ClubRunner

How do I change a member's access level?

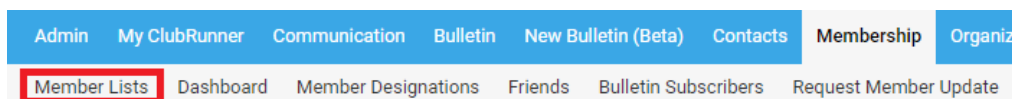Michael C. - 2021-03-22 - *Membership Management*

Each of your club members has been assigned an **Access Level.** This represents their ability to access and edit ClubRunner features. Club members can assigned a new access level when they take on a new role in the club. For example, an ordinary member can be elected president, or assigned web master duties. These changes require a higher access level. If you are a club executive or site administrator, you can adjust a member's access level as needed.

NOTE: Your Club access levels only impact the Club's ClubRunner account, and do not work at the District's account.

1. You can change a member's access level using the **Member List** feature. First, go to your club homepage and log in. Then, click on **Member Area** near the top right of the page.

2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.

| Admin | My ClubRunner | Communication | Bulletin | New Bulletin (Beta) | Contacts | Membership | Organization |

3. Now, click on **Member Lists**.

| Admin | My ClubRunner | Communication | Bulletin | New Bulletin (Beta) | Contacts | Membership | Organiz |

Member Lists   Dashboard   Member Designations   Friends   Bulletin Subscribers   Request Member Update

4. You are now on the **Active Members List** page, where you can browse a list of all currently active members.

Active Members List

Members per Page: 25 ▼

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add New Member

▶

Email	☐ By First Name Name ▲	Type	Access	Action
📁	Abrams, Zerker	Active	70	Change Status	Reset Password
📁	Adamec, Flora	Active	70	Change Status	Reset Password
📁	Adkins, Earl	Active	70	Change Status	Reset Password
📁	Bartel, Micki	Honorary	70	Change Status	Reset Password
📁	Benedtti, Karleen	Active	70	Change Status	Reset Password
📁	Bengoechea, Lyssa	Active	30	Change Status	Reset Password

5. To edit a member's access level, click on the member's name to access their profile

page.

Active Members List

Members per Page: 25 ▼

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add New Member

Email	☐ By First Name Name ▲	Type	Access	Action
📁	Abrams, Zerker	Active	70	Change Status | Reset Password
📁	Adamec, Flora	Active	70	Change Status | Reset Password
📁	Adkins, Earl	Active	70	Change Status | Reset Password
📁	Bartel, Micki	Honorary	70	Change Status | Reset Password
📁	Benedtti, Karleen	Active	70	Change Status | Reset Password
📁	Bengoechea, Lyssa	Active	30	Change Status | Reset Password

6. You are now on the **Member Profile** page. Here, you can view and edit the member's personal and club details. To change their access level, click the **Settings** tab.

Member Profile

Earl Adkins
Printable Version

Update

Personal   Rotary   Biography   Commitments   Settings   Privacy

Edit

Member Details

Title	Ms		Gender	Male
First Name	Earl		Date of Birth	
Middle Name	Andonis		Anniversary	

7. Next, click the **Edit** button.

Member Profile

Earl Adkins
Printable Version

Update

Personal   Rotary   Biography   Commitments   Settings   Privacy

Edit

System Login

Club Access Level	70 - Member		Login Name	EarlAdkins15272
			Password	Reset Password

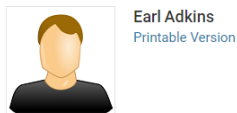8. To adjust the member's access level, select the appropriate access from the drop down menu labelled **Club Access Level.**

9. **Note:** You can only increase someone's access level to the same level as your own. For example as a level 50 Club executive you cannot make someone a level 40 President, or level 30 Site Administrator.

Now click **Save** to keep your changes, or **Cancel** to discard them.

This will save the member with the assigned access level, or discard the changes. Click here to learn more about Access Levels.

Related Content

- How do I download member data?
- What access levels are there in ClubRunner?
- What is the member profile, and how do I edit it?