



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 BETA!
View Club Directory
View Club Photo Directory
View Printable Mailing Labels BETA!
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 BETA!
View Dynamic Bulletin BETA!

 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 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 80 – Restricted Member


 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 BETA!
View Club Directory
View Club Photo Directory
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View Printable Directory and Mailing Labels
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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 70 – Regular Active Member


 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 BETA!
View Club Directory
View Club Photo Directory
View Printable Mailing Labels BETA!
View Printable Directory and Mailing Labels
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MyEventRunner Registration


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Email Bulletin to Members
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Committee Management
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Member Designations

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 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 60 – Editor


 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 BETA!
View Club Directory
View Club Photo Directory
View Printable Mailing Labels BETA!
View Printable Directory and Mailing Labels
Email Message Center
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Committee Management
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Member Designations

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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
Edit My Profile
Change My Password
Upload My Photo
My Commitments
New Member Activities
My Friends
View My Bulletin
View My Dynamic Bulletin BETA!
View Club Directory
View Club Photo Directory
View Printable Mailing Labels BETA!
View Printable Directory and Mailing Labels
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My Committees
My Billing Account Balance

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Committee Management
Birthday & Anniversary Report
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Member Designations

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Customized Attendance Report
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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 40 – Club President


 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 BETA!
View Club Directory
View Club Photo Directory
View Printable Mailing Labels BETA!
View Printable Directory and Mailing Labels
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My Attendance
My Committees
My Billing Account Balance

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 Membership Manager
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Online Newsletter Signups
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Committee Management
Birthday & Anniversary Report
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Print Member List/Attendance Sheet
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Customized Attendance Report
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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 30 – Site Administrator

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](#) **BETA!**

[View Club Directory](#)

[View Club Photo Directory](#)

[View Printable Mailing Labels](#) **BETA!**

[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](#) **BETA!**

[View Dynamic Bulletin](#) **BETA!**

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](#)

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[Monthly Club Report](#)

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[Edit Club Logo](#) **BETA!**

[Edit Custom Fields](#)

[Website Sponsorship Area](#)

Support & Training

Visit our **Support Center** at <http://clubrunner.helpserve.com> 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.

<p style="text-align: center;"><u>Knowledgebase</u></p> <p>This is where you will find access to hundreds of articles answering frequently asked questions on how to do virtually everything on ClubRunner.</p>	<p style="text-align: center;"><u>Downloads</u></p> <p>This area contains useful documents referenced within this guide, including the Member Cheatsheet, access rights matrix, presentation agenda, and more.</p>
<p style="text-align: center;"><u>On-Demand Videos</u></p> <p>For frequently asked questions on how to do certain things on ClubRunner, we have recorded video tutorials available for you to view.</p>	<p style="text-align: center;"><u>Webinar Training</u></p> <p>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.</p>
<p style="text-align: center;"><u>Submit a Ticket</u></p> <p>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.</p>	<p style="text-align: center;"><u>Community</u></p> <p>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.</p>

For the latest ClubRunner updates, follow us on:

