

## District Access Levels

This guide will go over what members on the District can access in ClubRunner.

### Non Club Executive (Normal Member):

For Members that are NOT identified as a Club Executive, get automatic access rights. Below is what the member can access in the District on the gray menu bar:

#### For Clubs

- Edit Club Information (Read Only)

#### For Members

- Edit My Profile (**Full Access**)
- Change My Password (**Full Access**)
- My Committees (**Full Access**)

#### Membership

- Member Search (**Full Access**)

#### Organization

- District Committees (Read Only)
- District eDirectory Reports 2.0 (Read Only)
- District eDirectory Builder 2.0 (Read Only)

#### Documents

- Documents (Read Only)

#### Reports

- District eDirectory Reports 2.0 (Read Only)
- District eDirectory Builder 2.0 (Read Only)
- Login Activity

#### Events

- Event Planner (Read Only)

### Club Executive:

For Members that ARE identified as a current year Club Executive (President, President Elect, Secretary, and Treasurer) receive more access to perform their Club duties. Below is what a Club Executive can access in the District on the gray menu bar:

#### For Clubs

- Members List (**Full Access**)
- Define Club Executives (**Full Access**)
- Edit Club Information (**Full Access**)
- RI Integration (**Full Access**)
- Missing RI Member ID Report (**Full Access**)
- Club Attendance Report (**Full Access**)
- RI Updates Archive (**Full Access**)
- RI Member Synchronization (**Full Access**)
- Member Updates Archive (**Full Access**)
- Club Updates Archive (**Full Access**)

#### For Members

- Edit My Profile (**Full Access**)
- Change My Password (**Full Access**)
- My Committees (**Full Access**)

#### Membership

- District Dashboard
- Member Search (**Full Access**)
- Member Updates Archive (**Full Access**)
- Club Updates Archive (**Full Access**)

#### Organization

- District Committees (Read Only)
- District eDirectory Reports 2.0 (Read Only)
- District eDirectory Builder 2.0 (Read Only)

#### Documents

- Documents (Read Only)

#### Reports

- District eDirectory Reports 2.0 (Read Only)
- District eDirectory Builder 2.0 (Read Only)
- Login Activity

**Attendance**

- Monthly Club Attendance (**Full Access**)

**Events**

- Event Planner (Read Only)

**District Officers & Directors AND District Executives:**

For Members that are identified as a District Officer OR District Executive, below are the automatic access rights:

**For Clubs**

- Define Club Executives (Read Only)
- Edit Club Information (Read Only)

**For Members**

- Edit My Profile (**Full Access**)
- Change My Password (**Full Access**)
- My Committees (**Full Access**)

**Membership**

- District Dashboard (**Full Access**)
- Member Search (**Full Access**)

**Organization**

- District Organization Chart (**Full Access**)
- District Committees (Read Only)
- District eDirectory Reports 2.0 (Read Only)
- District eDirectory Builder 2.0 (Read Only)

**Communication**

- District Communication (Can only email District or Club Officers and Contact Groups)
- Email Templates
- Email Status Report
- Email Traffic Report

**Documents**

- Documents (Read Only)

### Reports

- District eDirectory Reports 2.0 (Read Only)
- District eDirectory Builder 2.0 (Read Only)
- Dashboard
- Login Activity

### Events

- Event Planner (**Full Access**)
- Event Types (**Full Access**)
- Calendar Items (**Full Access**)

### Assistant/Area Governors:

For Members that are identified as assistant/area governors, below are the automatic access rights:

#### For Clubs

- Edit Club Information (Read Only)

#### For Members

- Edit My Profile (**Full Access**)
- Change My Password (**Full Access**)
- My Committees (**Full Access**)

#### Membership

- District Dashboard (**Full Access**)
- Member Search (**Full Access**)

#### Organization

- District Organization Chart (**Full Access**)
- District Committees (Read Only)
- District eDirectory Reports 2.0 (Read Only)
- District eDirectory Builder 2.0 (Read Only)

#### Communication

- District Communication (Can only email District or Club Officers and Contact Groups)
- Email Templates
- Email Status Report
- Email Traffic Report

**Documents**

- Documents (Read Only)

**Reports**

- District eDirectory Reports 2.0 (Read Only)
- District eDirectory Builder 2.0 (Read Only)
- Dashboard
- Club Size/Growth
- Gender Distribution
- Login Activity

**Events**

- Event Planner (**Full Access**)
- Event Types (**Full Access**)
- Calendar Items (**Full Access**)

## Member Access Rights Roles

On the District there are extra access rights members can hold to administer the District and Clubs. These accesses rights can be given and taken away by District Administrators. They can do this by clicking on **Membership** on the grey menu bar, then Member Access Rights on the blue menu bar. Below is what each access right title covers:

**Administrator**

Gives the ability to view and change everything on the District, except for MyEventRunner and Grants.

**Website Content Editor**

Gives the ability to access Home Page Stories, Stories Management, Download Files, Site Pages, Custom Pages, Photo Albums, and Documents.

**Attendance Editor**

Gives the ability to view and change attendance. Can access Clubs Attendance Management and Club Attendance Report.

**Membership Editor**

Gives the ability to view and change Clubs memberships, Email, District Organization Chart and RI Synchronization. Can access Clubs & Membership Detail, Member Detail, Request Member Updates, Edit Executives and Director, RI Reporting, Reports, Member Designations, Email Message Services, District Organization Chart, Members Email Status Report, Email Traffic Report, Active Members List (Read Only), Other User List (Read Only), Inactive Member List (Read Only), Define Club Executives, Define Club Attendance Manager, and RI Member Synchronization.

**Club Information Editor**

Gives the ability to view and change information about Clubs. Can access Active Members List, Other User List, Inactive Member List, Club Information Page, Define Club Executives, Club Attendance Report, Define Club Attendance Manager, Switch on Data Integration with RI, Missing RI Member ID Report, RI Member Synchronization, RI Updates Archive, and District Dashboard.

**District Communication - Email Executives Only**

Gives the ability to email Club Executives only. Can access Email Message Services, District Organization Chart, Members Email Status Report, Email Traffic Report, and District Dashboard.

**Events**

Gives the ability to view and change Event Planner and Calendar Items.

**District Communication - Email All Members**

Gives the ability to create and change Bulletins and can email every member on the District, including every member in Clubs. Can access Bulletin, Email Message Services, and District Dashboard.

**MyEventRunner Administrator**

Gives the ability to view and change MYEventRunner.

**District Beta Tester**

Gives the ability to view, create and change Stories and Home Page Links.

**Download Member Data**

Gives the ability to use Download Member Data.

**Grant Administrator**

Gives the ability to view and change Grants, and the Grants module's settings.

**Grant User**

Gives the ability to view and change Grants.

**MER Read Only Access**

Gives the ability to view MyEventRunner.

## Support & Training

Visit our **Support Center** at [www.ClubRunnerSupport.com](http://www.ClubRunnerSupport.com) to access all resources available, including submitting a support ticket, searching the knowledgebase, 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><b><u>Knowledgebase</u></b></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><b><u>Downloads</u></b></p> <p>This area contains useful documents referenced within this guide, including the Member Cheatsheet, access rights matrix, presentation agenda, and more.</p>
<p><b><u>On-Demand Videos</u></b></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><b><u>Webinar Training</u></b></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><b><u>Submit a Ticket</u></b></p> <p>For technical support, use our Support Center to submit a ticket, or send an email to <a href="mailto:support@clubrunner.ca">support@clubrunner.ca</a>. Our turnaround time for email tickets is 2 business days.</p>	<p><b><u>Community</u></b></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:

