

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 **District Administration** page. Click on the **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

| | |
|--|--|
| <div><p>Step 1:</p><p>Select the Club to which the member belongs:</p><div>Orange City ▼</div></div> | <div><p>Step 2:</p><p>Select the member's name from the list below:</p><div>Bailey, Daniel ▼</div></div> |
| <div>Continue</div> | |
| <p>OR</p> | |
| <p>Type the first few letters of member's name</p> | |
| <p>Last Name: <div>Bailey</div></p> | |
| <p>OR</p> | |
| <p>First Name: <div></div></p> | |
| <div>Next >></div> | |

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

Member Access Rights

Step 1:

Select the Club to which the member belongs:

Orange City ▼

OR

Type the first few letters of member's name

Last Name: Bailey ▼

OR

First Name:

Next >>

Step 2:

Select the member's name from the list below:

Bailey, Daniel ▼

Continue

7. Now, click **Continue**.

Member Access Rights

Step 1:

Select the Club to which the member belongs:

Orange City ▼

OR

Type the first few letters of member's name

Last Name: Bailey ▼

OR

First Name:

Next >>

Step 2:

Select the member's name from the list below:

Bailey, Daniel ▼

Continue

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: | <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 type="checkbox"/> 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 rights](#)
- [How do I change a member's district access rights?](#)