ClubRunner

[NOVA] How do I change a member's access level?

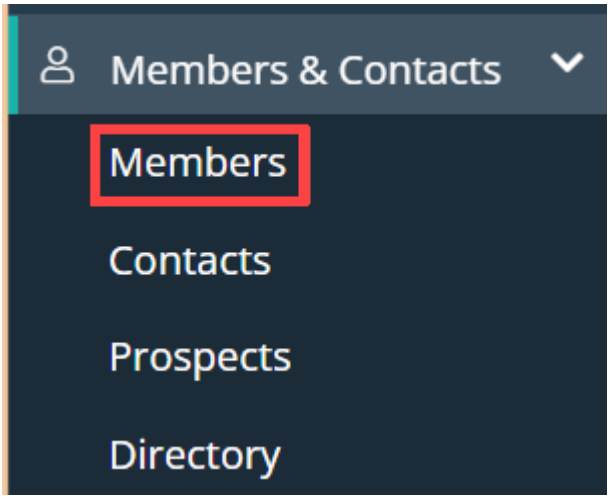
Marina N.B. - 2025-08-26 - Members & Contacts

Each club member has an assigned **Access Level**, which determines their ability to access and edit ClubRunner features. When members take on new roles within the club, their access levels may need to be updated. As an example, a regular member might be elected as President or given Webmaster duties, both of which require higher access levels. As a Club Executive or Site Administrator, you have the authority to adjust a member's access level as necessary to the **same level as your own**, e.g. as a level 50-Club Executive you cannot make someone a level 40-President, or level 30-Site Administrator.

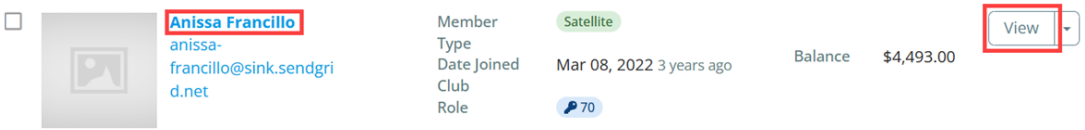
Note

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

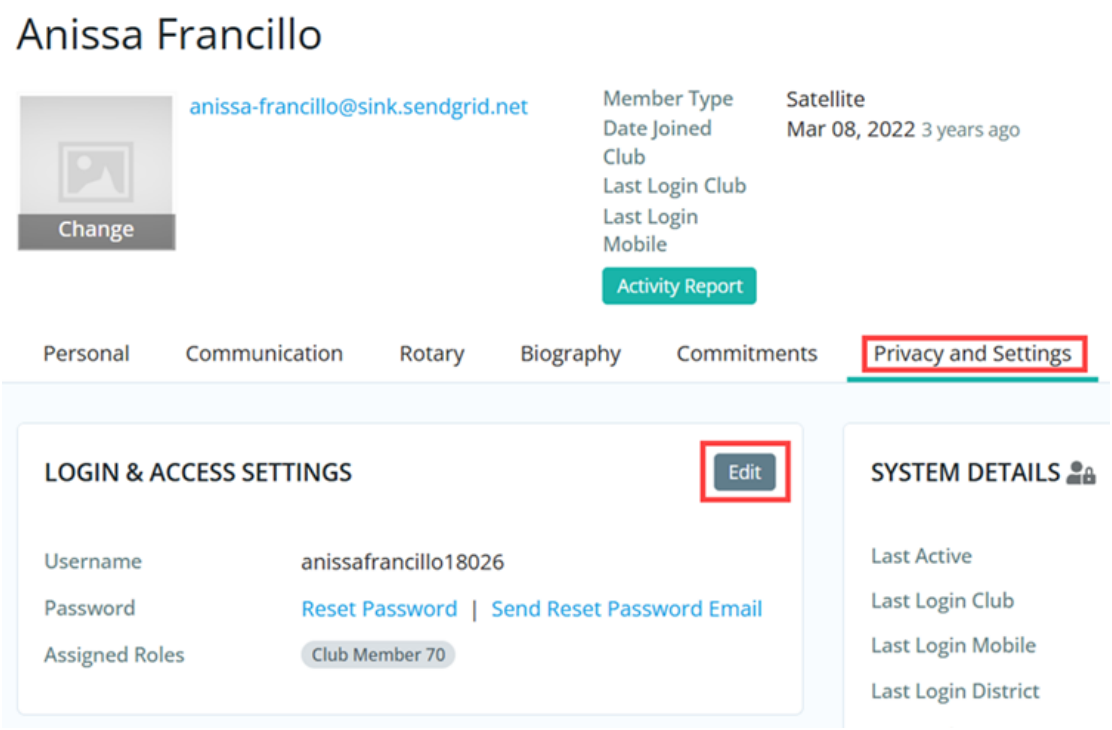
1. Once you log in to the club's website, click on **Members & Contacts** on the left-hand side, and navigate to the **Members** tab. You can now view all Active and Honorary members that are listed in your club's database.



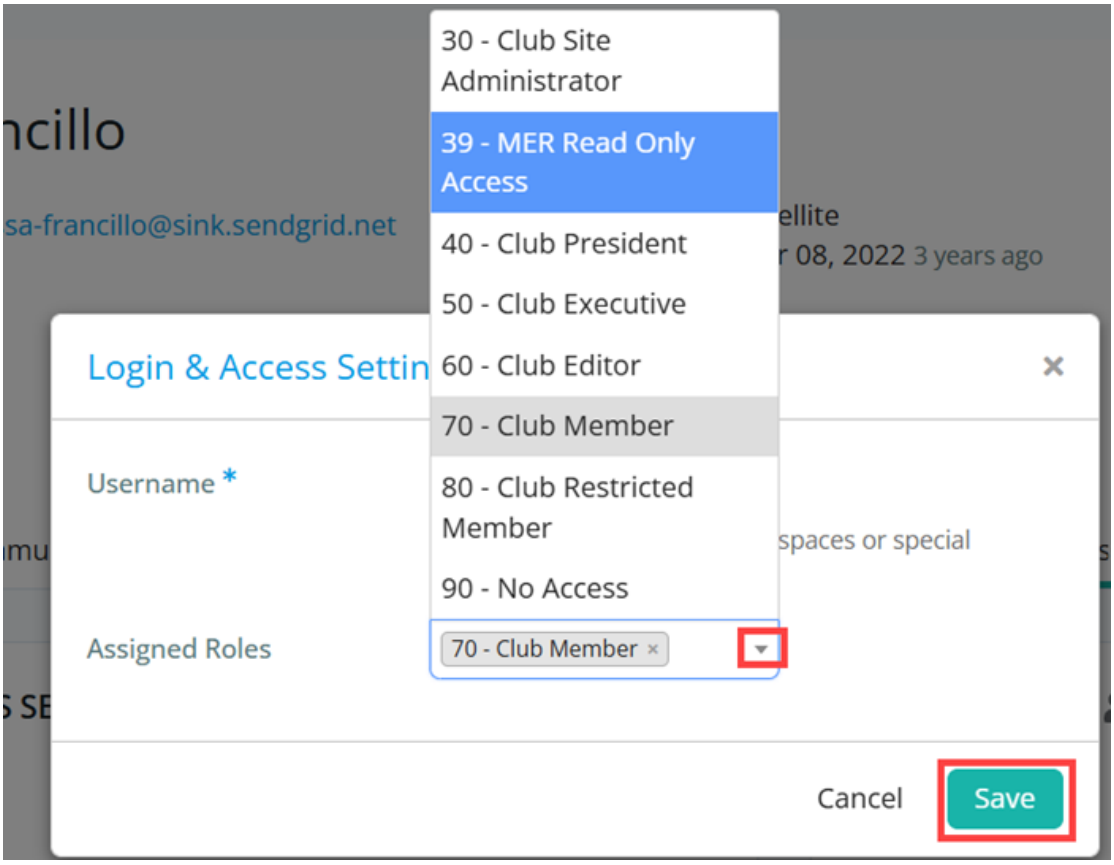
1. Click on the **member's name** or click **View** to the right of their details, to navigate to the **Member Profile** page.



1. Now that you are viewing their profile, click on the **Privacy and Settings** tab, then click **Edit** for the **Login & Access Settings** section.



1. Click the arrow for the **Assigned Roles** to view a drop-down selection, then click on the **Access Level** you wish to assign to this member. Afterwards, click **Save** to save the change, or **Cancel** to discard it. The member may need to log out and log back in for this change to be applied to their profile. If you wish to remove the access level, simply click on **X** next to the access level's label.



To learn more about what each Access Level can do within ClubRunner Nova, please **click here.**