

# ClubRunner

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## What access levels are there in ClubRunner?

Michael C. - 2025-04-09 - [Membership Management](#)

Members may access various functions in ClubRunner depending on the Access Level assigned to them. Access levels range from 90 (no access) to 30 (access to all functions). Access Levels are often assigned based on the member's role within the club, but this may vary according to individual. For example, an otherwise ordinary member serving as web master for your club site may require a higher access level than your club president or executives. Listed below are typical access levels for members of various types.

### Types of Access Levels

There are seven types of access levels:

- **30** - [Site Administrator](#)
- **40** - [Club President](#)
- **50** - [Club Executive](#)
- **60** - [Editor](#)
- **70** - [Member](#)
- **80** - [Restricted Member](#)
- **90** - [No Access](#)

**NOTE:** Your Club website access level have no relation to your access levels on your **District's website**. District website access is determined separately according to your executive position at the District level. In other words, even if you are a Club site administrator or president, your District level access may be much lower.

## Admin Menu

The screenshots below demonstrate the functions available through each access level. If a module or link is missing, it cannot be used at that access level.

**NOTE:** While viewing the Admin Menus, the Site Administrator, Club President, Club Executive or Editor can view other dashboards available at reduced access levels, using the **Site Administrator, Executive, Editor, or Member tabs** at the above the Admin Menu.

### Access Level 30 - Site Administrator

## My ClubRunner

Edward Chu [Edit Profile](#)

- My Commitments
- My Attendance
- My Account Balance
- My Email History
- My Committees

## Need Help?

[Register for a Webinar](#)
[Access Knowledgebase](#)
[Join the Community](#)
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### Register for a Webinar

Get a guided tour of how each module works, so you can get the most out of your role.

## What's New

This is your newly designed dashboard based on your access role! Now, it's easier than ever to manage members, launch into any activity, generate reports and more.

### ENGAGEMENT

#### Communication

Get in touch with members and non-members alike with targeted email and newsletters.

[Send Email](#)
[Send Bulletin](#)
[Help](#)

---

Email Services  
Email Templates  
Email Traffic Report

Bulletins [Help](#)  
Bulletin Send History  
Manage Blocked Emails

#### Events & Volunteering

Publicize and organize your events, speakers and volunteer schedules.

[Event Planner](#)
[Create Sign Up](#)
[Help](#)

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Event Planner  
Event Types  
Calendar Items (Recurring)  
MyEventRunner [Help](#)

Speakers  
Volunteers  
Member Hours Report  
Club Hours Report

#### Attendance

Track meeting attendance for members and guests, run reports and report to your District.

[Dashboard](#)
[Reports](#)
[Help](#)

---

Meeting List  
Leaves of Absence  
Report Makeups

Dashboard  
Guest Reports  
Rules & Settings

### CLUB & MEMBERSHIP MANAGEMENT

#### Membership

Get the complete picture on your membership with reporting, directories and analytics.

[Active Members](#)
[Help](#)

---

Active Members [Search](#)  
Inactive Members  
Other Users  
Contacts

Designations  
Request Membership Updates  
New Member Program  
Custom Member Fields  
Download Member Data

#### Organization

Manage key information and functions of your club.

[Club Information](#)
[Help](#)

---

Club Information  
Executives & Directors  
Committees  
Documents

Dues & Billing  
Privacy Policy  
Meeting Responsibilities  
Participation Points

#### Reports

Stay on top of trends within your club demographics with data at your fingertips.

[Club Activity Report](#)
[Member Activity Report](#)
[Help](#)

---

Club Dashboard  
eDirectory Reports  
eDirectory Builder  
Login Activity  
Rule of 85

Years of Service  
Birthdays & Anniversaries  
Gender Distribution  
Age Distribution

#### RI Integration

Synchronize club, member and executive data with Rotary International's database.

[Compare & Synchronize](#)
[Help](#)

---

Integration Settings  
Member Updates Archive  
Club Updates Archive

Compare & Synchronize Members  
Compare & Synchronize Executives  
Missing Rotary ID Report

### WEBSITE MANAGEMENT

#### Website Designer

Create a modern, mobile friendly website that reflects your club's unique style.

[Home Page Designer](#)
[Help](#)

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Settings  
Menu  
Footers

Themes  
Page Templates

#### Website Content

Expand your digital reach with current and relevant content to engage your members.

[Home Page Content](#)
[Content Libraries](#)
[Help](#)

---

Story Library [Create Story](#)  
Story Comments  
Story Tags  
Sponsors

Photo Albums [Create Photo Album](#)  
Pages [Create Page](#)  
Download Files [Add Download File](#)  
Image Library

**Access Level 40 - Club President & Access Level 50 - Club Executive**

**My ClubRunner**

Leigh Brackett
[Edit Profile](#)

- My Commitments
- My Attendance
- My Account Balance
- My Email History
- My Committees

**Need Help?**

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**Contact Support**

Submit a support ticket to our team.

**What's New**

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**ENGAGEMENT**

**Communication**

Get in touch with members and non-members alike with targeted email and newsletters.

[Send Email](#)
[Send Bulletin](#)
[Help](#)

Email Services
Email Templates
Email Traffic Report

Bulletins
[Help](#)
Bulletin Send History
Manage Blocked Emails

**Events & Volunteering**

Publicize and organize your events, speakers and volunteer schedules.

[Event Planner](#)
[Create Sign Up](#)
[Help](#)

Event Planner
Calendar Items (Recurring)
MyEventRunner
[Help](#)
Speakers

Volunteers
Member Hours Report
Club Hours Report

**Attendance**

Track meeting attendance for members and guests, run reports and report to your District.

[Dashboard](#)
[Reports](#)
[Help](#)

Meeting List
Leaves of Absence
Report Makeups

Dashboard
Guest Reports
Rules & Settings

**CLUB & MEMBERSHIP MANAGEMENT**

**Membership**

Get the complete picture on your membership with reporting, directories and analytics.

[Active Members](#)
[Help](#)

Active Members
Inactive Members
Other Users
Contacts

Designations
Request Membership Updates
New Member Program
Download Member Data

**Organization**

Manage key information and functions of your club.

[Club Information](#)
[Help](#)

Club Information
Executives & Directors
Committees
Documents

Dues & Billing
Meeting Responsibilities
Participation Points

**Reports**

Stay on top of trends within your club demographics with data at your fingertips.

[Club Activity Report](#)
[Member Activity Report](#)
[Help](#)

Club Dashboard
eDirectory Reports
eDirectory Builder
Login Activity
Rule of 85

Years of Service
Birthdays & Anniversaries
Gender Distribution
Age Distribution

**RI Integration**

Synchronize club, member and executive data with Rotary International's database.

[Compare & Synchronize](#)
[Help](#)

Integration Settings
Member Updates Archive
Club Updates Archive

Compare & Synchronize Members
Compare & Synchronize Executives
Missing Rotary ID Report

**WEBSITE MANAGEMENT**

**Website Content**

Expand your digital reach with current and relevant content to engage your members.

[Home Page Content](#)
[Content Libraries](#)
[Help](#)

Story Library
Story Comments
Story Tags

Photo Albums
Pages
Download Files
Image Library

## Access Level 60 - Editor

**My ClubRunner**

Edward Chu [Edit Profile](#)

- My Commitments
- My Attendance
- My Account Balance
- My Email History
- My Committees

**Need Help?**

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- [Access Knowledgebase](#)
- [Join the Community](#)
- [Contact Support](#)

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Get a guided tour of how each module works, so you can get the most out of your role.

**What's New**

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**WEBSITE MANAGEMENT**

**Website Content**

Expand your digital reach with current and relevant content to engage your members.

[Home Page Content](#)
[Content Libraries](#)
[Help](#)

Story Library [+ Create Story](#)  
Story Tags  
Pages [+ Create Page](#)

Photo Albums [+ Create Photo Album](#)  
Download Files [+ Add Download File](#)  
Image Library

**MEMBER ENGAGEMENT**

**Communication**

Get in touch with members and non-members alike with targeted email and newsletters.

[Send Email](#)
[Send Bulletin](#)
[Help](#)

Email Services  
Email Templates

Bulletins  
Bulletin Send History

**Events & Volunteering**

Publicize and organize your events, speakers and volunteer schedules.

[Event Planner](#)
[Create Sign Up](#)
[Help](#)

Event Planner  
Calendar Items (Recurring)

Speakers  
Volunteers

## Access Level 70 - Member

Welcome Edward!

Access all the tools and resources you need to stay connected with your club.

[Edit My Profile](#)
[Help](#)

My Commitments

My Attendance

Bulletins

My Member Activity

My Account Balance

My Email History

View Directories

Club Documents

**My ClubRunner**

Keep in touch with your club members.

[Email Services](#)
[Help](#)

Email Services [+ Compose Email](#)  
Club Information  
Club Documents  
Club Committees

My Friends List  
My New Member Activities  
Club Directories [Search](#)  
eDirectory Reports  
Club Executives & Directors

**Events & Volunteering**

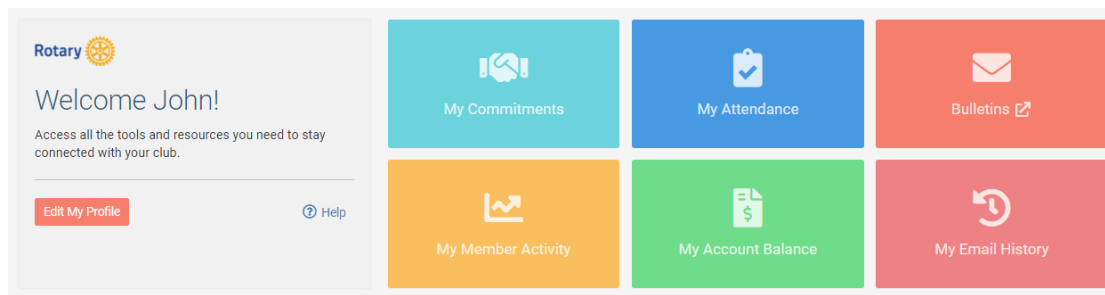
Stay current on all your club's events and activities.

[Events Calendar](#)
[Help](#)

Upcoming Events  
Volunteer Signups

My Volunteer Hours

## Access Level 80 - Restricted Member



## Access Level 90 - No Access

If an Active or Honorary member is given level 90 access, they can login but they will have no access to admin screens or the major sections of ClubRunner.

## Admin Menu (Classic)

The screenshots below demonstrate the functions available through each access level. If a given tool is grayed out, it cannot be used at that access level.

## Access Level 30 - Site Administrator

### My ClubRunner

[Edit My Profile](#)  
[Change My Password](#)  
[Upload My Photo](#)  
[My Commitments](#)  
[My New Member Activities](#) **NEW!**  
[My Friends](#)  
[View Club Directory](#)  
[View Club Photo Directory](#)  
[eDirectory Reports 2.0](#)  
[View Printable Mailing Labels](#) **NEW!**  
[Email Message Centre](#) **NEW!**  
[View Club Documents](#)  
[My Attendance](#)  
[My Committees](#)  
[My Billing Account Balance](#)

### Website Manager

[Website Designer 3.0](#)  
[Edit Home Page Links](#)  
[Edit Stories](#)  
[Edit Events 2.0](#)  
[Edit Speakers](#)  
[Edit Download Files](#)  
[Edit Site Pages](#)  
[Edit Photo Albums](#)  
[Edit Club Documents](#)  
[MyEventRunner Registration \(new window\)](#)

### Club eBulletin

[Edit Bulletins](#) **NEW!**  
[Send Bulletin](#)  
[Archived Bulletins](#) **NEW!**

### Membership Manager

[Club Dashboard](#)  
[Active Member List](#)  
[Other Users List](#)  
[Inactive Members List](#)  
[Friends of the Club](#)  
[Bulletin Subscribers](#)  
[New Member Program](#)  
[Dues & Billing](#)  
[RI Integration](#)  
[Request Member Updates](#)  
[Edit Executives and Directors](#)  
[Committee Management](#)  
[Birthday & Anniversary Report](#)  
[Gender Distribution \(Summary\)](#)  
[Download Member Data](#) **NEW!**  
[Member Designations](#)

### Meeting Services

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[Print Member List/Attendance Sheet](#)  
[Print Member List \(Simple Version\)](#)  
[Attendance Report](#)  
[Monthly Club Report](#)  
[Customized Attendance Report](#)  
[Edit Duty Roster - Who Does What](#)  
[Member Leaves of Absence](#)  
[Member Attendance Exemption](#)

### Administrator

[Edit Club Info & Settings](#)  
[Edit Meta Tags](#)  
[Upload/Remove Meeting Venue Map](#)  
[Edit Club Logo](#) **NEW!**  
[Edit Custom Fields](#)  
[Website Sponsorship Area](#)  
[Upload Sponsorship Guide](#)  
[Google Analytics](#) **NEW!**

## Access Level 40 - Club President

### My ClubRunner

[Edit My Profile](#)  
[Change My Password](#)  
[Upload My Photo](#)  
[My Commitments](#)  
[My New Member Activities](#) **NEW!**  
[My Friends](#)  
[View Club Directory](#)  
[View Club Photo Directory](#)  
[eDirectory Reports 2.0](#)  
[View Printable Mailing Labels](#) **NEW!**  
[Email Message Centre](#) **NEW!**  
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### Website Manager

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[Edit Download Files](#)  
[Edit Site Pages](#)  
[Edit Photo Albums](#)  
[Edit Club Documents](#)  
[MyEventRunner Registration \(new window\)](#)

### Club eBulletin

[Edit Bulletins](#) **NEW!**  
[Send Bulletin](#)  
[Archived Bulletins](#) **NEW!**

### Membership Manager

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[Gender Distribution \(Summary\)](#)  
[Download Member Data](#) **NEW!**  
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### Meeting Services

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### Administrator

[Edit Club Info & Settings](#)  
[Edit Meta Tags](#)  
[Upload/Remove Meeting Venue Map](#)  
[Edit Club Logo](#) **NEW!**  
[Edit Custom Fields](#)  
[Website Sponsorship Area](#)  
[Upload Sponsorship Guide](#)  
[Google Analytics](#) **NEW!**

## Access Level 50 - Club Executive

### My ClubRunner

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[Edit My Profile](#)  
[Change My Password](#)  
[Upload My Photo](#)  
[My Commitments](#)  
[My New Member Activities](#) **NEW!**  
[My Friends](#)  
[View Club Directory](#)  
[View Club Photo Directory](#)  
[eDirectory Reports 2.0](#)  
[View Printable Mailing Labels](#) **NEW!**  
[Email Message Centre](#) **NEW!**  
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### Website Manager

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[Edit Photo Albums](#)  
[Edit Club Documents](#)  
[MyEventRunner Registration \(new window\)](#)

### Club eBulletin

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[Edit Bulletins](#) **NEW!**  
[Send Bulletin](#)  
[Archived Bulletins](#) **NEW!**

### Membership Manager

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[Gender Distribution \(Summary\)](#)  
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[Customized Attendance Report](#)  
[Edit Duty Roster - Who Does What](#)  
[Member Leaves of Absence](#)  
[Member Attendance Exemption](#)

### Administrator

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[Edit Club Info & Settings](#)  
[Edit Meta Tags](#)  
[Upload/Remove Meeting Venue Map](#)  
[Edit Club Logo](#) **NEW!**  
[Edit Custom Fields](#)  
[Website Sponsorship Area](#)  
[Upload Sponsorship Guide](#)  
[Google Analytics](#) **NEW!**

## Access Level 60 - Editor



## My ClubRunner

[Edit My Profile](#)  
[Change My Password](#)  
[Upload My Photo](#)  
[My Commitments](#)  
[My New Member Activities](#) **NEW!**  
[My Friends](#)  
[View Club Directory](#)  
[View Club Photo Directory](#)  
[eDirectory Reports 2.0](#)  
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## Website Manager

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[MyEventRunner Registration \(new window\)](#)

## Club eBulletin

[Edit Bulletins](#) **NEW!**  
[Send Bulletin](#)  
[Archived Bulletins](#) **NEW!**

## Membership Manager

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## Meeting Services

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## Administrator

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[Edit Meta Tags](#)  
[Upload/Remove Meeting Venue Map](#)  
[Edit Club Logo](#) **NEW!**  
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[Website Sponsorship Area](#)  
[Upload Sponsorship Guide](#)  
[Google Analytics](#) **NEW!**

## Access Level 70 - Member

### My ClubRunner

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[Edit My Profile](#)  
[Change My Password](#)  
[Upload My Photo](#)  
[My Commitments](#)  
[My New Member Activities](#) **NEW!**  
[My Friends](#)  
[View Club Directory](#)  
[View Club Photo Directory](#)  
[eDirectory Reports 2.0](#)  
[View Printable Mailing Labels](#) **NEW!**  
[Email Message Centre](#) **NEW!**  
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### Website Manager

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[Edit Club Documents](#)  
[MyEventRunner Registration \(new window\)](#)

### Club eBulletin

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[Edit Bulletins](#) **NEW!**  
[Send Bulletin](#)  
[Archived Bulletins](#) **NEW!**

### Membership Manager

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[Edit Club Logo](#) **NEW!**  
[Edit Custom Fields](#)  
[Website Sponsorship Area](#)  
[Upload Sponsorship Guide](#)  
[Google Analytics](#) **NEW!**

## Access Level 80 - Restricted Member

### My ClubRunner

[Edit My Profile](#)  
[Change My Password](#)  
[Upload My Photo](#)  
[My Commitments](#)  
[My New Member Activities](#) **NEW!**  
[My Friends](#)  
[View Club Directory](#)  
[View Club Photo Directory](#)  
[eDirectory Reports 2.0](#)  
[View Printable Mailing Labels](#) **NEW!**  
[Email Message Centre](#) **NEW!**  
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[Edit Site Pages](#)  
[Edit Photo Albums](#)  
[Edit Club Documents](#)  
[MyEventRunner Registration \(new window\)](#)

### Club eBulletin

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[Send Bulletin](#)  
[Archived Bulletins](#) **NEW!**

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[Upload Sponsorship Guide](#)  
[Google Analytics](#) **NEW!**

## Access Level 90 - No Access

If an Active or Honorary member is given level 90 access, they can login but they will have no access to admin screens or the major sections of ClubRunner.

## Related Content

- [How do I change a member's access level?](#)
- [What is the member profile, and how do I edit it?](#)