ClubRunner

[NOVA] What access levels are there in ClubRunner Nova?

Ryan A. - 2025-08-26 - Members & Contacts

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 above the Admin Menu.

Access Level 30 - Site Administrator

Site Administrators

Site Administrators | Executives | Editors | Members

Welcome to ClubRunner Nova!

We're thrilled to have you with us! Explore the new features, and if you have any questions, suggestions, or thoughts to share, we'd love to hear from you. Join the conversation in our Community or share your feedback directly. Your input helps make Nova even better!

Visit Community → | Give Feedback

ENGAGEMENT

Communication

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

Send Email → | Send Bulletin → | Help

Email Services
Mobile Notifications
Email Templates
Email Traffic Report

Bulletins Help
Bulletin Send History
Manage Blocked Emails

Events & Volunteering

Publicize and organize your events, speakers and volunteer schedules.

Create Event → | Create Sign Up → | Help

Event Planner
Event Types
Calendar Items (Recurring)
Cloud Events (Tickets)
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
Contacts
Inactive Members
Other Users
Members and Contacts List
Member Directory

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
Privacy Policy

Orders
Invoices
Payments
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
Printable Mailing List

RI Integration

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

Compare & Synchronize → | Help

Integration Settings
Member Updates Archive
Club Updates Archive
RI 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

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

Rotary Brand

Rotary Brand Center

Central hub for photos, videos, templates, and other Rotary-branded elements.

Rotary Brand Center →

People of Action
General Downloads
Create a Logo

Promote Rotary
Ways to Strengthen Our Brand

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

Executives

Executives | Editors | Members

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Email Traffic Report

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Event Planner
Calendar Items (Recurring)
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Inactive Members
Other Users
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View Member Directory

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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 + Create Story
Story Comments
Story Tags
Sponsors

Photo Albums + Create Photo Album
Pages + Create Page
Download Files + Add Download File
Image Library

Header

Rotary | Brand Center

Central hub for photos, videos, templates, and other Rotary-branded elements.

Rotary Brand Center →

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General Downloads
Create a Logo

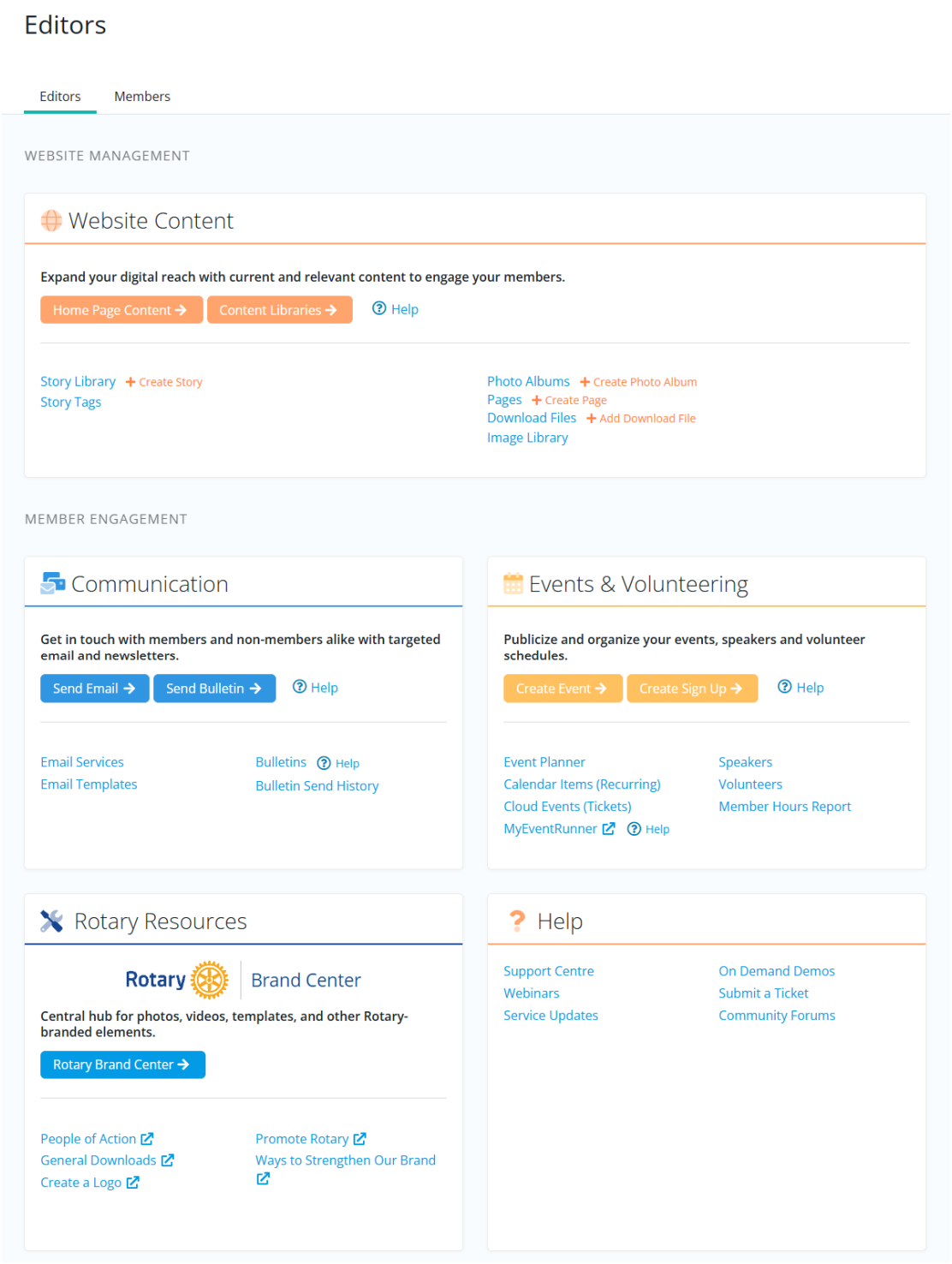
Promote Rotary
Ways to Strengthen Our Brand

Help

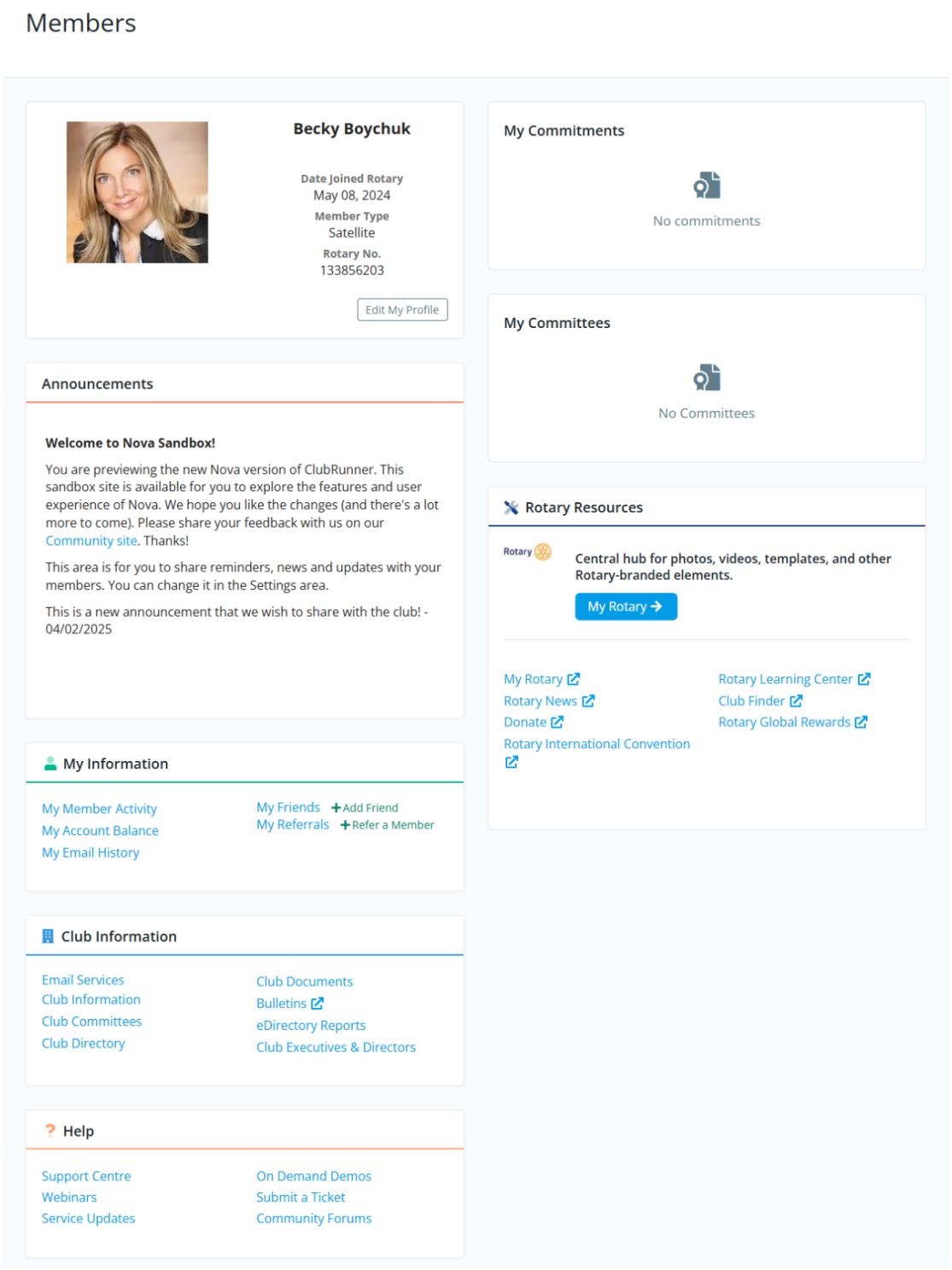
Support Centre
Webinars
Service Updates

On Demand Demos
Submit a Ticket
Community Forums

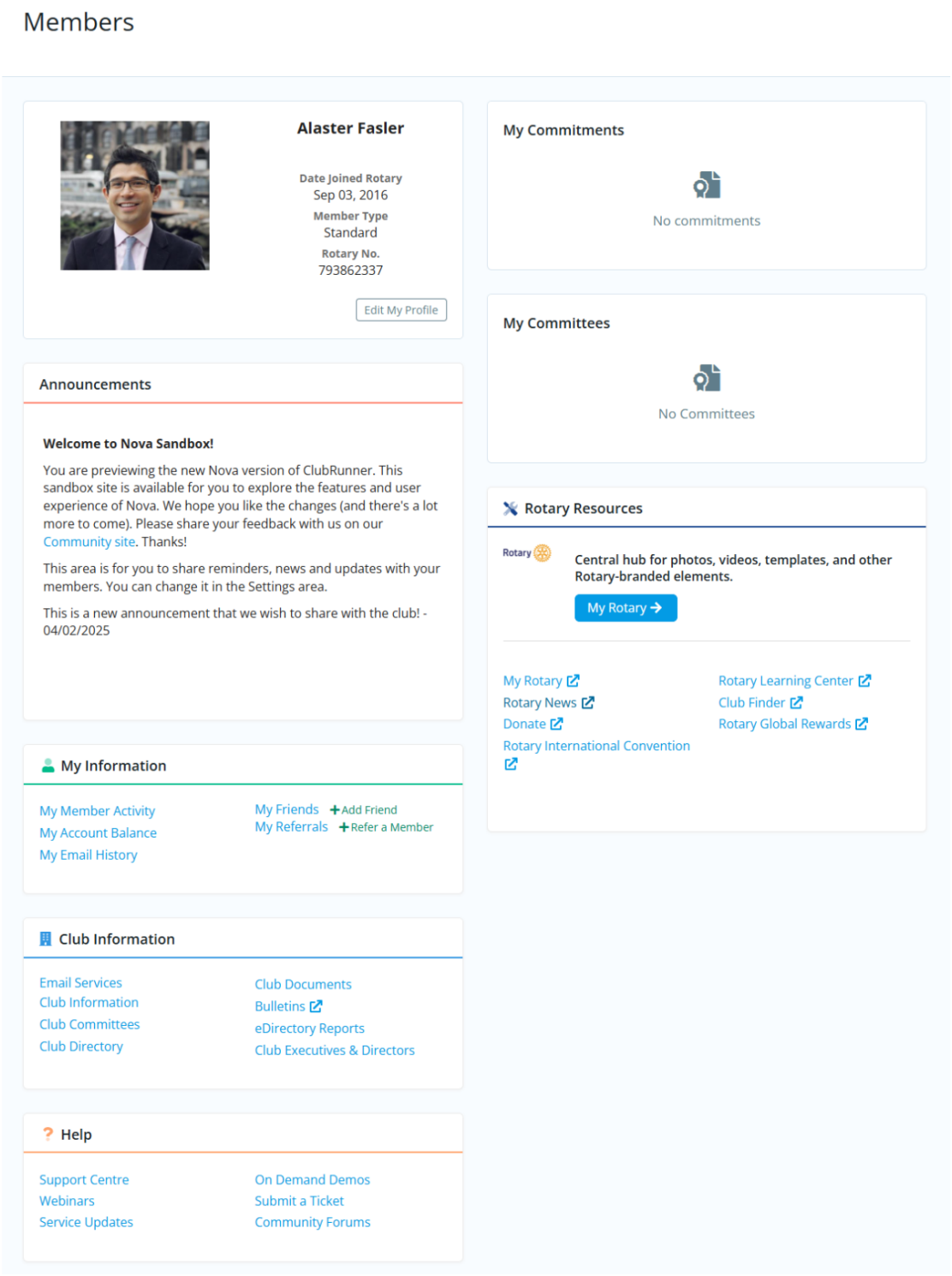
Access Level 60 - Editor



Access Level 70 - Member



Access Level 80 - Restricted Member



Access Level 90 - No Access

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