

ClubRunner

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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 ▾

All 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

[Transfer New Member](#)

[Add New Member](#)

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
	<input type="checkbox"/>	Applegate, John	Active	70	Change Status Reset Password
	<input type="checkbox"/>	Baker, Sue	Active	70	Change Status Reset Password
	<input type="checkbox"/>	Brackett, Leigh	Active	40	Change Status Reset Password
	<input type="checkbox"/>	Chu, Edward	Active	30	Change Status Reset Password

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

Member Profile



John Applegate
[Printable Version](#)

[Personal](#) [Rotary](#) [Biography](#) [Commitments](#) **Settings** [Privacy](#)

Edit

Member Details

Title		Gender	Male
First Name	John	Date of Birth	
Middle Name		Anniversary	
Last Name	Applegate	Spouse/Partner First Name	

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

Member Profile



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](#) [Rotary](#) [Biography](#) [Commitments](#) **Settings** [Privacy](#)

Cancel

Save

Fields marked in red are required.

System Login

Club Access Level

Login Name

Member Roles

39 (MRO) MER Read Only Access

Custom Email Signature

To add a single line break, hold down Shift and 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:

Select the Club to which the member belongs:

OR

Type the first few letters of member's name

Last Name:

OR

First Name:

Step 2:

Select the member's name from the list below:

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:

Select the Club to which the member belongs:

Azure Metro ▾
Azure Metro
Blue Village
Green Town
Orange City
Plum Grove
Red Town
UR

First Name:

Next >>

Step 2:

Select the member's name from the list below:

Blogg, Farlie ▾

Continue

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:

OR

Type the first few letters of member's name

Last Name:

OR

First Name:

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**

- Roles:
- | | |
|-------------------------------------------------------------------------|------|
| <input type="checkbox"/> Administrator | List |
| <input type="checkbox"/> Website Content Editor | List |
| <input type="checkbox"/> Attendance Editor | List |
| <input type="checkbox"/> Membership Editor | List |
| <input type="checkbox"/> Club Information Editor | List |
| <input type="checkbox"/> District Communication - Email Executives Only | List |
| <input type="checkbox"/> Event | List |
| <input type="checkbox"/> District Communication - Email All Members | List |
| <input type="checkbox"/> MyEventRunner Administrator | List |
| <input type="checkbox"/> District Beta Tester | List |
| <input type="checkbox"/> Download Member Data | List |
| <input type="checkbox"/> Grant Administrator | List |
| <input type="checkbox"/> Grant User | List |
| <input checked="" type="checkbox"/> MER Read Only Access | List |

Save

>

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