ClubRunner

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How do I change a member's district access rights?

Michael C. - 2022-03-03 - District Organization

Access rights determine how much information you can see on the district website, and how much access you have for the purpose of editing or changing information. Only users with the district **Administrator** access right assigned can manage others District Access Rights.

Note: Your District Access Rights have no bearing on your Club Access Level on your club level ClubRunner website.

- 1. To grant or remove access rights for a member, you need to login to the District webpage. Click **Member Login** at the top right and then navigate to the **Member Area**.
- 2. Now, click on the **Membership** tab.

Member Access Rights

3. Next, click on the **Member Access Rights** link. This brings you to the **Member Access Rights** screen, where you are asked to select the member whose access rights you wish to change.

Step 1:	Step 2:
Select the Club to which the member belongs:	Select the member's name from the list below:
Orange City 🗸	Bailey, Daniel 🗸 🗸
OR	Continue
Type the first few letters of member's name	
Last Name:	
Last Name: OR	
Last Name: OR First Name:	

4. Next, locate the member whose access rights you wish to change. You can do this one of two ways, by search for a given member of a club, or searching by the member's name. To select a given member of a club, select the member's club from the drop down menu in **Step 1**.

Member Access Rights

Step 1:	Step 2:
Select the Club to which the member belongs:	Select the member's name from the list below:
Orange City	Bailey, Daniel 🗸
OR	Continue
Type the first few letters of member's name	
Last Name: Bailey	
OR	
First Name:	
Next >>	

5. Now, choose the member's name from the drop down menu that appears under the heading Step 2.

Member Access Rights

Step 1:	Step 2:
Select the Club to which the member belongs:	Select the member's name from the list below:
Orange City 🗸	Bailey, Daniel 🗸
OR	Continue
Type the first few letters of member's name	
Last Name: Bailey	
OR	
First Name:	
Next >>	

6. Alternatively, you can do a search for the member's name using the Last Name and First Name text fields.

Member Access Rights

Step 1:	Step 2:
Select the Club to which the member belongs:	Select the member's name from the list below
Orange City	Bailey, Daniel 🗸
OR	Continue
Type the first few letters of member's name	
Last Name: Bailey	
OR	
First Name:	
Next >>	

- 7. This will generate a list of matching names in the ${\bf Step}\ {\bf 2}$ drop down menu.
- 8. Select the matching name and then click the **Continue** button.

Member Access	Rights

Step 1:	Step 2:
Select the Club to which the member belongs:	Select the member's name from the list below:
Orange City 🗸	Bailey, Daniel 🗸
OR	Continue
Type the first few letters of member's name	
Last Name: Bailey	
OR	
First Name:	
Next >>	

9. You are now on the **Access Rights** page for that member. Here, you will see all the possible access levels, which a checkbox next to each one currently held by the member. To learn more about these access levels please read the article called <u>Introduction to District Access Rights/Levels</u>.

Update Member Access Right

Member:	Leig	Jh Brackett	
Roles:		Administrator	<u>List</u>
		Website Content Editor	<u>List</u>
		Attendance Editor	<u>List</u>
		Membership Editor	<u>List</u>
		Club Information Editor	<u>List</u>
		District Communication - Email Executives Only	<u>List</u>
		Event	<u>List</u>
		District Communication - Email All Members	<u>List</u>
		MyEventRunner Administrator	<u>List</u>
		District Beta Tester	<u>List</u>
		Download Member Data	<u>List</u>
		Grant Administrator	<u>List</u>
		Grant User	<u>List</u>
		MER Read Only Access	<u>List</u>

Save

10. Click on each appropriate access rights level for this member. If you are removing an access level, click to remove it. When you are finished, hit **Save.** The member will be able to use their new access level next time they log in.

Update Member Access Right

Member:	Daniel Bailey	
Roles:	Administrator	List
	Website Content Editor	List
	Attendance Editor	List
	Membership Editor	List
	Club Information Editor	List
	District Communication - Email Executives Only	List
	Event	List
	District Communication - Email All Members	List
	MyEventRunner Administrator	List
	District Beta Tester	List
	Download Member Data	List
	Grant Administrator	List
	Grant User	List
	MER Read Only Access	List



Related Content

- <u>Which District and Club Positions grant access for the role?</u>
- How do I view all members with a given district access level?
- Introduction to district access rights