LEVEL 90 – No Access

🙈 My ClubRunner
Edit My Profile
Change My Password
Upload My Photo
My Commitments
New Member Activities
My Friends
View My Bulletin
View My Dynamic Bulletin BETAL
View Club Directory
View Club Photo Directory
View Printable Mailing Labels BETR!
View Printable Directory and Mailing Labels
Email Message Center
View Club Documents
My Attendance
My Committees
My Billing Account Balance

💐 Website Manager

Web Site Designer 2.0
Edit Home Page Links
Edit Stories
Edit News
Edit Events
Edit Speakers
Edit Download Files
Edit Site Pages
Edit Photo Albums
Edit Club Documents
MyEventRunner Registration

🚨 Club eBulletin

Edit Bulletin Contents		
View Club Bulletin		
Email Bulletin to Members		
Dynamic Bulletin BETAL		
View Dynamic Bulletin BETRI		

A Membership Manager
Active Member List
Other Users List
Inactive Members List
Friends of the Club
Online Newsletter Signups
New Member Orientation
Dues & Billing
Switch on Data Integration with RI (Automatic) NEW!
Report Data Changes to RI (Manual Emails)
Active Members Update Request
Edit Executives and Directors
Committee Management
Birthday & Anniversary Report
Download Member Data
Custom Reports (Optional)
Member Designations

Meeting Services

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

Administrator

Edit Club Into & Settings
Edit Meta Tags NEW!
Upload/Remove Meeting Venue Map
Edit Club Logo
Edit Club Logo BETAL
Edit Custom Fields
Website Sponsorship Area

LEVEL 80 – Restricted Member

🚧 My ClubRunner	🛓 Membership Manager
Edit My Profile	Active Member List
Change My Password	Other Users List
Upload My Photo	Inactive Members List
My Commitments	Friends of the Club
New Member Activities	Online Newsletter Signups
My Friends	New Member Orientation
<u>View My Bulletin</u>	Dues & Billing
View My Dynamic Bulletin	Switch on Data Integration with RI (Automatic) NEW!
View Club Directory	Report Data Changes to RI (Manual Emails)
View Club Photo Directory	Active Members Update Request
View Printable Mailing Labels BETAL	Edit Executives and Directors
View Printable Directory and Mailing Labels	Committee Management
Email Message Center	Birthday & Anniversary Report
View Club Documents	Download Member Data
My Attendance	Custom Reports (Optional)
My Committees	Member Designations
My Billing Account Balance	
- (500)	Meeting Services
Sebsite Manager	Input Attendance (Current Year)
Web Site Designer 2.0	Input Attendance (Previous Year)
Edit Home Page Links	Report Make-ups
Edit Stories	Print Member List/Attendance Sheet
Edit News	Print Member List (Simple Version)
Edit Events	Attendance Report (Current Year)
Edit Speakers	Attendance Report (Previous Year)
Edit Download Files	Monthly Club Report
Edit Site Pages	Customized Attendance Report
Edit Photo Albums	Edit Duty Roster - Who Does What
Edit Club Documents	Member Leaves of Absence
MyEventRunner Registration	Member Attendance Exemption
🖹 Club eBulletin	Administrator
Edit Bulletin Contents	Edit Club Info & Settings
View Club Bulletin	Edit Meta Tags NEW!
Email Bulletin to Members	Upload/Remove Meeting Venue Map
Dynamic Bulletin BETAL	Edit Club Logo

View Dynamic Bulletin BETRI

Edit Club Logo BETAI Edit Custom Fields

Website Sponsorship Area

LEVEL 70 – Regular Active Member

🔗 My ClubRunner	👗 Membe
Edit My Profile	Active Mer
Change My Password	Other Use
Upload My Photo	Inactive Me
My Commitments	Friends of
New Member Activities	Online Nev
My Friends	New Mem
View My Bulletin	Dues & Bi
View My Dynamic Bulletin BETAL	Switch on
View Club Directory	Report Dat
View Club Photo Directory	Active Mer
View Printable Mailing Labels	Edit Execu
View Printable Directory and Mailing Labels	Committee
Email Message Center	Birthday &
View Club Documents	Download
My Attendance	Custom R
My Committees	Member D
My Billing Account Balance	
	Monting S

😼 Website Manager	
Web Site Designer 2.0	
Edit Home Page Links	
Edit Stories	
Edit News	
Edit Events	
Edit Speakers	
Edit Download Files	
Edit Site Pages	
Edit Photo Albums	
Edit Club Documents	
MyEventRunner Registration	

Club eBulletin Edit Bulletin Contents View Club Bulletin Email Bulletin to Members Dynamic Bulletin BETRI View Dynamic Bulletin BETRI

🚨 Membership Manager
Active Member List
Other Users List
Inactive Members List
Friends of the Club
Online Newsletter Signups
New Member Orientation
Dues & Billing
Switch on Data Integration with RI (Automatic) NEW!
Report Data Changes to RI (Manual Emails)
Active Members Update Request
Edit Executives and Directors
Committee Management
Birthday & Anniversary Report
Download Member Data
Custom Reports (Optional)
Member Designations
Meeting Services
Input Attendance (Current Year)
Input Attendance (Previous Year)
Report Make-ups
Print Member List/Attendance Sheet
Print Member List (Simple Version)
Attendance Report (Current Year)
Attendance Report (Previous Year)
Monthly Club 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 NEW!
Upload/Remove Meeting Venue Map
Edit Club Logo
Edit Club Logo BETA!
Edit Custom Fields
Website Sponsorship Area

<u>LEVEL 60 – Editor</u>

🚧 My ClubRunner	🏝 Membership Manager
Edit My Profile	Active Member List
Change My Password	Other Users List
Jpload My Photo	Inactive Members List
<u>ly Commitments</u>	Friends of the Club
ew Member Activities	Online Newsletter Signups
<u>y Friends</u>	New Member Orientation
ew My Bulletin	Dues & Billing
ew My Dynamic Bulletin BETRI	Switch on Data Integration with RI (Automatic)
ew Club Directory	Report Data Changes to RI (Manual Emails)
w Club Photo Directory	Active Members Update Request
w Printable Mailing Labels	Edit Executives and Directors
ew Printable Directory and Mailing Labels	Committee Management
nail Message Center	Birthday & Anniversary Report
ew Club Documents	Download Member Data
Attendance	Custom Reports (Optional)
<u>/ Committees</u>	Member Designations
/ Billing Account Balance	Mosting Convisor
	Meeting Services
Website Manager	Input Attendance (Current Year)

😒 Website Manager
Web Site Designer 2.0
Edit Home Page Links
Edit Stories
Edit News
Edit Events
Edit Speakers
Edit Download Files
Edit Site Pages
Edit Photo Albums
Edit Club Documents
MyEventRunner Registration

ڬ Club eBulletin	
Edit Bulletin Contents	
View Club Bulletin	
Email Bulletin to Members	
Dynamic Bulletin BETAL	
View Dynamic Bulletin BETRI	

Dues & Billing
Switch on Data Integration with RI (Automatic) NEW!
Report Data Changes to RI (Manual Emails)
Active Members Update Request
Edit Executives and Directors
Committee Management
Birthday & Anniversary Report
Download Member Data
Custom Reports (Optional)
Member Designations
Meeting Services
Input Attendance (Current Year)
Input Attendance (Previous Year)
Report Make-ups
Print Member List/Attendance Sheet
Print Member List (Simple Version)
Attendance Report (Current Year)
Attendance Report (Previous Year)
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 NEW!
Upload/Remove Meeting Venue Map
Edit Club Logo
Edit Club Logo BETA!
Edit Custom Fields
Website Sponsorship Area

LEVEL 50 – Club Executive

🔗 My ClubRunner	🏝 Membership Manager
Edit My Profile	Active Member List
Change My Password	Other Users List
Upload My Photo	Inactive Members List
My Commitments	Friends of the Club
New Member Activities	Online Newsletter Signups
My Friends	New Member Orientation
View My Bulletin	Dues & Billing
View My Dynamic Bulletin	Switch on Data Integration with RI (Automatic) NEW!
View Club Directory	Report Data Changes to RI (Manual Emails)
View Club Photo Directory	Active Members Update Request
View Printable Mailing Labels BETH	Edit Executives and Directors
View Printable Directory and Mailing Labels	Committee Management
Email Message Center	Birthday & Anniversary Report
View Club Documents	Download Member Data
My Attendance	Custom Reports (Optional)
My Committees	Member Designations
My Billing Account Balance	
	Meeting Services

😼 Website Manager
Web Site Designer 2.0
Edit Home Page Links
Edit Stories
Edit News
Edit Events
Edit Speakers
Edit Download Files
Edit Site Pages
Edit Photo Albums
Edit Club Documents
MyEventRunner Registration

ڬ Club eBulletin
Edit Bulletin Contents
View Club Bulletin
Email Bulletin to Members
Dynamic Bulletin BETA!
View Dynamic Bulletin BETA!

cution reports (optional)
Member Designations
Meeting Services
Input Attendance (Current Year)
Input Attendance (Previous Year)
Report Make-ups
Print Member List/Attendance Sheet
Print Member List (Simple Version)
Attendance Report (Current Year)
Attendance Report (Previous Year)
Monthly Club Report
Customized Attendance Report
Edit Duty Roster - Who Does What
Member Leaves of Absence
Member Attendance Exemption
2 -

Administrator
Edit Club Info & Settings
Edit Meta Tags NEW!
Upload/Remove Meeting Venue Map
Edit Club Logo
Edit Club Logo BETA!
Edit Custom Fields
Website Sponsorship Area

LEVEL 40 – Club President

🔗 My ClubRunner	🚨 Membership Manager
Edit My Profile	Active Member List
Change My Password	Other Users List
Upload My Photo	Inactive Members List
My Commitments	Friends of the Club
New Member Activities	Online Newsletter Signups
My Friends	New Member Orientation
View My Bulletin	Dues & Billing
View My Dynamic Bulletin BETAL	Switch on Data Integration with RI (Automatic) NEW!
View Club Directory	Report Data Changes to RI (Manual Emails)
View Club Photo Directory	Active Members Update Request
View Printable Mailing Labels BETRI	Edit Executives and Directors
View Printable Directory and Mailing Labels	Committee Management
Email Message Center	Birthday & Anniversary Report
View Club Documents	Download Member Data
My Attendance	Custom Reports (Optional)
My Committees	Member Designations
My Billing Account Balance	
NG:	Meeting Services
Swebsite Manager	Input Attendance (Current Year)
Web Site Designer 2.0	Input Attendance (Previous Year)
Edit Home Page Links	Report Make-ups
Edit Stories	Print Member List/Attendance Sheet
Edit News	Print Member List (Simple Version)
Edit Events	Attendance Report (Current Year)
Edit Speakers	Attendance Report (Previous Year)
Edit Download Files	Monthly Club Report
Edit Site Pages	Customized Attendance Report
Edit Photo Albums	Edit Duty Roster - Who Does What
Edit Club Documents	Member Leaves of Absence
MyEventRunner Registration	Member Attendance Exemption

🚔 Club eBulletin
Edit Bulletin Contents
View Club Bulletin
Email Bulletin to Members
Dynamic Bulletin BETAI
View Dynamic Bulletin BETA!

🚱 Administrator
Edit Club Info & Settings
Edit Meta Tags NEW!
Upload/Remove Meeting Venue Map
Edit Club Logo
Edit Club Logo BETA!
Edit Custom Fields
Website Sponsorship Area

LEVEL 30 – Site Administrator

🔗 My ClubRunner	👗 Membership Manager
Edit My Profile	Active Member List
Change My Password	Other Users List
Upload My Photo	Inactive Members List
My Commitments	Friends of the Club
New Member Activities	Online Newsletter Signups
My Friends	New Member Orientation
View My Bulletin	Dues & Billing
View My Dynamic Bulletin BETRI	Switch on Data Integration with RI (Automatic) NEW!
View Club Directory	Report Data Changes to RI (Manual Emails)
View Club Photo Directory	Active Members Update Request
View Printable Mailing Labels	Edit Executives and Directors
View Printable Directory and Mailing Labels	Committee Management
Email Message Center	Birthday & Anniversary Report
View Club Documents	Download Member Data
My Attendance	Custom Reports (Optional)
My Committees	Member Designations
My Billing Account Balance	
	Meeting Services
SWebsite Manager	Input Attendance (Current Year)
Web Site Designer 2.0	Input Attendance (Previous Year)
Edit Home Page Links	Report Make-ups
Edit Stories	Print Member List/Attendance Sheet
Edit News	Print Member List (Simple Version)
Edit Events	Attendance Report (Current Year)
Edit Speakers	Attendance Report (Previous Year)
Edit Download Files	Monthly Club Report
Edit Site Pages	Customized Attendance Report
Edit Photo Albums	Edit Duty Roster - Who Does What
Edit Club Documents	Member Leaves of Absence
<u>MyEventRunner Registration</u>	Member Attendance Exemption

	🖴 Club eBulletin
	Edit Bulletin Contents
	View Club Bulletin
	Email Bulletin to Members
	Dynamic Bulletin BETAL
	View Dynamic Bulletin BETRI
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	Attendance Report (Previous Year)	
	Monthly Club Report	
	Customized Attendance Report	
	Edit Duty Roster - Who Does What	
Member Leaves of Absence		
Member Attendance Exemption		
	🚱 Administrator	
	Administrator <u>Edit Club Info & Settings</u>	
	Edit Club Info & Settings	
	Edit Club Info & Settings Edit Meta Tags NEWI	
	Edit Club Info & Settings Edit Meta Tags NEWI Upload/Remove Meeting Venue Map	

Edit Custom Fields

Website Sponsorship Area

Support & Training

Visit our **Support Center** at <u>http://clubrunner.helpserve.com</u> to access all resources available, including submitting a support ticket, searching the Knowledge Base, downloading helpful "how-to" documents and viewing on-demand demos. The following is a list of all the various resource guides available to you.

Knowledgebase	<u>Downloads</u>
This is where you will find access to hundreds of articles answering frequently asked questions on how to do virtually everything on ClubRunner.	This area contains useful documents referenced within this guide, including the Member Cheatsheet, access rights matrix, presentation agenda, and more.
On-Demand Videos	Webinar Training
For frequently asked questions on how to do certain things on ClubRunner, we have recorded video tutorials available for you to view.	We hold several webinars every week on the various modules of ClubRunner. These are open to any member of your club, and we recommend that you send your board members to attend.
Submit a Ticket	<u>Community</u>
For technical support, use our Support Center to submit a ticket, or send an email to support@clubrunner.ca . Our turnaround time for email tickets is 2 business days.	Start a conversation with other ClubRunner customers on best practices, tips and tricks, feature enhancements and more. The discussion forum is a great place to learn how other customers are utilizing ClubRunner to manage their club website.

For the latest ClubRunner updates, follow us on:

