ClubRunner

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.

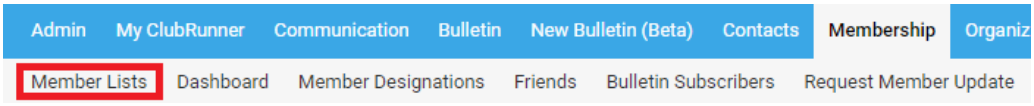
NOTE: Your Club access levels only impact the Club's ClubRunner account, and do not work at the District's account.

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.

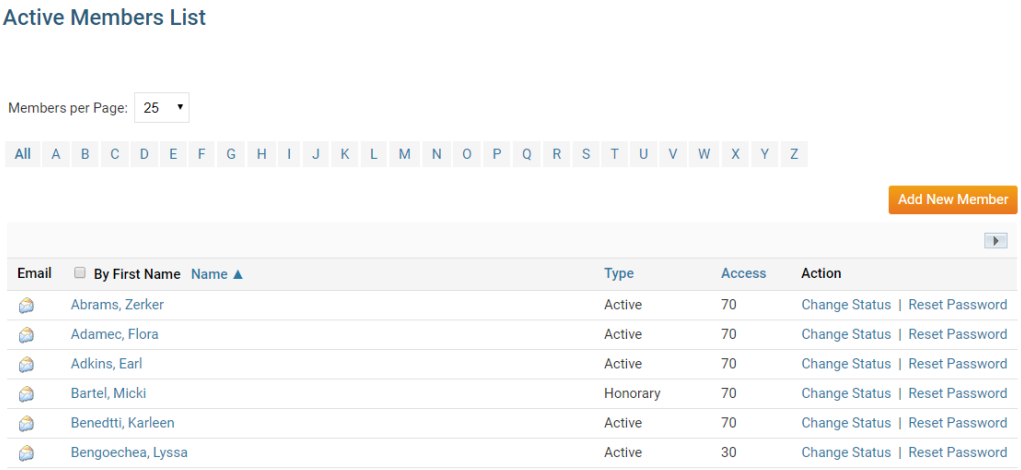
2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.



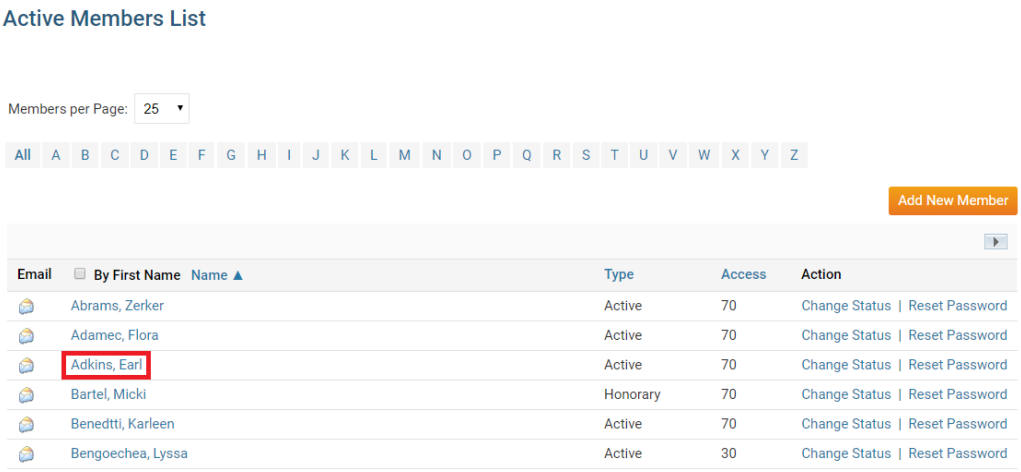
3. Now, click on **Member Lists**.



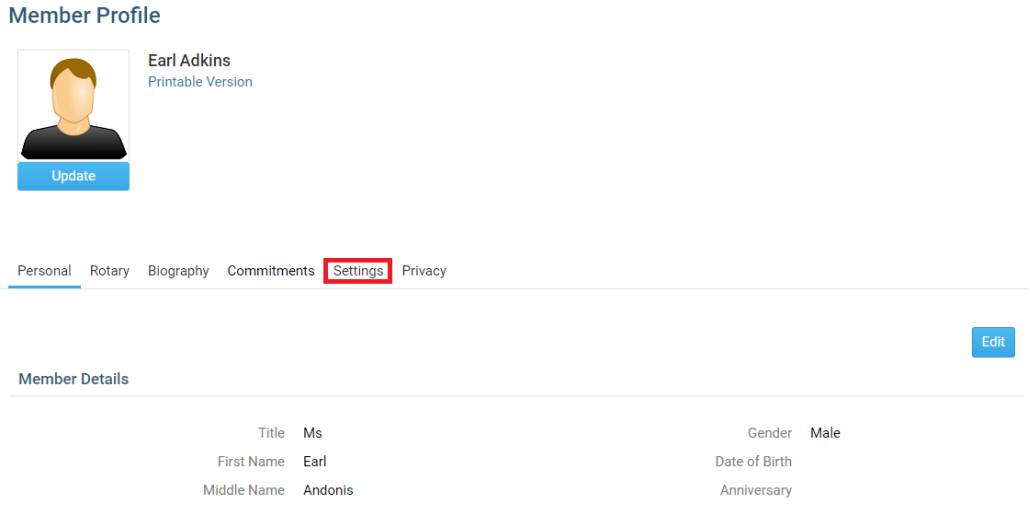
4. You are now on the **Active Members List** page, where you can browse a list of all currently active members.



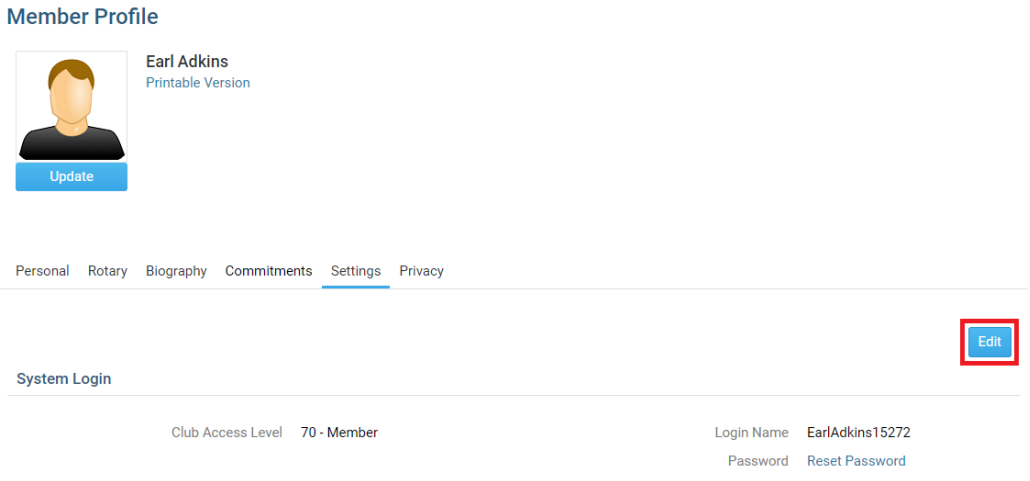
5. To edit a member's access level, click on the member's name to access their profile page.



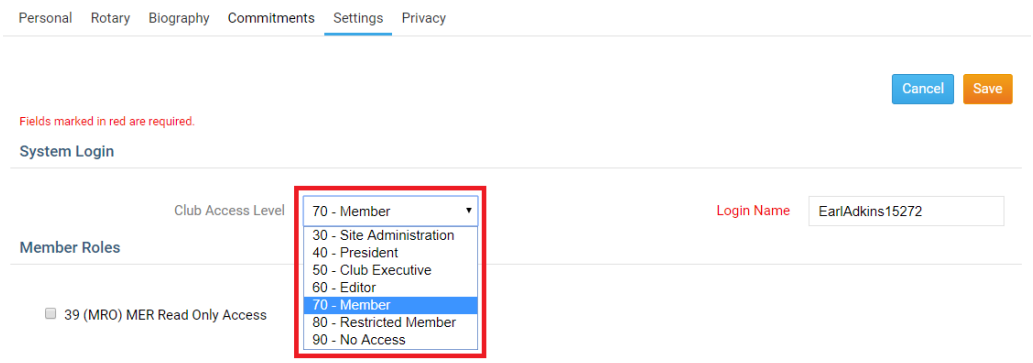
6. You are now on the **Member Profile** page. Here, you can view and edit the member's personal and club details. To change their access level, click the **Settings** tab.



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

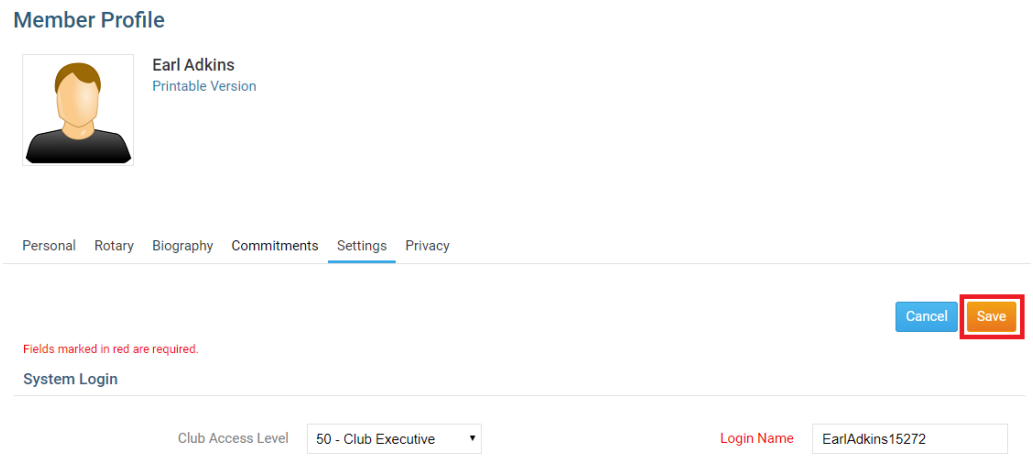


8. To adjust the member's access level, select the appropriate access from the drop down menu labelled **Club Access Level.**



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.



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?