

## How do I change a member's district access rights?

Michael C. - 2022-03-03 - District Organization

Access rights determine how much information you can see on the district website, and how much access you have for the purpose of editing or changing information. Only users with the district **Administrator** access right assigned can manage others District Access Rights.

**Note:** Your District Access Rights have no bearing on your Club Access Level on your club level ClubRunner website.

1. To grant or remove access rights for a member, you need to login to the District webpage. Click **Member Login** at the top right and then navigate to the **Member Area**.
2. Now, click on the **Membership** tab.
3. Next, click on the **Member Access Rights** link. This brings you to the **Member Access Rights** screen, where you are asked to select the member whose access rights you wish to change.

### Member Access Rights

Step 1:

Select the Club to which the member belongs:

Orange City

OR

Type the first few letters of member's name

Last Name:

OR

First Name:

Step 2:

Select the member's name from the list below:

Bailey, Daniel

4. Next, locate the member whose access rights you wish to change. You can do this one of two ways, by search for a given member of a club, or searching by the member's name. To select a given member of a club, select the member's club from the drop down menu in **Step 1**.

## Member Access Rights

|  |  |
|--|--|
| <p><b>Step 1:</b></p> <p>Select the Club to which the member belongs:</p> <p>Orange City ▾</p> | <p><b>Step 2:</b></p> <p>Select the member's name from the list below:</p> <p>Bailey, Daniel ▾</p> <p>Continue</p> |
| <p>OR</p> <p>Type the first few letters of member's name</p> <p>Last Name: Bailey</p>          |  |
| <p>OR</p> <p>First Name:</p>   |  |
| <p>Next &gt;&gt;</p>   |  |

5. Now, choose the member's name from the drop down menu that appears under the heading **Step 2**.

## Member Access Rights

|  |  |
|--|--|
| <p><b>Step 1:</b></p> <p>Select the Club to which the member belongs:</p> <p>Orange City ▾</p> | <p><b>Step 2:</b></p> <p>Select the member's name from the list below:</p> <p>Bailey, Daniel ▾</p> <p>Continue</p> |
| <p>OR</p> <p>Type the first few letters of member's name</p> <p>Last Name: Bailey</p>          |  |
| <p>OR</p> <p>First Name:</p>   |  |
| <p>Next &gt;&gt;</p>   |  |

6. Alternatively, you can do a search for the member's name using the **Last Name** and **First Name** text fields.

## Member Access Rights

**Step 1:**  
Select the Club to which the member belongs:

Orange City

OR

Type the first few letters of member's name

Last Name: Bailey

OR

First Name:

Next >>

**Step 2:**  
Select the member's name from the list below:

Bailey, Daniel

Continue

7. This will generate a list of matching names in the **Step 2** drop down menu.
8. Select the matching name and then click the **Continue** button.

## Member Access Rights

**Step 1:**  
Select the Club to which the member belongs:

Orange City

OR

Type the first few letters of member's name

Last Name: Bailey

OR

First Name:

Next >>

**Step 2:**  
Select the member's name from the list below:

Bailey, Daniel

Continue

9. You are now on the **Access Rights** page for that member. Here, you will see all the possible access levels, which a checkbox next to each one currently held by the member. To learn more about these access levels please read the article called [Introduction to District Access Rights/Levels](#).

## Update Member Access Right

Member: **Leigh Brackett**

Roles:

|                          |  |                      |
|--------------------------|--|----------------------|
| <input type="checkbox"/> | Administrator                                  | <a href="#">List</a> |
| <input type="checkbox"/> | Website Content Editor                         | <a href="#">List</a> |
| <input type="checkbox"/> | Attendance Editor                              | <a href="#">List</a> |
| <input type="checkbox"/> | Membership Editor                              | <a href="#">List</a> |
| <input type="checkbox"/> | Club Information Editor                        | <a href="#">List</a> |
| <input type="checkbox"/> | District Communication - Email Executives Only | <a href="#">List</a> |
| <input type="checkbox"/> | Event  | <a href="#">List</a> |
| <input type="checkbox"/> | District Communication - Email All Members     | <a href="#">List</a> |
| <input type="checkbox"/> | MyEventRunner Administrator                    | <a href="#">List</a> |
| <input type="checkbox"/> | District Beta Tester                           | <a href="#">List</a> |
| <input type="checkbox"/> | Download Member Data                           | <a href="#">List</a> |
| <input type="checkbox"/> | Grant Administrator                            | <a href="#">List</a> |
| <input type="checkbox"/> | Grant User                                     | <a href="#">List</a> |
| <input type="checkbox"/> | MER Read Only Access                           | <a href="#">List</a> |

Save

10. Click on each appropriate access rights level for this member. If you are removing an access level, click to remove it. When you are finished, hit **Save**. The member will be able to use their new access level next time they log in.

# Update Member Access Right

Member: **Daniel Bailey**

|        |   |      |
|--------|---|------|
| Roles: | <input checked="" type="checkbox"/> Administrator                       | List |
|        | <input type="checkbox"/> Website Content Editor                         | List |
|        | <input type="checkbox"/> Attendance Editor                              | List |
|        | <input type="checkbox"/> Membership Editor                              | List |
|        | <input type="checkbox"/> Club Information Editor                        | List |
|        | <input type="checkbox"/> District Communication - Email Executives Only | List |
|        | <input type="checkbox"/> Event  | List |
|        | <input type="checkbox"/> District Communication - Email All Members     | List |
|        | <input type="checkbox"/> MyEventRunner Administrator                    | List |
|        | <input type="checkbox"/> District Beta Tester                           | List |
|        | <input type="checkbox"/> Download Member Data                           | List |
|        | <input type="checkbox"/> Grant Administrator                            | List |
|        | <input type="checkbox"/> Grant User                                     | List |
|        | <input type="checkbox"/> MER Read Only Access                           | List |



## Related Content

- [Which District and Club Positions grant access for the role?](#)
- [How do I view all members with a given district access level?](#)
- [Introduction to district access rights](#)