

How do I change a member's access level?

Michael C. - 2021-03-22 - Membership Management

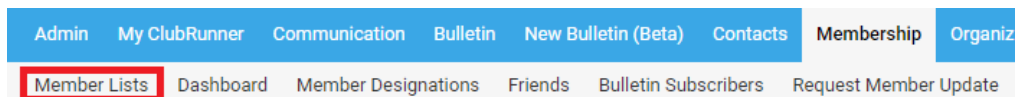
Each of your club members has been assigned an **Access Level**. This represents their ability to access and edit ClubRunner features. Club members can assigned a new access level when they take on a new role in the club. For example, an ordinary member can be elected president, or assigned web master duties. These changes require a higher access level. If you are a club executive or site administrator, you can adjust a member's access level as needed.

NOTE: Your Club access levels only impact the Club's ClubRunner account, and do not work at the District's account.

1. You can change a member's access level using the **Member List** feature. First, go to your club homepage and log in. Then, click on **Member Area** near the top right of the page.
2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.



3. Now, click on **Member Lists**.









4. You are now on the **Active Members List** page, where you can browse a list of all currently active members.

Active Members List

Members per Page: 25 ▼

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add New Member

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Abrams, Zerkar	Active	70	Change Status Reset Password
		Adamec, Flora	Active	70	Change Status Reset Password
		Adkins, Earl	Active	70	Change Status Reset Password
		Bartel, Micki	Honorary	70	Change Status Reset Password
		Benedtti, Karleen	Active	70	Change Status Reset Password
		Bengoechea, Lyssa	Active	30	Change Status Reset Password

5. To edit a member's access level, click on the member's name to access their profile

page.

Active Members List

Members per Page: 25

AllA B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add New Member

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
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		Adkins, Earl	Active	70	Change Status Reset Password
		Bartel, Micki	Honorary	70	Change Status Reset Password
		Benedtti, Karleen	Active	70	Change Status Reset Password
		Bengoechea, Lyssa	Active	30	Change Status Reset Password

6. You are now on the **Member Profile** page. Here, you can view and edit the member's personal and club details. To change their access level, click the **Settings** tab.

Member Profile

Earl Adkins
[Printable Version](#)

Update

Personal

Rotary

Biography

Commitments

Settings

Privacy

Edit

Member Details

TitleMs

GenderMale

First NameEarl

Date of Birth

Middle NameAndonis

Anniversary

7. Next, click the **Edit** button.

Member Profile

Earl Adkins
[Printable Version](#)

Update

Personal

Rotary

Biography

Commitments

Settings

Privacy

Edit

System Login

Club Access Level70 - Member

Login NameEarlAdkins15272

PasswordReset Password

8. To adjust the member's access level, select the appropriate access from the drop down menu labelled **Club Access Level**.

Cancel Save

Fields marked in red are required.

System Login

Club Access Level 70 - Member

Member Roles

☐ 39 (MRO) MER Read Only Access

Login Name EarlAdkins15272

9. **Note:** You can only increase someone's access level to the same level as your own. For example as a level 50 Club executive you cannot make someone a level 40 President, or level 30 Site Administrator.

Now click **Save** to keep your changes, or **Cancel** to discard them.

Member Profile



Earl Adkins
[Printable Version](#)

Cancel Save

Fields marked in red are required.

System Login

Club Access Level 50 - Club Executive

Login Name EarlAdkins15272

This will save the member with the assigned access level, or discard the changes. [Click here to learn more about Access Levels.](#)

Related Content

- [How do I download member data?](#)
- [What access levels are there in ClubRunner?](#)
- [What is the member profile, and how do I edit it?](#)