

ClubRunner?

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.

[Click here to jump directly to Changing a Member's Access Level.](#)

Types of Access Levels

There are seven types of access levels:

- 30 [Site Administrator](#) - This is for the member or members who changes the website and administrates the club. This access gives them the access to do everything in ClubRunner
- 40 [Club President](#) - This is reserved for the current year president. This gives access to everything except for changing the website.
- 50 [Club Executive](#) - This is for Club Executives and Directors. This gives access to everything except for changing the website.
- 60 [Editor](#) - This is for members who would like to write stories, create the bulletin, and events.
- 70 [Member](#) - This is the default access. This lets members edit their own profiles, send email, pay invoices, and view the club directory.
- 80 [Restricted Member](#) - This restricts the member from sending emails.
- 90 [No Access](#) - This will not let the member login.

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.*

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

 My ClubRunner

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[Change My Password](#)

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Access Level 40

My ClubRunner

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Access Level 50

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Access Level 60

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Google Analytics **NEW!**

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My ClubRunner

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Access Level 80

My ClubRunner

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Membership Manager

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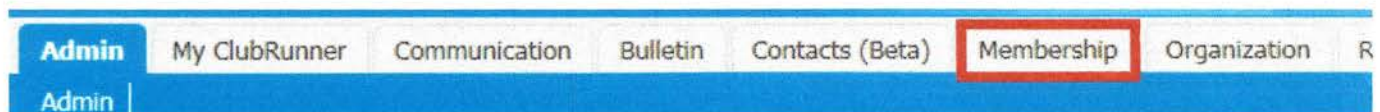
Access Level 90

No access to admin screens.

Changing a Member's Access Level

Members with access level of 50 or better can change member's access by following the steps below:

1. Login to your ClubRunner website. Once you have accessed the site, click on the **Membership** tab.



2. Next, click on the **Member Lists** link.



3. This opens a list of your current members. Click on the name of the member whose access level you wish to change.

Email	<input type="checkbox"/> By First Name	Name ▼	Type	Access	Action
		Applegate, John	Active	70	Change Status Reset Password
		Baker, Sue	Active	70	Change Status Reset Password
		Brackett, Leigh	Active	40	Change Status Reset Password
		Chu, Edward	Active	30	Change Status Reset Password

4. Click on the **Settings** tab in the member's profile.

The screenshot shows a member's profile page with several tabs: Personal, Rotary, Biography, Commitments, Settings (highlighted with a red box), and Privacy. Below the tabs is an 'Edit' button. The main content area is titled 'Member Details' and contains the following information:

Title	Ms.	Gender	Female
First Name	Leigh	Date of Birth	Jul 15 1975
Middle Name	Farah	Anniversary	Jul 13 2015
Last Name	Brackett	Spouse/Partner First Name	Andrew
Nickname		Spouse/Partner Last Name	Brackett
Suffix		Spouse/Partner Nick Name	
Preferred Address	Home	Spouse/Partner Date of Birth	Jul 15 1975
Preferred Phone	Home		
Email	lbrackett@example.com		
		Alternate Email	

**All emails will only be sent to the primary email address*

Birthday and anniversary years can only be viewed by Club Executive level or higher.

5. To change the member access level, click the **Edit** button.

Personal Rotary Biography Commitments **Settings** Privacy

Edit

System Login

Club Access Level 40 - President **Login Name** lbrackett

Password [Reset Password](#)

Member Roles

Custom Email Signature

Edit

Last updated on Dec 02 2016 by Leigh Brackett

6. Use the Club Access Level drop down menu to select the desired access level.

Personal Rotary Biography Commitments **Settings** Privacy

Save Cancel

Fields marked in red are required.

System Login

Club Access Level 30 - Site Administration
40 - President
50 - Club Executive
60 - Editor
70 - Member
80 - Restricted Member
90 - No Access **Login Name** lbrackett

Member Roles

39 (MRO) MyEventRunner Read Only Access

Custom Email Signature

Note: You can only increase someones 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.

7. Finally, click Save.

Personal Rotary Biography Commitments **Settings** Privacy

Save Cancel

Fields marked in red are required.

System Login

Club Access Level 40 - President **Login Name** lbrackett

Member Roles

39 (MRO) MyEventRunner Read Only Access

39 (MRO) MYCLUBRUNNER READ ONLY ACCESS

Custom Email Signature



Shawn P.

Posted 9 years ago
Updated 20 days ago



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