ClubRunner

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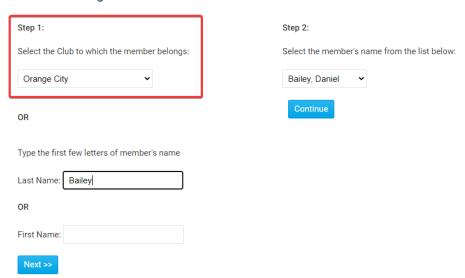
How do I view all members with a given district access level?

Michael C. - 2021-02-08 - District Organization

Member access rights define how much control a given member has over your district site. You can view all members with a given access level through the **Member Access Rights** feature.

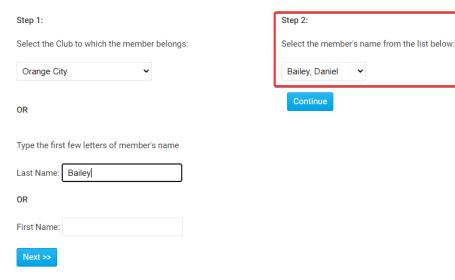
- 1. Go to your district webpage and click on the **Login** link at the top right of the page. Then, enter your login details on the page that appears.
- 2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.
- 3. You are now on the ${\bf District}$ Administration page. Click on the ${\bf Membership}$ tab.
- 4. Now, click on the Member Access Rights link.
- 5. You must now select an individual member. The identity of the member does not matter, as any member will allow you to view the complete list of access rights. First, use the fields in **Step 1** to choose the member according to their club or name.

Member Access Rights



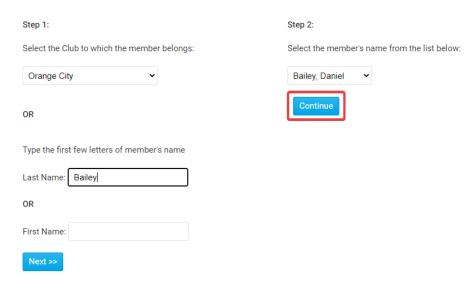
6. In **Step 2**, select a member from the drop down list of names.

Member Access Rights



7. Now, click Continue.

Member Access Rights



8. You are now on the **Update Member Access Right** page. You will see a list of roles, each of which reflects a different access right level. To see all members who hold a given access level, click on the **List** link to the right of the appropriate role.

Update Member Access Right

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

Save

9. This results in a list of any members with that access right level.

Access Right

Website Content Editor		
John Applegate	View Member Access Rights	
Kathy Turke	View Member Access Rights	
Sue Baker	View Member Access Rights	

Related Content

- Introduction to district access rightsHow do I change a member's district access rights?