

## How do I change a member's access level?

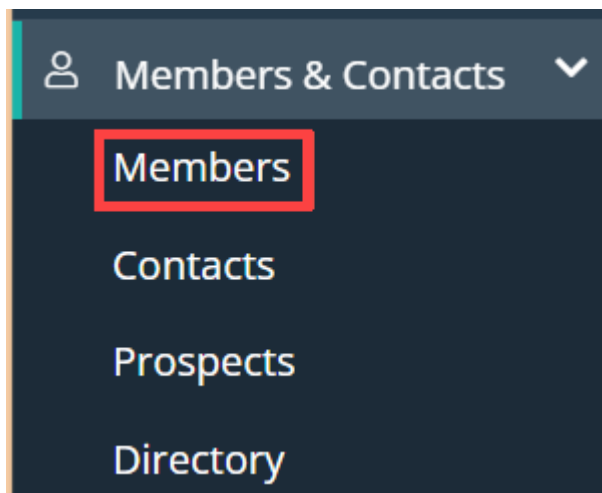
Marina N.B. - 2025-05-13 - Members & Contacts

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.

☐



**Anissa Francillo**  
anissa-francillo@sink.sendgrid.net

Member Type  
Date Joined  
Club  
Role


Satellite  
Mar 08, 2022 3 years ago  
  
70

Balance \$4,493.00

View

- 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



Change

anissa-francillo@sink.sendgrid.net

Member Type  
Date Joined  
Club  
Last Login Club  
Last Login Mobile

Satellite  
Mar 08, 2022 3 years ago  
  
  
  
  
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

- 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.

The screenshot shows a 'Login & Access Settings' modal window. It has a title bar with a close button (X). The modal contains two main input fields: 'Username \*' and 'Assigned Roles'. The 'Assigned Roles' field is a dropdown menu that is currently open, showing a list of roles with their corresponding IDs. The roles listed are: 30 - Club Site Administrator, 39 - MER Read Only Access (highlighted in blue), 40 - Club President, 50 - Club Executive, 60 - Club Editor, 70 - Club Member (highlighted in grey), 80 - Club Restricted Member, and 90 - No Access. The '70 - Club Member' option is also displayed in a small box below the dropdown list, with a red box highlighting the dropdown arrow. At the bottom right of the modal, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red box.

Role ID	Role Name
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

To learn more about what each Access Level can do within ClubRunner Nova, please [click here](#).