ClubRunner

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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 <u>Site Administrator</u>
- 40 Club President
- 50 Club Executive
- 60 Editor
- 70 Member
- 80 Restricted Member
- **90** <u>No Access</u>

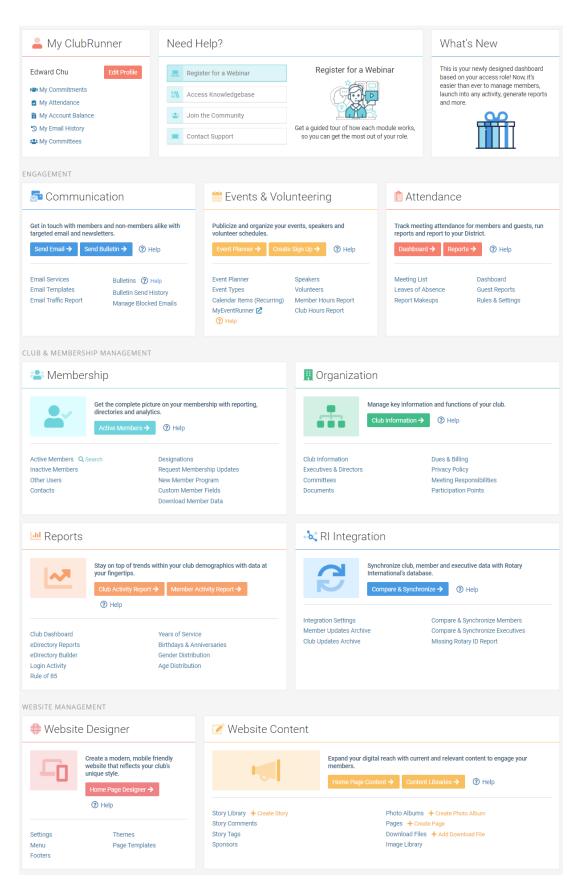
NOTE: Your Club website access level have no relation to your access levels on your **District's website**. District website access is determined separately according to your executive position at the District level. In other words, even if you are a Club site administrator or president, your District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

Admin Menu

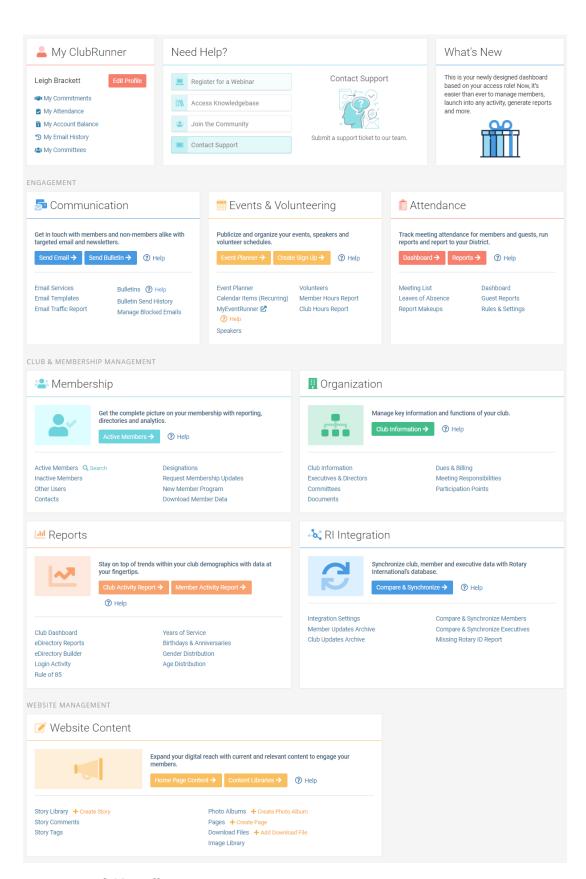
The screenshots below demonstrate the functions available through each access level. If a module or link is missing, it cannot be used at that access level.

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.

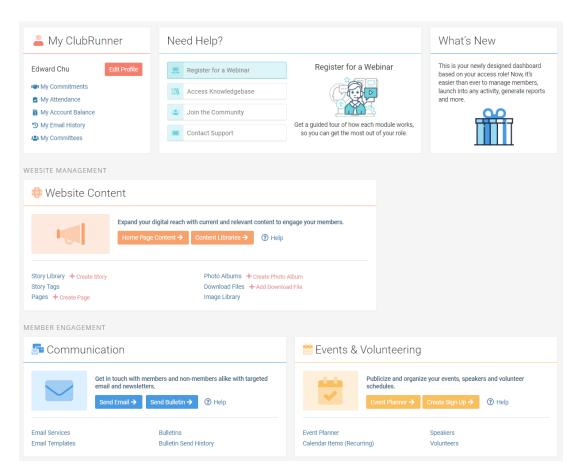
Access Level 30 - Site Administrator



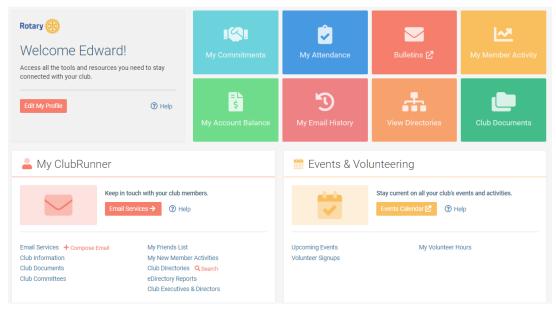
Access Level 40 - Club President & Access Level 50 - Club Executive



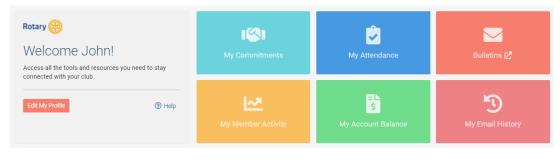
Access Level 60 - Editor



Access Level 70 - Member



Access Level 80 - Restricted Member



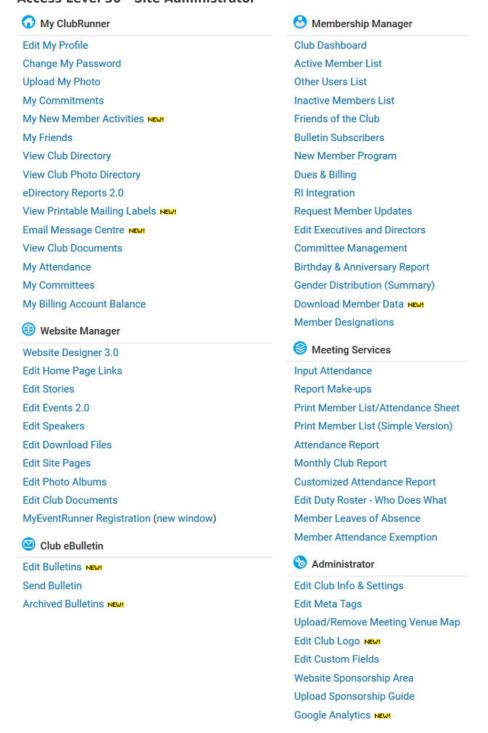
Access Level 90 - No Access

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



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 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 №

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

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



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!

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Friends of the Club

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Dues & Billing

RI Integration

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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



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!

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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 70 - Member



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

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Website Designer 3.0

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MyEventRunner Registration (new window)



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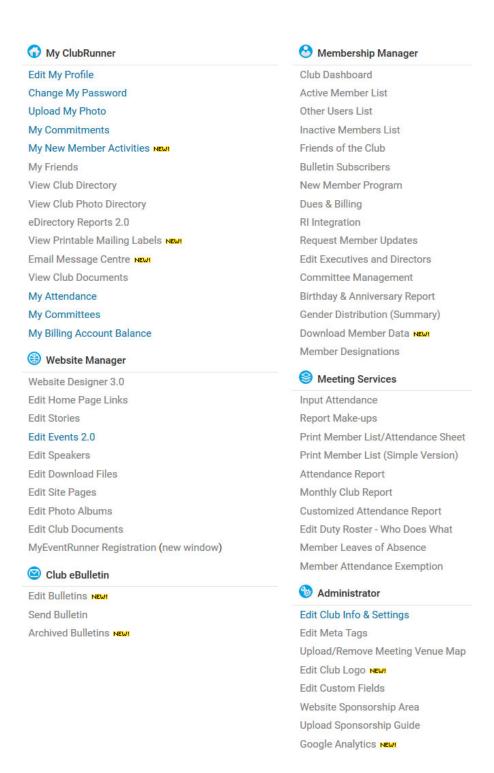
Edit Custom Fields

Website Sponsorship Area

Upload Sponsorship Guide

Google Analytics NEW!

Access Level 80 - Restricted Member



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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

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- What is the member profile, and how do I edit it?