ClubRunner

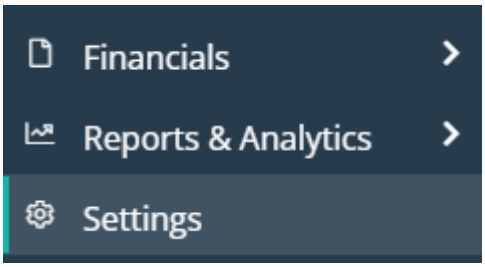
[NOVA] How can I control which Smart Lists show in modules?

Ryan A. - 2025-08-26 - Smart List

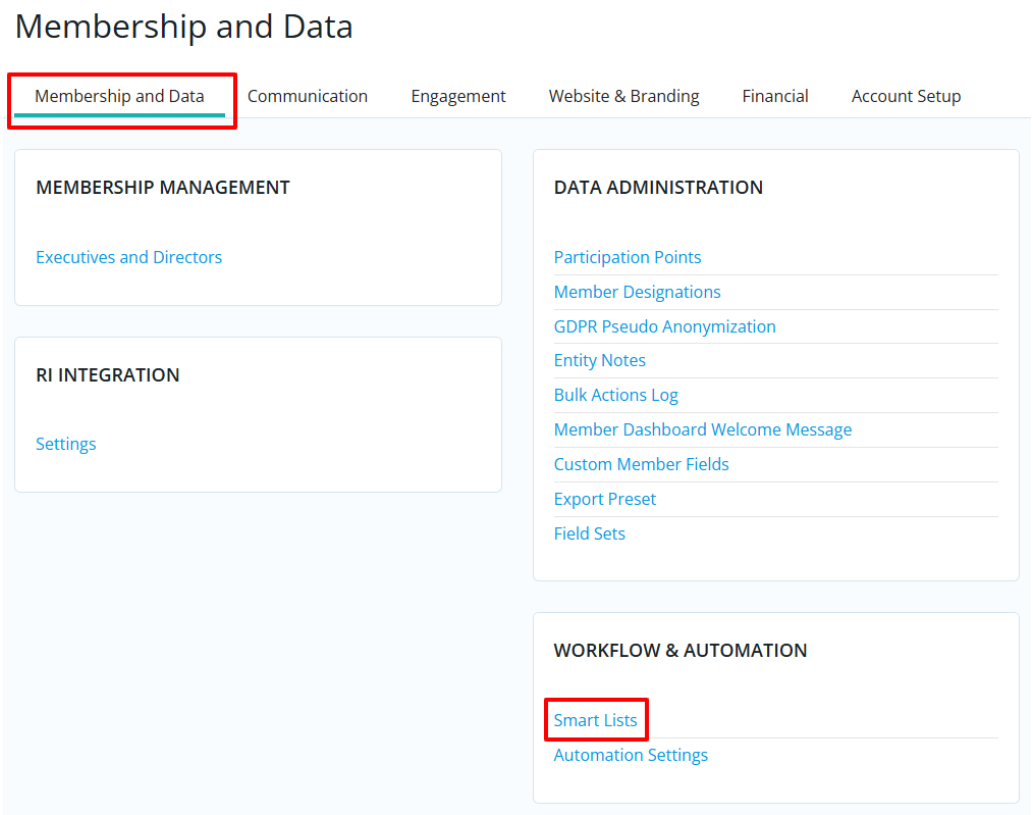
Smart Lists can be set up to only be accessible in specific modules of the ClubRunner system.

1. To begin, log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. **Alternatively, click here to go directly to the ClubRunner login page.**

2. Once logged in, click on **Settings** in the left-hand side menu.

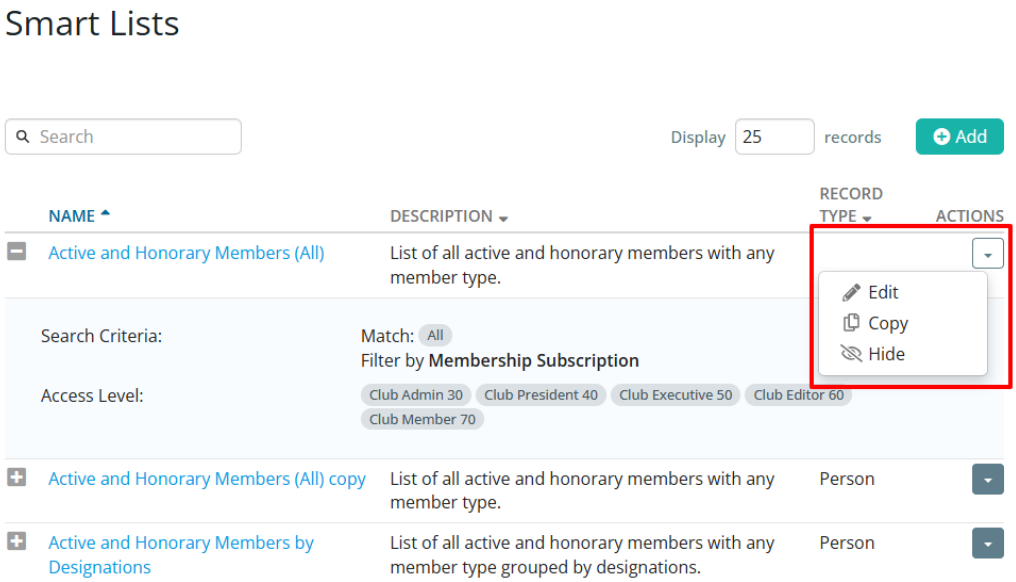


3. On the settings "Membership and Data" page, look for the "Workflow & Automation" section and click the **Smart Lists** link.

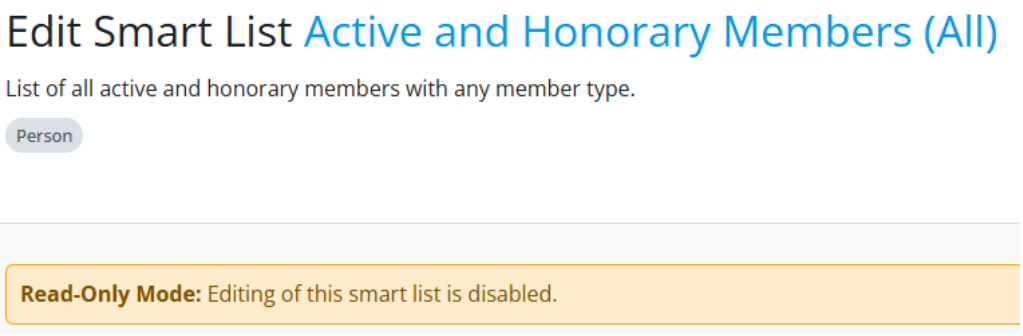


4. You will now see all the Smart Lists that exist in the account. You can click the **plus (+) icon** to expand each Smart List to show the current access level settings.

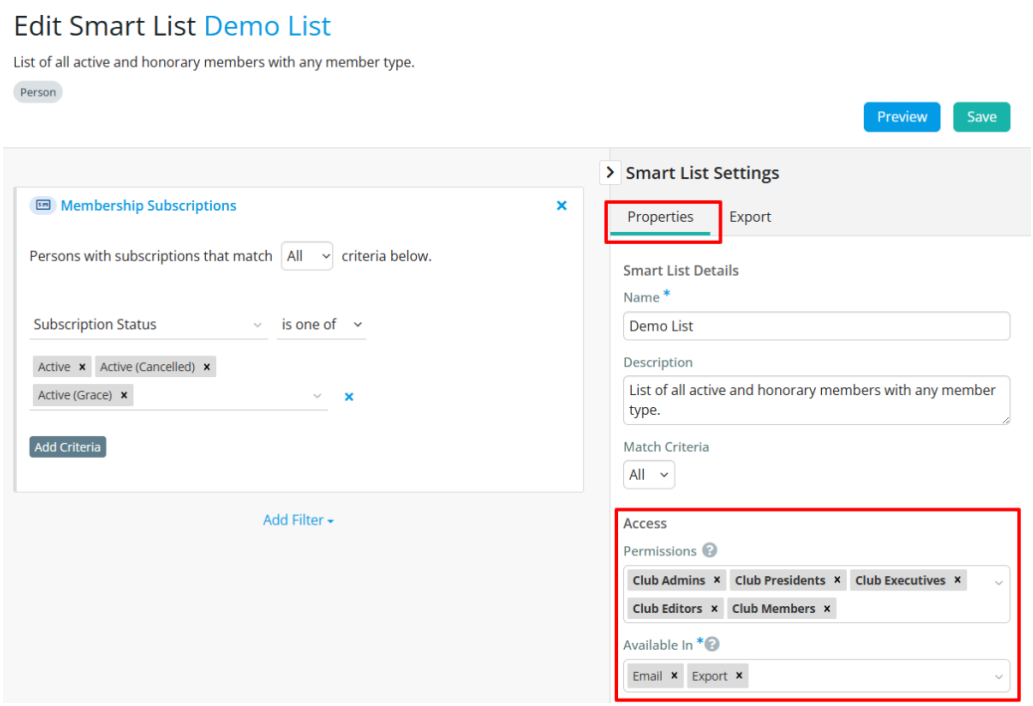
   To edit the access level settings, click the **down arrow** button and select **Edit** next to the Smart List you'd like to edit.



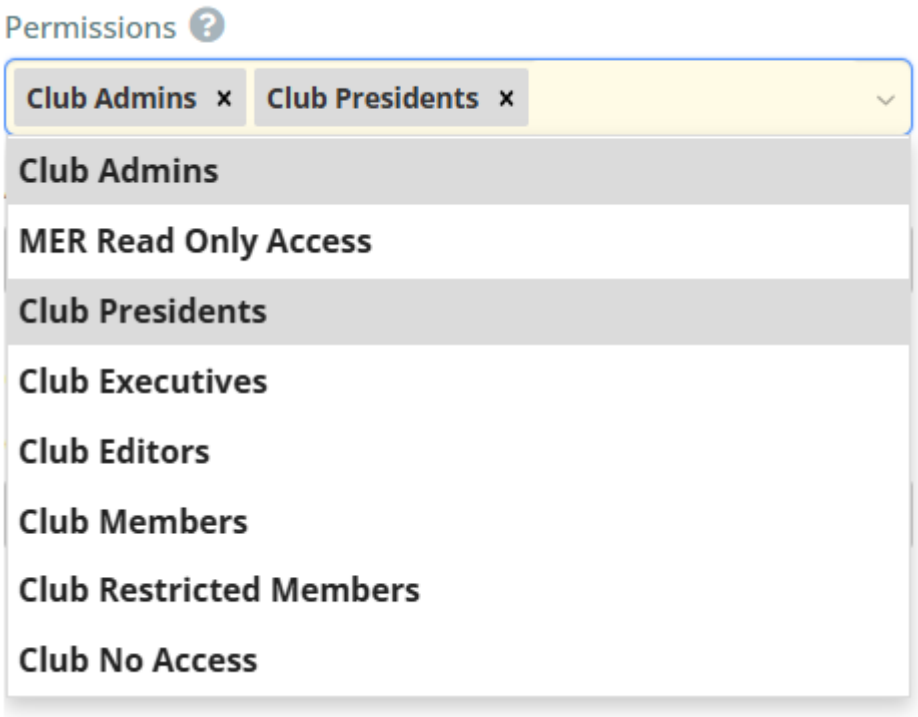
   Please note that not all Smart Lists can be edited, as some are system-generated and will show a message stating that they are read-only and editing is disabled.



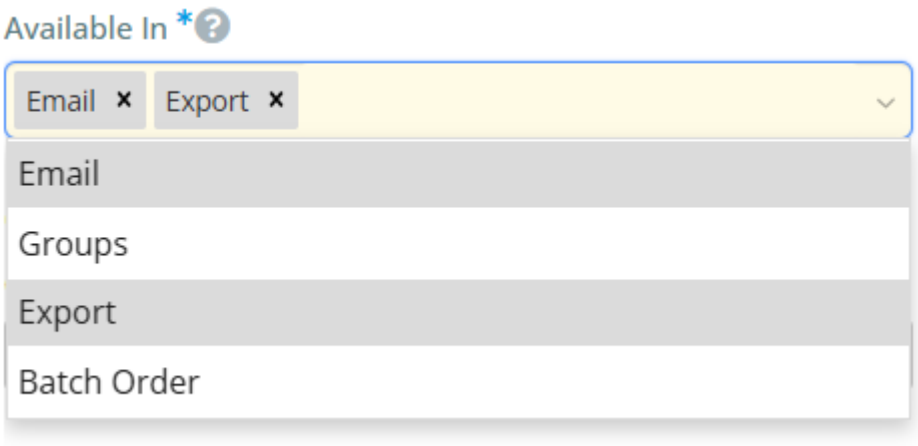
5. Now you're on the edit page for the selected Smart List. On the right-hand side of the page in the "Smart List Settings" section, on the "Properties" tab, you'll find the Access controls.



6. **Permissions:** This allows you to set which member levels have access to the Smart List. You can select as many options from the drop-down list as needed. Clicking the "X" will remove an option from the list.



7. **Available In:** This controls which modules of the account the Smart List is available in. You can select as many options from the drop-down list as needed. Clicking the "X" will remove an option from the list.



8. Remember to click the **Save** button in the upper right-hand corner of the page to save any changes you make to the Smart List access settings.

