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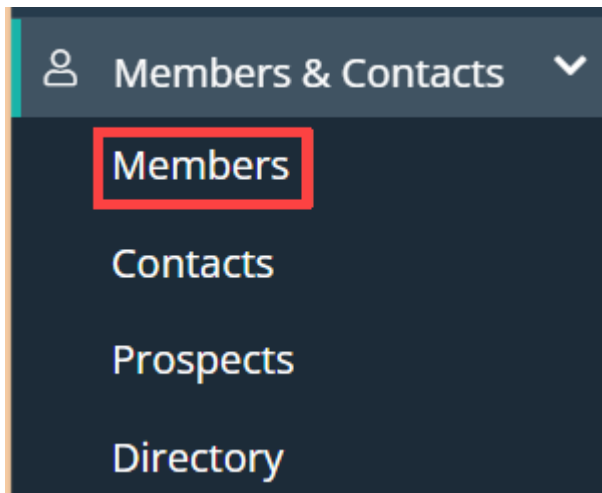
[NOVA] How do I change a member's access level?

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.
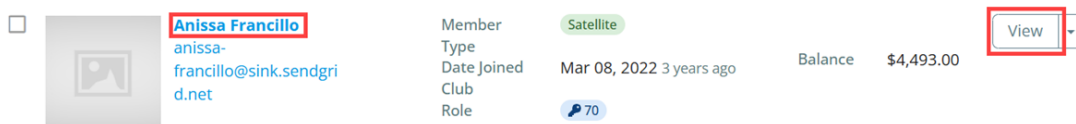
Note

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.

Anissa Francillo

anissa-francillo@sink.sendgrid.net

Member Type	Satellite
Date Joined Club	Mar 08, 2022 3 years ago
Last Login Club	
Last Login Mobile	

Change

Activity Report

Personal   Communication   Rotary   Biography   Commitments   **Privacy and Settings**

LOGIN & ACCESS SETTINGS   Edit

Username	anissafrancillo18026
Password	Reset Password	Send Reset Password Email
Assigned Roles	Club Member 70

SYSTEM DETAILS

Last Active
Last Login Club
Last Login Mobile
Last Login District

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.

---

30 - Club Site Administrator

39 - MER Read Only Access

40 - Club President

50 - Club Executive

60 - Club Editor

70 - Club Member

80 - Club Restricted Member

90 - No Access

Login & Access Settin

Username *

Assigned Roles   70 - Club Member ×

Cancel   Save

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