## ClubRunner

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## [NOVA] How do I manage my club's Multi-Factor Authentication (MFA) settings?

Michael M. - 2025-08-26 - Settings

Multi-Factor Authentication (MFA) is a security process that requires users to provide two or more authentication factors from different categories, such as passwords, biometrics, or authentication tokens, to access a system or account. When MFA is enabled for a role, all users in that role will be required to enter a verification code sent to their primary email address each time they log in.

Note

Only members with level 30-Site Administrator access will be able to edit the MFA settings for the club.

To manage your club's MFA settings, follow these steps:

- 1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. <u>Alternatively, click here to go directly to the ClubRunner login page.</u>
- 2. Click Settings on the left-hand menu navigation.



<sup>3.</sup> Click the Account Setup tab.

## Membership and Data

Membership and Data Communication Website & Branding Financial Account Setup

4. In the General section, click Multifactor Authentication Settings.

## Account Setup

Membership and Data	Communication	Website & Branding	Fina
GENERAL			
Club Info & Settings			
Venue Map			
Mailing Address			
Website Contact			
Manage Privacy Policy			
Account Details			
View Privacy Policy			
Multifactor Authenticatio	n Settings		

5. On the following page you may toggle which account roles will be required to use MFA for logging in. When you have made the desired changes to the settings, click **Save**.

Manage MFA Roles		
Select which user roles are required to us	e MFA.	
🗹 Club Admin 30	39 - MER Read Only Access	Club President 40
Club Executive 50	Club Editor 60	Club Member 70
Club Restricted Member 80	Club No Access 90	
Save		