ClubRunner

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

Michael M. - 2025-07-23 - 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. **Alternatively, click here to go directly to the ClubRunner login page.**

2. Click **Settings** on the left-hand menu navigation.
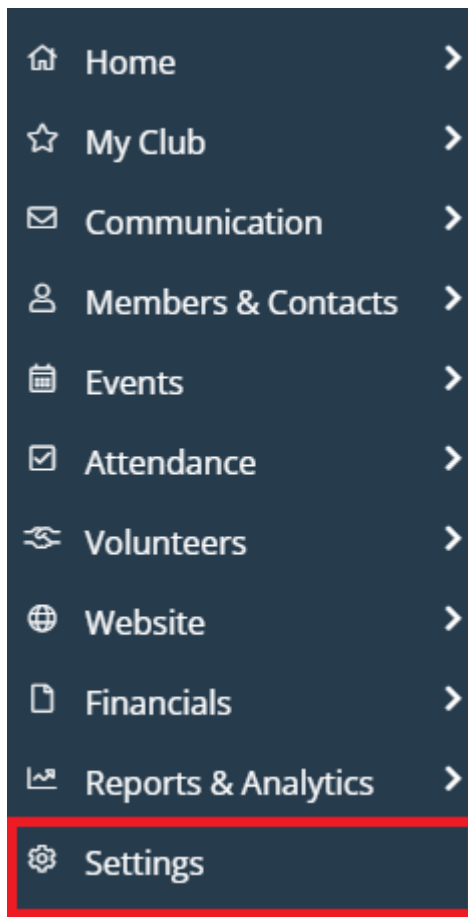
3. Click the **Account Setup** tab.

Membership and Data

Membership and Data   Communication   Website & Branding   Financial   Account Setup
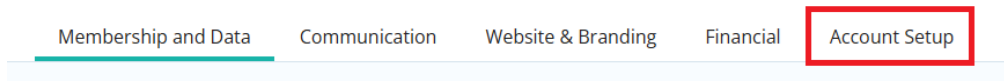
4. In the General section, click **Multifactor Authentication Settings**.

Account Setup

Membership and Data   Communication   Website & Branding   Financial

GENERAL

Club Info & Settings

Venue Map

Mailing Address

Website Contact

Manage Privacy Policy

Account Details

View Privacy Policy

Multifactor Authentication 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 use 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