

## What access levels are there in ClubRunner?

Michael C. - 2022-05-25 - Membership Management

Members may access various functions in ClubRunner depending on the Access Level assigned to them. Access levels range from 90 (no access) to 30 (access to all functions). Access Levels are often assigned based on the member's role within the club, but this may vary according to individual. For example, an otherwise ordinary member serving as web master for your club site may require a higher access level than your club president or executives. Listed below are typical access levels for members of various types.

### Types of Access Levels

There are seven types of access levels:

- **30** - [Site Administrator](#)
- **40** - [Club President](#)
- **50** - [Club Executive](#)
- **60** - [Editor](#)
- **70** - [Member](#)
- **80** - [Restricted Member](#)
- **90** - [No Access](#)

**NOTE:** Your Club website access level have no relation to your access levels on your **District's website**. District website access is determined separately according to your executive position at the District level. In other words, even if you are a Club site administrator or president, your District level access may be much lower.

## Admin Menu

The screenshots below demonstrate the functions available through each access level. If a module or link is missing, it cannot be used at that access level.

**NOTE:** While viewing the Admin Menus, the Site Administrator, Club President, Club Executive or Editor can view other dashboards available at reduced access levels, using the **Site Administrator, Executive, Editor, or Member tabs** at the above the Admin Menu.

### Access Level 30 - Site Administrator

My ClubRunner

Edward Chu

Edit Profile

- My Commitments
- My Attendance
- My Account Balance
- My Email History
- My Committees

Need Help?

Register for a Webinar

Access Knowledgebase

Join the Community

Contact Support

Register for a Webinar

Get a guided tour of how each module works, so you can get the most out of your role.

What's New

This is your newly designed dashboard based on your access role! Now, it's easier than ever to manage members, launch into any activity, generate reports and more.

ENGAGEMENT

Communication

Get in touch with members and non-members alike with targeted email and newsletters.

Send Email →

Send Bulletin →

Help

Email Services

Bulletins Help

Email Templates

Bulletin Send History

Email Traffic Report

Manage Blocked Emails

Events & Volunteering

Publicize and organize your events, speakers and volunteer schedules.

Event Planner →

Create Sign Up →

Help

Event Planner

Speakers

Event Types

Volunteers

Calendar Items (Recurring)

Member Hours Report

MyEventRunner

Club Hours Report

Help

Attendance

Track meeting attendance for members and guests, run reports and report to your District.

Dashboard →

Reports →

Help

Meeting List

Dashboard

Leaves of Absence

Guest Reports

Report Makeups

Rules & Settings

CLUB & MEMBERSHIP MANAGEMENT

Membership

Get the complete picture on your membership with reporting, directories and analytics.

Active Members →

Help

Active Members Search

Designations

Inactive Members

Request Membership Updates

Other Users

New Member Program

Contacts

Custom Member Fields

Download Member Data

Organization

Manage key information and functions of your club.

Club Information →

Help

Club Information

Dues & Billing

Executives & Directors

Privacy Policy

Committees

Meeting Responsibilities

Documents

Participation Points

Reports

Stay on top of trends within your club demographics with data at your fingertips.

Club Activity Report →

Member Activity Report →

Help

Club Dashboard

Years of Service

eDirectory Reports

Birthdays & Anniversaries

eDirectory Builder

Gender Distribution

Login Activity

Age Distribution

Rule of 85

RI Integration

Synchronize club, member and executive data with Rotary International's database.

Compare & Synchronize →

Help

Integration Settings

Compare & Synchronize Members

Member Updates Archive

Compare & Synchronize Executives

Club Updates Archive

Missing Rotary ID Report

WEBSITE MANAGEMENT

Website Designer

Create a modern, mobile friendly website that reflects your club's unique style.

Home Page Designer →

Help

Settings

Themes

Menu

Page Templates

Footers

Website Content

Expand your digital reach with current and relevant content to engage your members.

Home Page Content →

Content Libraries →

Help

Story Library Create Story

Photo Albums Create Photo Album

Story Comments

Pages Create Page

Story Tags

Download Files Add Download File

Sponsors

Image Library

**Access Level 40 - Club President & Access Level 50 - Club Executive**

My ClubRunner

Leigh Brackett
Edit Profile

- My Commitments
- My Attendance
- My Account Balance
- My Email History
- My Committees

Need Help?

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Access Knowledgebase

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Contact Support

Submit a support ticket to our team.

What's New

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Send Email →

Send Bulletin →

Help

Email Services
Email Templates
Email Traffic Report

Bulletins
Bulletin Send History
Manage Blocked Emails

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Publicize and organize your events, speakers and volunteer schedules.

Event Planner →

Create Sign Up →

Help

Event Planner
Calendar Items (Recurring)
MyEventRunner
Speakers

Volunteers
Member Hours Report
Club Hours Report

Attendance

Track meeting attendance for members and guests, run reports and report to your District.

Dashboard →

Reports →

Help

Meeting List
Leaves of Absence
Report Makeups

Dashboard
Guest Reports
Rules & Settings

CLUB & MEMBERSHIP MANAGEMENT

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Active Members →

Help

Active Members
Inactive Members
Other Users
Contacts

Designations
Request Membership Updates
New Member Program
Download Member Data

Organization

Manage key information and functions of your club.

Club Information →

Help

Club Information
Executives & Directors
Committees
Documents

Dues & Billing
Meeting Responsibilities
Participation Points

Reports

Stay on top of trends within your club demographics with data at your fingertips.

Club Activity Report →

Member Activity Report →

Help

Club Dashboard
eDirectory Reports
eDirectory Builder
Login Activity
Rule of 85

Years of Service
Birthdays & Anniversaries
Gender Distribution
Age Distribution

RI Integration

Synchronize club, member and executive data with Rotary International's database.

Compare & Synchronize →

Help

Integration Settings
Member Updates Archive
Club Updates Archive

Compare & Synchronize Members
Compare & Synchronize Executives
Missing Rotary ID Report

WEBSITE MANAGEMENT

Website Content

Expand your digital reach with current and relevant content to engage your members.

Home Page Content →

Content Libraries →

Help

Story Library
Story Comments
Story Tags

Photo Albums
Pages
Download Files
Image Library

Access Level 60 - Editor

My ClubRunner

Edward Chu

Edit Profile

My Commitments

My Attendance

My Account Balance

My Email History

My Committees

Need Help?

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Contact Support

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What's New

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WEBSITE MANAGEMENT

Website Content

Expand your digital reach with current and relevant content to engage your members.

Home Page Content →

Content Libraries →

Help

Story Library + Create Story

Photo Albums + Create Photo Album

Story Tags

Download Files + Add Download File

Pages + Create Page

Image Library

MEMBER ENGAGEMENT

Communication

Get in touch with members and non-members alike with targeted email and newsletters.

Send Email →

Send Bulletin →

Help

Email Services

Bulletins

Email Templates

Bulletin Send History

Events & Volunteering

Publicize and organize your events, speakers and volunteer schedules.

Event Planner →

Create Sign Up →

Help

Event Planner

Speakers

Calendar Items (Recurring)

Volunteers

## Access Level 70 - Member

Rotary

Welcome Edward!

Access all the tools and resources you need to stay connected with your club.

Edit My Profile

Help

My Commitments

My Attendance

Bulletins

My Member Activity

My Account Balance

My Email History

View Directories

Club Documents

My ClubRunner

Keep in touch with your club members.

Email Services →

Help

Email Services + Compose Email

My Friends List

Club Information

My New Member Activities

Club Documents

Club Directories Search

Club Committees

eDirectory Reports

Club Executives & Directors

Events & Volunteering

Stay current on all your club's events and activities.

Events Calendar

Help

Upcoming Events

My Volunteer Hours

Volunteer Signups

## Access Level 80 - Restricted Member

Rotary

Welcome John!

Access all the tools and resources you need to stay connected with your club.

Edit My Profile

Help

My Commitments

My Attendance

Bulletins

My Member Activity

My Account Balance

My Email History

## Access Level 90 - No Access

If an Active or Honorary member is given level 90 access, they can login but they will have no access to admin screens or the major sections of ClubRunner.

# Admin Menu (Classic)

The screenshots below demonstrate the functions available through each access level. If a given tool is grayed out, it cannot be used at that access level.

## Access Level 30 - Site Administrator



### My ClubRunner

- Edit My Profile
- Change My Password
- Upload My Photo
- My Commitments
- My New Member Activities **NEW!**
- My Friends
- View Club Directory
- View Club Photo Directory
- eDirectory Reports 2.0
- View Printable Mailing Labels **NEW!**
- Email Message Centre **NEW!**
- View Club Documents
- My Attendance
- My Committees
- My Billing Account Balance



### Website Manager

- Website Designer 3.0
- Edit Home Page Links
- Edit Stories
- Edit Events 2.0
- Edit Speakers
- Edit Download Files
- Edit Site Pages
- Edit Photo Albums
- Edit Club Documents
- MyEventRunner Registration (new window)



### Club eBulletin

- Edit Bulletins **NEW!**
- Send Bulletin
- Archived Bulletins **NEW!**



### Membership Manager

- Club Dashboard
- Active Member List
- Other Users List
- Inactive Members List
- Friends of the Club
- Bulletin Subscribers
- New Member Program
- Dues & Billing
- RI Integration
- Request Member Updates
- Edit Executives and Directors
- Committee Management
- Birthday & Anniversary Report
- Gender Distribution (Summary)
- Download Member Data **NEW!**
- Member Designations



### Meeting Services

- Input Attendance
- Report Make-ups
- Print Member List/Attendance Sheet
- Print Member List (Simple Version)
- Attendance Report
- Monthly Club Report
- Customized Attendance Report
- Edit Duty Roster - Who Does What
- Member Leaves of Absence
- Member Attendance Exemption



### Administrator

- Edit Club Info & Settings
- Edit Meta Tags
- Upload/Remove Meeting Venue Map
- Edit Club Logo **NEW!**
- Edit Custom Fields
- Website Sponsorship Area
- Upload Sponsorship Guide
- Google Analytics **NEW!**

## Access Level 40 - Club President



### My ClubRunner

[Edit My Profile](#)  
[Change My Password](#)  
[Upload My Photo](#)  
[My Commitments](#)  
[My New Member Activities](#) **NEW!**  
[My Friends](#)  
[View Club Directory](#)  
[View Club Photo Directory](#)  
[eDirectory Reports 2.0](#)  
[View Printable Mailing Labels](#) **NEW!**  
[Email Message Centre](#) **NEW!**  
[View Club Documents](#)  
[My Attendance](#)  
[My Committees](#)  
[My Billing Account Balance](#)



### Website Manager

[Website Designer 3.0](#)  
[Edit Home Page Links](#)  
[Edit Stories](#)  
[Edit Events 2.0](#)  
[Edit Speakers](#)  
[Edit Download Files](#)  
[Edit Site Pages](#)  
[Edit Photo Albums](#)  
[Edit Club Documents](#)  
[MyEventRunner Registration \(new window\)](#)



### Club eBulletin

[Edit Bulletins](#) **NEW!**  
[Send Bulletin](#)  
[Archived Bulletins](#) **NEW!**



### Membership Manager

[Club Dashboard](#)  
[Active Member List](#)  
[Other Users List](#)  
[Inactive Members List](#)  
[Friends of the Club](#)  
[Bulletin Subscribers](#)  
[New Member Program](#)  
[Dues & Billing](#)  
[RI Integration](#)  
[Request Member Updates](#)  
[Edit Executives and Directors](#)  
[Committee Management](#)  
[Birthday & Anniversary Report](#)  
[Gender Distribution \(Summary\)](#)  
[Download Member Data](#) **NEW!**  
[Member Designations](#)



### Meeting Services

[Input Attendance](#)  
[Report Make-ups](#)  
[Print Member List/Attendance Sheet](#)  
[Print Member List \(Simple Version\)](#)  
[Attendance Report](#)  
[Monthly Club Report](#)  
[Customized Attendance Report](#)  
[Edit Duty Roster - Who Does What](#)  
[Member Leaves of Absence](#)  
[Member Attendance Exemption](#)



### Administrator

[Edit Club Info & Settings](#)  
[Edit Meta Tags](#)  
[Upload/Remove Meeting Venue Map](#)  
[Edit Club Logo](#) **NEW!**  
[Edit Custom Fields](#)  
[Website Sponsorship Area](#)  
[Upload Sponsorship Guide](#)  
[Google Analytics](#) **NEW!**

## Access Level 50 - Club Executive

### My ClubRunner

[Edit My Profile](#)  
[Change My Password](#)  
[Upload My Photo](#)  
[My Commitments](#)  
[My New Member Activities](#) **NEW!**  
[My Friends](#)  
[View Club Directory](#)  
[View Club Photo Directory](#)  
[eDirectory Reports 2.0](#)  
[View Printable Mailing Labels](#) **NEW!**  
[Email Message Centre](#) **NEW!**  
[View Club Documents](#)  
[My Attendance](#)  
[My Committees](#)  
[My Billing Account Balance](#)

### Website Manager

[Website Designer 3.0](#)  
[Edit Home Page Links](#)  
[Edit Stories](#)  
[Edit Events 2.0](#)  
[Edit Speakers](#)  
[Edit Download Files](#)  
[Edit Site Pages](#)  
[Edit Photo Albums](#)  
[Edit Club Documents](#)  
[MyEventRunner Registration](#) (new window)

### Club eBulletin

[Edit Bulletins](#) **NEW!**  
[Send Bulletin](#)  
[Archived Bulletins](#) **NEW!**

### Membership Manager

[Club Dashboard](#)  
[Active Member List](#)  
[Other Users List](#)  
[Inactive Members List](#)  
[Friends of the Club](#)  
[Bulletin Subscribers](#)  
[New Member Program](#)  
[Dues & Billing](#)  
[RI Integration](#)  
[Request Member Updates](#)  
[Edit Executives and Directors](#)  
[Committee Management](#)  
[Birthday & Anniversary Report](#)  
[Gender Distribution \(Summary\)](#)  
[Download Member Data](#) **NEW!**  
[Member Designations](#)

### Meeting Services

[Input Attendance](#)  
[Report Make-ups](#)  
[Print Member List/Attendance Sheet](#)  
[Print Member List \(Simple Version\)](#)  
[Attendance Report](#)  
[Monthly Club Report](#)  
[Customized Attendance Report](#)  
[Edit Duty Roster - Who Does What](#)  
[Member Leaves of Absence](#)  
[Member Attendance Exemption](#)

### Administrator

[Edit Club Info & Settings](#)  
[Edit Meta Tags](#)  
[Upload/Remove Meeting Venue Map](#)  
[Edit Club Logo](#) **NEW!**  
[Edit Custom Fields](#)  
[Website Sponsorship Area](#)  
[Upload Sponsorship Guide](#)  
[Google Analytics](#) **NEW!**

**Access Level 60 - Editor**



### My ClubRunner

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[Edit My Profile](#)  
[Change My Password](#)  
[Upload My Photo](#)  
[My Commitments](#)  
[My New Member Activities](#) **NEW!**  
[My Friends](#)  
[View Club Directory](#)  
[View Club Photo Directory](#)  
[eDirectory Reports 2.0](#)  
[View Printable Mailing Labels](#) **NEW!**  
[Email Message Centre](#) **NEW!**  
[View Club Documents](#)  
[My Attendance](#)  
[My Committees](#)  
[My Billing Account Balance](#)

### Website Manager

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[Website Designer 3.0](#)  
[Edit Home Page Links](#)  
[Edit Stories](#)  
[Edit Events 2.0](#)  
[Edit Speakers](#)  
[Edit Download Files](#)  
[Edit Site Pages](#)  
[Edit Photo Albums](#)  
[Edit Club Documents](#)  
[MyEventRunner Registration \(new window\)](#)

### Club eBulletin

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[Edit Bulletins](#) **NEW!**  
[Send Bulletin](#)  
[Archived Bulletins](#) **NEW!**

### Membership Manager

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[Club Dashboard](#)  
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[Inactive Members List](#)  
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[Gender Distribution \(Summary\)](#)  
[Download Member Data](#) **NEW!**  
[Member Designations](#)

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### Administrator

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[Edit Club Info & Settings](#)  
[Edit Meta Tags](#)  
[Upload/Remove Meeting Venue Map](#)  
[Edit Club Logo](#) **NEW!**  
[Edit Custom Fields](#)  
[Website Sponsorship Area](#)  
[Upload Sponsorship Guide](#)  
[Google Analytics](#) **NEW!**

**Access Level 70 - Member**



### My ClubRunner

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[Edit My Profile](#)  
[Change My Password](#)  
[Upload My Photo](#)  
[My Commitments](#)  
[My New Member Activities](#) **NEW!**  
[My Friends](#)  
[View Club Directory](#)  
[View Club Photo Directory](#)  
[eDirectory Reports 2.0](#)  
[View Printable Mailing Labels](#) **NEW!**  
[Email Message Centre](#) **NEW!**  
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[My Committees](#)  
[My Billing Account Balance](#)

### Website Manager

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[Edit Download Files](#)  
[Edit Site Pages](#)  
[Edit Photo Albums](#)  
[Edit Club Documents](#)  
[MyEventRunner Registration \(new window\)](#)

### Club eBulletin

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[Edit Bulletins](#) **NEW!**  
[Send Bulletin](#)  
[Archived Bulletins](#) **NEW!**

### Membership Manager

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[Club Dashboard](#)  
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[Gender Distribution \(Summary\)](#)  
[Download Member Data](#) **NEW!**  
[Member Designations](#)

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### Administrator

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[Upload/Remove Meeting Venue Map](#)  
[Edit Club Logo](#) **NEW!**  
[Edit Custom Fields](#)  
[Website Sponsorship Area](#)  
[Upload Sponsorship Guide](#)  
[Google Analytics](#) **NEW!**

**Access Level 80 - Restricted Member**

### My ClubRunner

[Edit My Profile](#)  
[Change My Password](#)  
[Upload My Photo](#)  
[My Commitments](#)  
[My New Member Activities](#) **NEW!**  
[My Friends](#)  
[View Club Directory](#)  
[View Club Photo Directory](#)  
[eDirectory Reports 2.0](#)  
[View Printable Mailing Labels](#) **NEW!**  
[Email Message Centre](#) **NEW!**  
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### Website Manager

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### Club eBulletin

[Edit Bulletins](#) **NEW!**  
[Send Bulletin](#)  
[Archived Bulletins](#) **NEW!**

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[Edit Custom Fields](#)  
[Website Sponsorship Area](#)  
[Upload Sponsorship Guide](#)  
[Google Analytics](#) **NEW!**

## Access Level 90 - No Access

If an Active or Honorary member is given level 90 access, they can login but they will have no access to admin screens or the major sections of ClubRunner.

## Related Content

- [How do I change a member's access level?](#)
- [What is the member profile, and how do I edit it?](#)