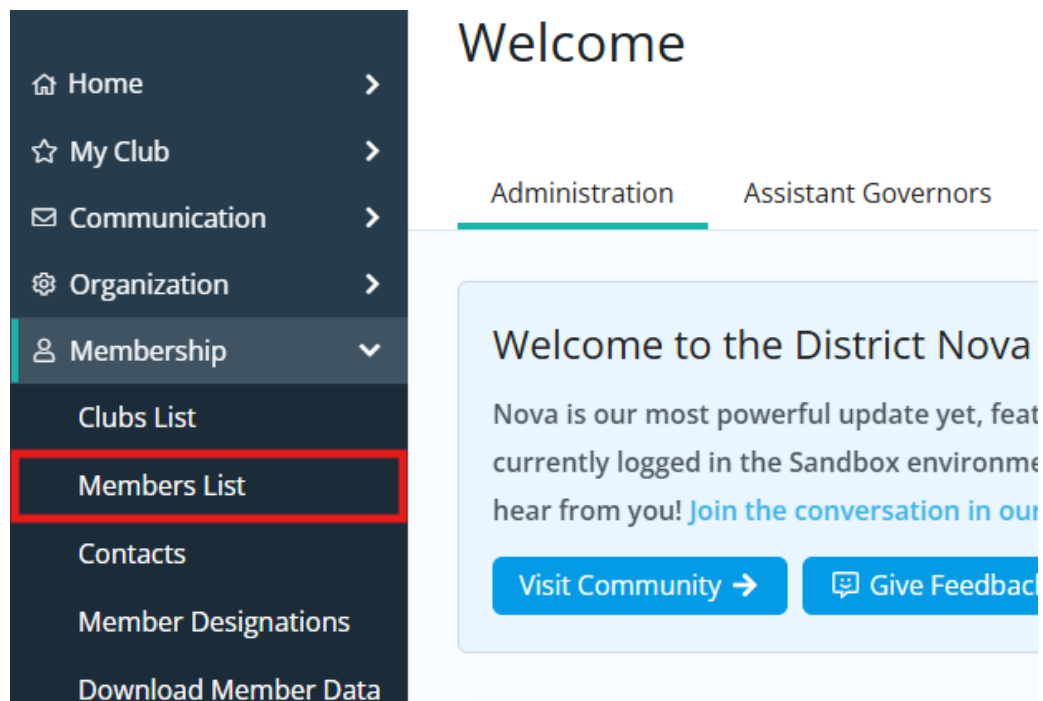


[NOVA] How do I assign district access roles?

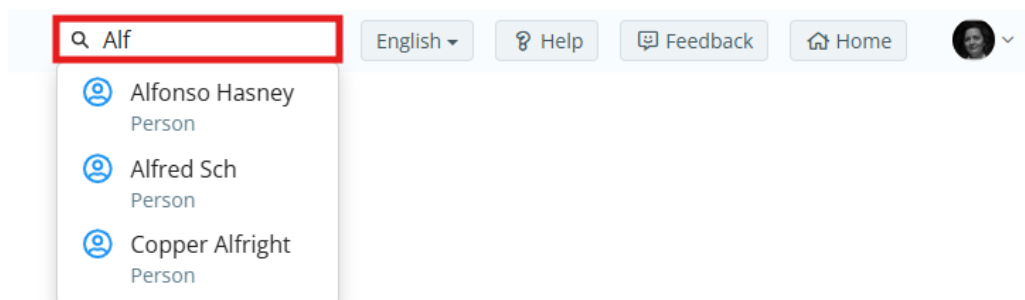
Michael M. - 2026-09-30 - [District - Administrators Articles](#)

District roles (or member access rights) determine how much information members can see on the district website and how much edit access they have. Only users with the District Administrator role can manage other members' district roles.

1. To begin, log in to your account through your district homepage, then click on **Member Area** in the top right-hand corner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Navigate to the profile of the member you wish to edit district roles for. You may do so by clicking the arrow next to Membership in the left-hand menu, then clicking **Members List** and locating the member profile in the list.



You may also quickly access any member's profile by using the search bar at the top of the page then clicking on the name result.



3. Click the **Privacy and Settings** tab of the member's profile.

Copper Alfright



copper.b@sink.sendgrid.net

123-456-789

fundraiser

Club

Member Type

Date Joined Club

Last Login District

RC of Kipling

Standard

Jul. 21, 2026 2 months ago

[Activity Report](#)

[Personal](#)

[Communication](#)

[Rotary](#)

[Biography](#)

[Commitments](#)

[Privacy and Settings](#)

[Financials](#)

4. In the Login & Access Settings section, click the **Edit** button in the top right-hand corner.

LOGIN & ACCESS SETTINGS

[Edit](#)

Username

copper.alfright.17649

Password

[Reset Password](#)

District Roles

[Club Member 70](#)

Club Roles

[Club Member 70](#)

5. Click the District Roles drop-down and select a role from the list to be assigned to this member. You may select as many roles as needed, then click **Save** to apply the changes.

Login & Access Settings

Username *

copper.alfright.17649

Keep your username within the 40-character limit.

District Roles

Club Member ✕

Email Executives Only

District Event

District

Communication - Email All Members

Download Member Data

District MER Administrator

MER Read Only Access

Club Member

Grant Administrator

Grant Users

Cancel

Save

To review what each district role gives access to, please read: [Introduction to district access rights](#)