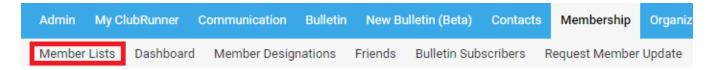# Changing a Member's Access Level

Each of your club members has been assigned an **Access Level.** This represents their ability to access and edit ClubRunner features. Club members can be assigned a new access level when they take on a new role in the club. For example, an ordinary member can be elected president, or assigned web master duties. These changes require a higher access level. If you are a club executive or site administrator, you can adjust a member's access level as needed.

NOTE: Your Club access levels only impact the Club's ClubRunner account, and do not work at the District's account. They must be done at the club website and not the district site.
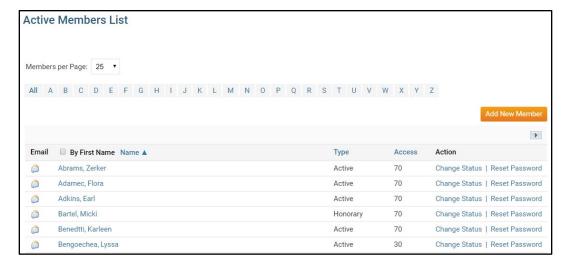
1. You can change a member's access level using the **Member List** feature. First, go to your club homepage and log in. Then, click on **Member Area** near the top right of the page.

2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.
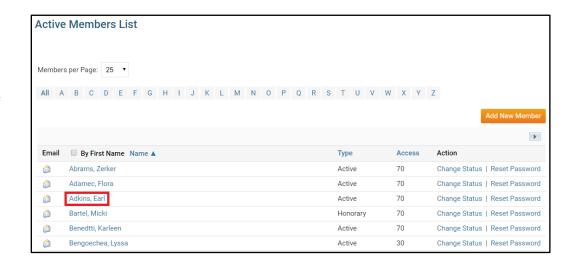

3. Now, click on **Member Lists**.

4. You are now on the **Active Members List** page, where you can browse a list of all currently active members.
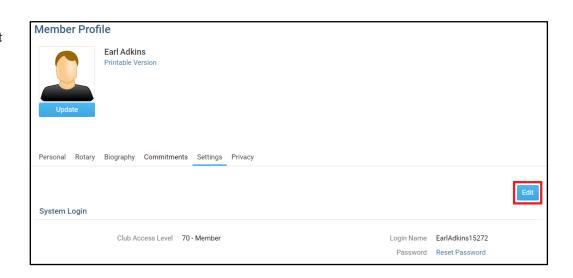
5. To edit a member's access level, click on the member's name to access their profile page.

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

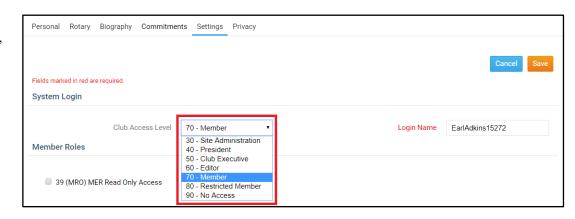| Email	☐ By First Name Name ▲	Type	Access	Action
📧	Abrams, Zerker	Active	70	Change Status | Reset Password
📧	Adamec, Flora	Active	70	Change Status | Reset Password
📧	Adkins, Earl	Active	70	Change Status | Reset Password
📧	Bartel, Micki	Honorary	70	Change Status | Reset Password
📧	Benedtti, Karleen	Active	70	Change Status | Reset Password
📧	Bengoechea, Lyssa	Active	30	Change Status | Reset Password

6. You are now on the **Member Profile** page. Here, you can view and edit the member's personal and club details. To change their access level, click the **Settings** tab.

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	

7. Next, click the **Edit** button.

Member Profile

Earl Adkins
Printable Version

Update

Personal   Rotary   Biography   Commitments   Settings   Privacy

Edit

System Login

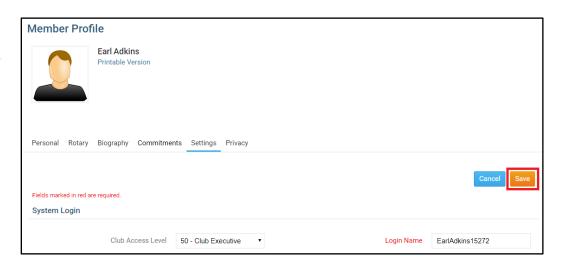|			
Club Access Level	70 - Member	Login Name	EarlAdkins15272
		Password	Reset Password

8. To adjust the member's access level, select the appropriate access from the drop down menu labelled **Club Access Level.**

Note: You can only increase someone'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.

9. Now click **Save** to keep your changes or **Cancel** to discard them.

This will save the member with the assigned access level, or discard the changes.

What access levels are there in 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.

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 nearly everything except for changing the website. This access level does not allow changing of other members privacy settings.

60	Editor - This is for members who would like to write stories, create the bulletin, speakers, 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 club emails. *Note while access level 80 members can still login, they can no longer access member lists either on the website or on the mobile app*.

90	No Access - The member can no longer 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 on the following pages 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

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!
Email Message Centre NEW!
View Club Documents
My Attendance
My Committees
My Billing Account Balance

🌐 Website Manager

Website Designer 3.0
Edit Home Page Links
Edit Stories
Edit Events 2.0
Edit Speakers
Edit Download Files
Edit Site Pages
Edit Photo Albums
Edit Club Documents
MyEventRunner Registration (new window)

✉ Club eBulletin

Edit Bulletins NEW!
Send Bulletin
Archived Bulletins NEW!

👤 Membership Manager

Club Dashboard
Active Member List
Other Users List
Inactive Members List
Friends of the Club
Bulletin Subscribers
New Member Program
Dues & Billing
RI Integration
Request Member Updates
Edit Executives and Directors
Committee Management
Birthday & Anniversary Report
Gender Distribution (Summary)
Download Member Data NEW!
Member Designations

📚 Meeting Services

Input Attendance
Report Make-ups
Print Member List/Attendance Sheet
Print Member List (Simple Version)
Attendance 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
Upload/Remove Meeting Venue Map
Edit Club Logo NEW!
Edit Custom Fields
Website Sponsorship Area
Upload Sponsorship Guide
Google Analytics NEW!

Access Level 40

🏠 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!**

Email Message Centre **NEW!**

View Club Documents

My Attendance

My Committees

My Billing Account Balance

🌐 Website Manager

Website Designer 3.0

Edit Home Page Links

Edit Stories

Edit Events 2.0

Edit Speakers

Edit Download Files

Edit Site Pages

Edit Photo Albums

Edit Club Documents

MyEventRunner Registration (new window)

✉️ Club eBulletin

Edit Bulletins **NEW!**

Send Bulletin

Archived Bulletins **NEW!**

👤 Membership Manager

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RI Integration

Request Member Updates

Edit Executives and Directors

Committee Management

Birthday & Anniversary Report

Gender Distribution (Summary)

Download Member Data **NEW!**

Member Designations

🗂️ Meeting Services

Input Attendance

Report Make-ups

Print Member List/Attendance Sheet

Print Member List (Simple Version)

Attendance 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

Upload/Remove Meeting Venue Map

Edit Club Logo **NEW!**

Edit Custom Fields

Website Sponsorship Area

Upload Sponsorship Guide

Google Analytics **NEW!**

Access Level 50

🏠 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!

Email Message Centre NEW!

View Club Documents

My Attendance

My Committees

My Billing Account Balance

🌐 Website Manager

Website Designer 3.0

Edit Home Page Links

Edit Stories

Edit Events 2.0

Edit Speakers

Edit Download Files

Edit Site Pages

Edit Photo Albums

Edit Club Documents

MyEventRunner Registration (new window)

✉️ Club eBulletin

Edit Bulletins NEW!

Send Bulletin

Archived Bulletins NEW!

👤 Membership Manager

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Other Users List

Inactive Members List

Friends of the Club

Bulletin Subscribers

New Member Program

Dues & Billing

RI Integration

Request Member Updates

Edit Executives and Directors

Committee Management

Birthday & Anniversary Report

Gender Distribution (Summary)

Download Member Data NEW!

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📚 Meeting Services

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Print Member List (Simple Version)

Attendance 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

Upload/Remove Meeting Venue Map

Edit Club Logo NEW!

Edit Custom Fields

Website Sponsorship Area

Upload Sponsorship Guide

Google Analytics NEW!

Access Level 60

🏠 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!

Email Message Centre NEW!

View Club Documents

My Attendance

My Committees

My Billing Account Balance

🌐 Website Manager

Website Designer 3.0

Edit Home Page Links

Edit Stories

Edit Events 2.0

Edit Speakers

Edit Download Files

Edit Site Pages

Edit Photo Albums

Edit Club Documents

MyEventRunner Registration (new window)

✉ Club eBulletin

Edit Bulletins NEW!

Send Bulletin

Archived Bulletins NEW!

👤 Membership Manager

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Friends of the Club

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Dues & Billing

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Gender Distribution (Summary)

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Print Member List/Attendance Sheet

Print Member List (Simple Version)

Attendance Report

Monthly Club Report

Customized Attendance Report

Edit Duty Roster - Who Does What

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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 70

🏠 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!

Email Message Centre NEW!

View Club Documents

My Attendance

My Committees

My Billing Account Balance

🌐 Website Manager

Website Designer 3.0

Edit Home Page Links

Edit Stories

Edit Events 2.0

Edit Speakers

Edit Download Files

Edit Site Pages

Edit Photo Albums

Edit Club Documents

MyEventRunner Registration (new window)

✉️ Club eBulletin

Edit Bulletins NEW!

Send Bulletin

Archived Bulletins NEW!

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Customized Attendance Report

Edit Duty Roster - Who Does What

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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 80

Access Level 90

No access to admin screens.

🏠 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!**

Email Message Centre **NEW!**

View Club Documents

My Attendance

My Committees

My Billing Account Balance

🌐 Website Manager

Website Designer 3.0

Edit Home Page Links

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Archived Bulletins **NEW!**

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Upload Sponsorship Guide

Google Analytics **NEW!**