

ClubRunner

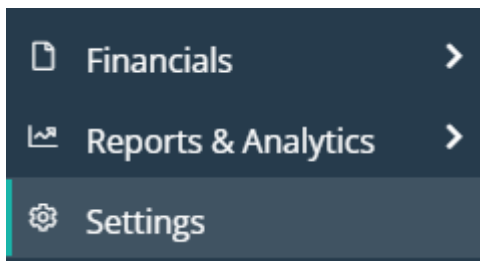
[Help Articles](#) > [Nova](#) > [Smart List](#) > [\[NOVA\] How can I control who can access Smart Lists?](#)

[NOVA] How can I control who can access Smart Lists?

Ryan A. - 2025-08-26 - [Smart List](#)

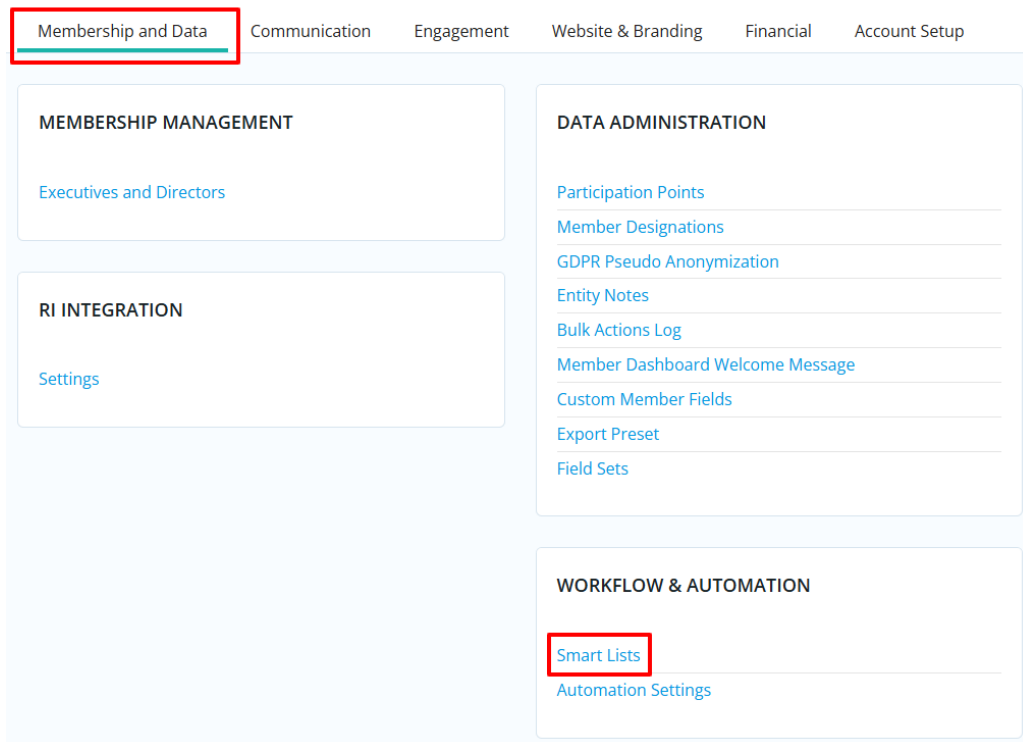
Smart Lists can be set up to only be accessible by specific members of your club based on their access level.

1. 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.

Membership and Data

A screenshot of the ClubRunner 'Membership and Data' settings page. The page has a light blue background. At the top, there is a navigation bar with several tabs: 'Membership and Data' (highlighted with a red box), 'Communication', 'Engagement', 'Website & Branding', 'Financial', and 'Account Setup'. Below the navigation bar, there are three main sections: 'MEMBERSHIP MANAGEMENT' with a link to 'Executives and Directors', 'RI INTEGRATION' with a link to 'Settings', and 'DATA ADMINISTRATION' with links to 'Participation Points', 'Member Designations', 'GDPR Pseudo Anonymization', 'Entity Notes', 'Bulk Actions Log', 'Member Dashboard Welcome Message', 'Custom Member Fields', 'Export Preset', and 'Field Sets'. At the bottom, there is a 'WORKFLOW & AUTOMATION' section with a link to 'Smart Lists' (highlighted with a red box) and a link to 'Automation Settings'.

- 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 and it's filters. To edit the access level settings, click the **down arrow** button and select **Edit** next to the smart list you'd like to edit.

Smart Lists

Search Display records [+ Add](#)

NAME ^	DESCRIPTION v	RECORD TYPE v	ACTIONS
Active and Honorary Members (All)	List of all active and honorary members with any member type.		<div> Edit Copy Hide</div>
Search Criteria: Match: All Filter by Membership Subscription			
Access Level: Club Admin 30 Club President 40 Club Executive 50 Club Editor 60 Club Member 70			
Active and Honorary Members (All) copy	List of all active and honorary members with any member type.	Person	
Active and Honorary Members by Designations	List of all active and honorary members with any member type grouped by designations.	Person	

Note

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

Edit Smart List [Active and Honorary Members \(All\)](#)

List of all active and honorary members with any member type.

Person

Read-Only Mode: Editing of this smart list is disabled.

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

Edit Smart List Demo List

List of all active and honorary members with any member type.

Person

Preview Save

Membership Subscriptions

Persons with subscriptions that match All criteria below.

Subscription Status is one of

Active Active (Cancelled) Active (Grace)

Add Criteria

Add Filter

Smart List Settings

Properties Export

Smart List Details

Name Demo List

Description List of all active and honorary members with any member type.

Match Criteria All

Access

Permissions

Club Admins Club Presidents Club Executives

Club Editors Club Members

Available In

Email Export

- Permissions:** This allows you to set which member levels have access to the smart list. You can select as many options from the dropdown list as needed. Clicking the "X" next to the access level will remove that option from the list. Once you select a certain Permission option, only members with that access level will be able to use this Smart List. As an example: "Club Executives" permission means Club Administrators will not see this Smart List option when composing an email, or exporting certain information, until this access level is added under permissions, too.

Permissions ?

Club Admins x Club Presidents x

Club Admins

MER Read Only Access

Club Presidents

Club Executives

Club Editors

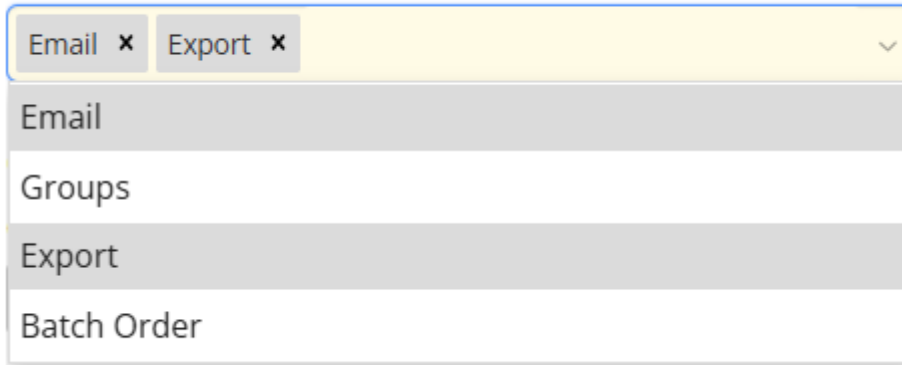
Club Members

Club Restricted Members

Club No Access

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

Available In *?



A dropdown menu with a yellow background and a blue border. The top bar contains two selected items: 'Email' and 'Export', each with a small 'x' icon to its right. Below the bar is a list of options: 'Email', 'Groups', 'Export', and 'Batch Order'. The 'Email' and 'Export' options are highlighted with a grey background, indicating they are selected.

- Remember to click the **Save** button in the upper right corner of the page to save any changes you make to the smart list access settings.

Edit Smart List Demo List

List of all active and honorary members with any member type.

Person

Preview

Save