

ClubRunner

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How do I change a member's access level?

Michael C. - 2021-03-22 - Membership Management

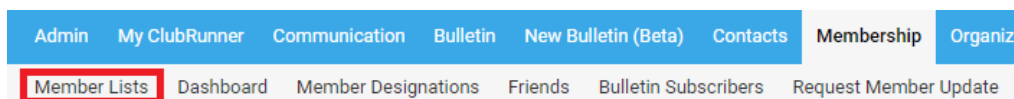
Each of your club members has been assigned an **Access Level**. This represents their ability to access and edit ClubRunner features. Club members can be assigned a new access level when they take on a new role in the club. For example, an ordinary member can be elected president, or assigned web master 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.

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.

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 |
|  | | Bengochea, Lyssa | Active | 30 | Change Status Reset Password |

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 |
| | Bengochea, 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**.

Cancel Save

Fields marked in red are required.

System Login

Club Access Level 70 - Member Login Name

Member Roles

39 (MRO) MER Read Only Access

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

9. **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.

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

Member Profile



Earl Adkins
[Printable Version](#)

Cancel Save

Fields marked in red are required.

System Login

Club Access Level Login Name

This will save the member with the assigned access level, or discard the changes. [Click here to learn more about Access Levels.](#)

Related Content

- [How do I download member data?](#)
- [What access levels are there in ClubRunner?](#)
- [What is the member profile, and how do I edit it?](#)