

What access levels are there in ClubRunner?

Michael C. - 2021-11-16 - Membership Management

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](#)
- **40** - [Club President](#)
- **50** - [Club Executive](#)
- **60** - [Editor](#)
- **70** - [Member](#)
- **80** - [Restricted Member](#)
- **90** - [No Access](#)

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.

Admin Menu

The screenshots below demonstrate the functions available through each access level. If a module or link is missing, it cannot be used at that access level.

NOTE: While viewing the Admin Menus, the Site Administrator, Club President, Club Executive or Editor can view other dashboards available at reduced access levels, using the **Site Administrator, Executive, Editor, or Member tabs** at the above the Admin Menu.

Access Level 30 - Site Administrator

My ClubRunner

Edward Chu

Edit Profile

- My Commitments
- My Attendance
- My Account Balance
- My Email History
- My Committees

Need Help?

Register for a Webinar

Access Knowledgebase

Join the Community

Contact Support

Register for a Webinar

Get a guided tour of how each module works, so you can get the most out of your role.

What's New

This is your newly designed dashboard based on your access role! Now, it's easier than ever to manage members, launch into any activity, generate reports and more.

ENGAGEMENT

Communication

Get in touch with members and non-members alike with targeted email and newsletters.

Send Email →

Send Bulletin →

Help

Email Services

Email Templates

Email Traffic Report

Bulletins Help

Bulletin Send History

Manage Blocked Emails

Events & Volunteering

Publicize and organize your events, speakers and volunteer schedules.

Event Planner →

Create Sign Up →

Help

Event Planner

Event Types

Calendar Items (Recurring)

MyEventRunner

Help

Speakers

Volunteers

Member Hours Report

Club Hours Report

Attendance

Track meeting attendance for members and guests, run reports and report to your District.

Dashboard →

Reports →

Help

Meeting List

Leaves of Absence

Report Makeups

Dashboard

Guest Reports

Rules & Settings

CLUB & MEMBERSHIP MANAGEMENT

Membership

Get the complete picture on your membership with reporting, directories and analytics.

Active Members →

Help

Active Members Search

Inactive Members

Other Users

Contacts

Designations

Request Membership Updates

New Member Program

Custom Member Fields

Download Member Data

Organization

Manage key information and functions of your club.

Club Information →

Help

Club Information

Executives & Directors

Committees

Documents

Dues & Billing

Privacy Policy

Meeting Responsibilities

Participation Points

Reports

Stay on top of trends within your club demographics with data at your fingertips.

Club Activity Report →

Member Activity Report →

Help

Club Dashboard

eDirectory Reports

eDirectory Builder

Login Activity

Rule of 85

Years of Service

Birthdays & Anniversaries

Gender Distribution

Age Distribution

RI Integration

Synchronize club, member and executive data with Rotary International's database.

Compare & Synchronize →

Help

Integration Settings

Member Updates Archive

Club Updates Archive

Compare & Synchronize Members

Compare & Synchronize Executives

Missing Rotary ID Report

WEBSITE MANAGEMENT

Website Designer

Create a modern, mobile friendly website that reflects your club's unique style.

Home Page Designer →

Help

Settings

Menu

Footers

Themes

Page Templates

Website Content

Expand your digital reach with current and relevant content to engage your members.

Home Page Content →

Content Libraries →

Help

Story Library Create Story

Story Comments

Story Tags

Sponsors

Photo Albums Create Photo Album

Pages Create Page

Download Files Add Download File

Image Library

Access Level 40 - Club President & Access Level 50 - Club Executive

My ClubRunner

Leigh Brackett

Edit Profile

- My Commitments
- My Attendance
- My Account Balance
- My Email History
- My Committees

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Contact Support

Submit a support ticket to our team.

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Meeting List

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Committees

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Rule of 85

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Compare & Synchronize

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Integration Settings

Member Updates Archive

Club Updates Archive

Compare & Synchronize Members

Compare & Synchronize Executives

Missing Rotary ID Report

WEBSITE MANAGEMENT

Website Content

Expand your digital reach with current and relevant content to engage your members.

Home Page Content

Content Libraries

Help

Story Library

Story Comments

Story Tags

Photo Albums

Pages

Download Files

Image Library

Create Story

Create Photo Album

Create Page

Add Download File

Access Level 60 - Editor

My ClubRunner


Edward Chu [Edit Profile](#)

[My Commitments](#)
[My Attendance](#)
[My Account Balance](#)
[My Email History](#)
[My Committees](#)

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[Home Page Content](#)
[Content Libraries](#)
[Help](#)


[Story Library](#) [+ Create Story](#)
[Photo Albums](#) [+ Create Photo Album](#)

[Story Tags](#)
[Download Files](#) [+ Add Download File](#)

[Pages](#) [+ Create Page](#)
[Image Library](#)

MEMBER ENGAGEMENT

Communication




Get in touch with members and non-members alike with targeted email and newsletters.

[Send Email](#)
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[Email Services](#)
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Events & Volunteering




Publicize and organize your events, speakers and volunteer schedules.

[Event Planner](#)
[Create Sign Up](#)
[Help](#)

[Event Planner](#)
[Calendar Items \(Recurring\)](#)

[Speakers](#)
[Volunteers](#)

Access Level 70 - Member

Rotary 

Welcome Edward!

Access all the tools and resources you need to stay connected with your club.

[Edit My Profile](#)
[Help](#)

My Commitments

My Attendance

Bulletins [↗](#)

My Member Activity


My Account Balance

My Email History

View Directories

Club Documents

My ClubRunner



Keep in touch with your club members.

[Email Services](#)
[Help](#)

[Email Services](#) [+ Compose Email](#)
[My Friends List](#)


[Club Information](#)
[My New Member Activities](#)

[Club Documents](#)
[Club Directories](#) [Search](#)

[Club Committees](#)
[eDirectory Reports](#)

[Club Executives & Directors](#)

Events & Volunteering



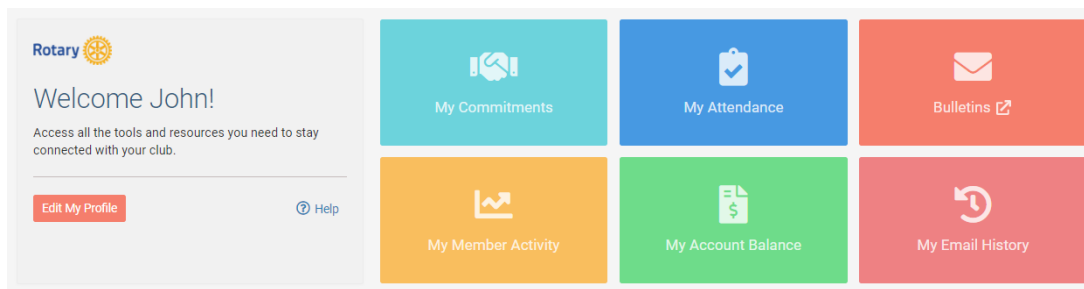
Stay current on all your club's events and activities.

[Events Calendar](#)
[Help](#)

[Upcoming Events](#)
[Volunteer Signups](#)

[My Volunteer Hours](#)

Access Level 80 - Restricted Member



Access Level 90 - No Access

If an Active or Honorary member is given level 90 access, they can login but they will have no access to admin screens or the major sections of ClubRunner.

Admin Menu (Classic)

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 - Site Administrator

My ClubRunner

[Edit My Profile](#)
[Change My Password](#)
[Upload My Photo](#)
[My Commitments](#)
[My New Member Activities](#) **NEW!**
[My Friends](#)
[View Club Directory](#)
[View Club Photo Directory](#)
[eDirectory Reports 2.0](#)
[View Printable Mailing Labels](#) **NEW!**
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[Edit Download Files](#)
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[Edit Club Documents](#)
[MyEventRunner Registration \(new window\)](#)

Club eBulletin

[Edit Bulletins](#) **NEW!**
[Send Bulletin](#)
[Archived Bulletins](#) **NEW!**

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[Gender Distribution \(Summary\)](#)
[Download Member Data](#) **NEW!**
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[Member Attendance Exemption](#)

Administrator

[Edit Club Info & Settings](#)
[Edit Meta Tags](#)
[Upload/Remove Meeting Venue Map](#)
[Edit Club Logo](#) **NEW!**
[Edit Custom Fields](#)
[Website Sponsorship Area](#)
[Upload Sponsorship Guide](#)
[Google Analytics](#) **NEW!**

Access Level 40 - Club President

My ClubRunner

[Edit My Profile](#)
[Change My Password](#)
[Upload My Photo](#)
[My Commitments](#)
[My New Member Activities](#) **NEW!**
[My Friends](#)
[View Club Directory](#)
[View Club Photo Directory](#)
[eDirectory Reports 2.0](#)
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[MyEventRunner Registration](#) (new window)

Club eBulletin

[Edit Bulletins](#) **NEW!**
[Send Bulletin](#)
[Archived Bulletins](#) **NEW!**

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[Upload Sponsorship Guide](#)
[Google Analytics](#) **NEW!**

Access Level 50 - Club Executive

My ClubRunner

[Edit My Profile](#)
[Change My Password](#)
[Upload My Photo](#)
[My Commitments](#)
[My New Member Activities](#) **NEW!**
[My Friends](#)
[View Club Directory](#)
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Club eBulletin

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[Archived Bulletins](#) **NEW!**

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[Upload Sponsorship Guide](#)
[Google Analytics](#) **NEW!**

Access Level 60 - Editor

My ClubRunner

[Edit My Profile](#)
[Change My Password](#)
[Upload My Photo](#)
[My Commitments](#)
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Access Level 70 - Member

My ClubRunner

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[My Commitments](#)
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[Send Bulletin](#)
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Access Level 80 - Restricted Member

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[Upload My Photo](#)
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Access Level 90 - No Access

If an Active or Honorary member is given level 90 access, they can login but they will have no access to admin screens or the major sections of ClubRunner.

Changing a Member's Access Level

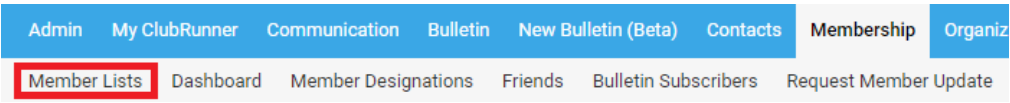
Members with access level of 50 or better can change member's access by following the steps below:

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.

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	<input type="checkbox"/> 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

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

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	

5. To change the member access level, 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](#)

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

Personal Rotary Biography Commitments Settings Privacy

Cancel

Save

Fields marked in red are required.

System Login

Club Access Level

- 70 - Member
- 30 - Site Administration
- 40 - President
- 50 - Club Executive
- 60 - Editor
- 70 - Member
- 80 - Restricted Member
- 90 - No Access

Login Name EarlAdkins15272

Member Roles

☐ 39 (MRO) MER Read Only Access

Note: You can only increase another user or member'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.

7. Finally, click **Save**.

Member Profile



Earl Adkins
[Printable Version](#)

Personal Rotary Biography Commitments Settings Privacy

Cancel

Save

Fields marked in red are required.

System Login

Club Access Level

50 - Club Executive

Login Name

EarlAdkins15272

Related Content

- [What is the member profile, and how do I edit it?](#)
- [How do I change a member's access level?](#)