

Setting Access for Officers, Executives, Editors for the Club Website

When people are added as Active Members, the Club Access Level is automatically set at 70 – Member.

The screenshot shows a 'Member Profile' page for 'Sample Sample'. The 'Settings' tab is selected. In the 'System Login' section, the 'Club Access Level' is set to '70 - Member'. An 'Edit' button is visible in the top right corner. A dropdown menu is shown below, listing access levels from 30 to 90, with '70 - Member' selected.

Logon to your Club Website (not the District)
 Select the member Profile and the Settings Tab of their Profile.
 Select Edit.
 The Drop Down Arrow to the upper right opens the options.

A close-up of the 'Club Access Level' dropdown menu. The current selection is '70 - Member'. The dropdown list includes the following options: 30 - Site Administration, 40 - President, 50 - Club Executive, 60 - Editor, 70 - Member (selected), 80 - Restricted Member, and 90 - No Access.

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. <i>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.</i>
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.