ClubRunner

Help Articles > MyEventRunner > MyEventRunner > How do I grant a member Read-Only Access?

How do I grant a member Read-Only Access?

Omar S. - 2021-04-08 - MyEventRunner

On the Club and District you can grant members read-only access for MyEventRunner. The member will be able to view information, but do not have access to edit, delete, or change anything. To learn how to give a member this ability please click on one of the links below:

For Clubs

For Districts

For Clubs

1. To set up read-only access for a member, you must first go to your club's home page and login . Once you have done this, click the **Member Area** link at the top right of the homepage.

2. Next, click on the **Membership** tab below the banner.

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

4. You are now on the **Active Members List** page. Click on the name of the member to whom you wish to provide read-only access.

Active Members List

Members per Page:	25	~
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AII A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

			Transfe	New Member Add New Member
Email	□ By First Name Name ▲	Туре	Access	Action
٨	Applegate, John	Active	70	Change Status Reset Password
	Baker, Sue	Active	70	Change Status Reset Password
	Brackett, Leigh	Active	40	Change Status Reset Password
	Chu, Edward	Active	30	Change Status Reset Password

5. When the member profile appears, click on the **Settings** tab.

Member Profile

Update	John Applegate Printable Version				
Personal Rotary Member Details	Biography Comr	nitments Setting:	s Privacy		Edit
	Title First Name Middle Name Last Name	John Applegate		Gender Date of Birth Anniversary Spouse/Partner First Name	Male

6. Next, click on the **Edit** button.

Member Profile						
Update	John Applegate Printable Version					
Personal Rotary	Biography Commitments	Settings	Privacy			
			Edit			

System Login

7. Under the heading **Member Roles**, check the box beside **39 (MRO) MyEventRunner Read Only Access.**

Personal Rota	ary Biography Con	nmitments Settings	Privacy			
Fields marked in r	ed are required				Cancel	Save
System Login						
	Club Access Level	70 - Member	~	Login Name		
Member Roles	S					
□ 39 (MRC	D) MER Read Only Acce	SS				
Custom Email	l Signature					
To add a single lin	e break, hold down Shift a	nd press Enter.				

8. Click **Save** to apply the change. Click **Cancel** to discard the change.

For Districts

1. To set up read-only access for a member, you must first go to the District's home page and login . Once you have done this, click the **Member Area** link at the top right of the homepage.

- 2. Now, click on the **Membership** tab on the grey menu bar near the top.
- 3. Next, click on the **Member Access Rights** link on the blue menu bar.

4. This brings you to the **Member Access Rights** screen, where you are asked to select the member whose access rights you wish to change.

Member Access Rights

Step 1:	Step 2:
Select the Club to which the member belongs:	Select the member's name from the list below:
Azure Metro	•
OR	Continue
Type the first few letters of member's name	
Last Name:	
OR	
First Name:	
Next >>	

5. 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:
Azure Metro 🗸	Blogg, Farlie
Azure Metro	Continue
Blue Village	Continue
Green Town	
Orange City letters of member's name	
Plum Grove	
Red Town	
UK	
First Name:	
Next >>	

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

Step 2:

Select the member's name from the list below:

Quirke, Jasmin 🗸
Quirke, Jasmin
Robertazzi, Emera
Soigne, Tymothy
Thrussell, Jilleen
Vasovic, Dana
Warrier, Sarajane
Whitcomb, Jo ann

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

Step 1:

Select the Club to which the member belongs:

Azure Metro 🗸

OR

Type the firs	t few letters of member's name
Last Name:	Quirke
OR	
First Name:	
Next >>	

6. This will generate a list of matching names in the **Step 2** drop down menu. Select the matching name and then click the **Continue** button.

Step 2:

Select the member's name from the list below:



8. 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 Introduction to District Access Rights/Levels. For now since we need to give this member Read Only Access to MyEventRunner, please put a check mark in the box beside MER Read Only Access.

Update Member Access Right

Member: Jasmin Quirke

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

Save

>

9. Once done click **Save.** The member will be able to use their new access next time they log in.