

# ClubRunner

Help Articles > Club Help > Club - Administration Guide > Membership Management > What access levels are there in ClubRunner?

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## What access levels are there in ClubRunner?

Michael C. - 2022-05-25 - 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.

### 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.



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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

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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

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### 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

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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

### Need Help?

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- [Join the Community](#)
- [Contact Support](#)


#### Contact Support



Submit a support ticket to our team.

### What's New

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ENGAGEMENT

### Communication

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

[Send Email](#) [Send Bulletin](#) [Help](#)

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Email Services      [Bulletins](#) [Help](#)  
Email Templates      [Bulletin Send History](#)  
Email Traffic Report      [Manage Blocked Emails](#)

### Events & Volunteering

Publicize and organize your events, speakers and volunteer schedules.

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

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Event Planner      Volunteers  
Calendar Items (Recurring)      Member Hours Report  
MyEventRunner [Help](#)      Club Hours Report  
Speakers

### Attendance

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

[Dashboard](#) [Reports](#) [Help](#)

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Meeting List      Dashboard  
Leaves of Absence      Guest Reports  
Report Makeups      Rules & Settings

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CLUB & MEMBERSHIP MANAGEMENT

### Membership

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

[Active Members](#) [Help](#)

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Active Members [Search](#)      Designations  
Inactive Members      Request Membership Updates  
Other Users      New Member Program  
Contacts      Download Member Data

### Organization

Manage key information and functions of your club.

[Club Information](#) [Help](#)

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Club Information      Dues & Billing  
Executives & Directors      Meeting Responsibilities  
Committees      Participation Points  
Documents

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### Reports

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

[Club Activity Report](#) [Member Activity Report](#) [Help](#)

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Club Dashboard      Years of Service  
eDirectory Reports      Birthdays & Anniversaries  
eDirectory Builder      Gender Distribution  
Login Activity      Age Distribution  
Rule of 85

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

[Compare & Synchronize](#) [Help](#)

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Integration Settings      Compare & Synchronize Members  
Member Updates Archive      Compare & Synchronize Executives  
Club Updates Archive      Missing Rotary ID Report

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WEBSITE MANAGEMENT

### Website Content

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

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

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Story Library [+ Create Story](#)      Photo Albums [+ Create Photo Album](#)  
Story Comments      Pages [+ Create Page](#)  
Story Tags      Download Files [+ Add Download File](#)  
Image Library

**Access Level 60 - Editor**

**My ClubRunner**


Edward Chu Edit Profile

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

**Need Help?**

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- Access Knowledgebase
- Join the Community
- Contact Support


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**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.



**WEBSITE MANAGEMENT**

**Website Content**

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

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

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[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](#) → [Send Bulletin](#) → [Help](#)

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[Email Services](#)      [Bulletins](#)  
[Email Templates](#)      [Bulletin Send History](#)

**Events & Volunteering**


Publicize and organize your events, speakers and volunteer schedules.

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

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

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[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](#)

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

### Access Level 80 - Restricted Member

**Rotary** 

**Welcome John!**

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

## 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!**
- 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 - Club President

### My ClubRunner

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[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

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[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

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

### Membership Manager

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[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

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[Input Attendance](#)  
[Report Make-ups](#)  
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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

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[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 - Club Executive

### My ClubRunner

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[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

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[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

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

### Membership Manager

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[Club Dashboard](#)  
[Active Member List](#)  
[Other Users List](#)  
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[Friends of the Club](#)  
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[Birthday & Anniversary Report](#)  
[Gender Distribution \(Summary\)](#)  
[Download Member Data](#) **NEW!**  
[Member Designations](#)

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[Customized Attendance Report](#)  
[Edit Duty Roster - Who Does What](#)  
[Member Leaves of Absence](#)  
[Member Attendance Exemption](#)

### Administrator

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[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 - Editor**

## My ClubRunner

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[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

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[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

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

## Membership Manager

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[Club Dashboard](#)  
[Active Member List](#)  
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## Meeting Services

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[Edit Duty Roster - Who Does What](#)  
[Member Leaves of Absence](#)  
[Member Attendance Exemption](#)

## Administrator

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[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 - Member**



## My ClubRunner

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[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

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[Edit Download Files](#)  
[Edit Site Pages](#)  
[Edit Photo Albums](#)  
[Edit Club Documents](#)  
[MyEventRunner Registration \(new window\)](#)

## Club eBulletin

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

## Membership Manager

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[Club Dashboard](#)  
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[Website Sponsorship Area](#)  
[Upload Sponsorship Guide](#)  
[Google Analytics](#) **NEW!**

**Access Level 80 - Restricted Member**

### My ClubRunner

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[Edit My Profile](#)  
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[My Commitments](#)  
[My New Member Activities](#) **NEW!**  
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[View Printable Mailing Labels](#) **NEW!**  
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### Website Manager

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[MyEventRunner Registration \(new window\)](#)

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

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[Edit Club Logo](#) **NEW!**  
[Edit Custom Fields](#)  
[Website Sponsorship Area](#)  
[Upload Sponsorship Guide](#)  
[Google Analytics](#) **NEW!**

## 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.

## Related Content

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