Email Bulletin to Members</a>	
<a href="#">Archived Bulletins</a> <b>NEW!</b>	

# ADMINISTRATOR

- Executive (50)

 Administrator
<a href="#">Edit Club Info &amp; Settings</a>
<a href="#">Edit Meta Tags</a>
<a href="#">Upload/Remove Meeting Venue Map</a>
<a href="#">Edit Club Logo <b>NEW!</b></a>
<a href="#">Edit Custom Fields</a>
<a href="#">Website Sponsorship Area</a>
<a href="#">Upload Sponsorship Guide</a>
<a href="#">Google Analytics <b>NEW!</b></a>

# CLUB PRESIDENT

- As for Club Executive
- plus
- May email other Clubs