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

Header

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Rotary Brand Center →

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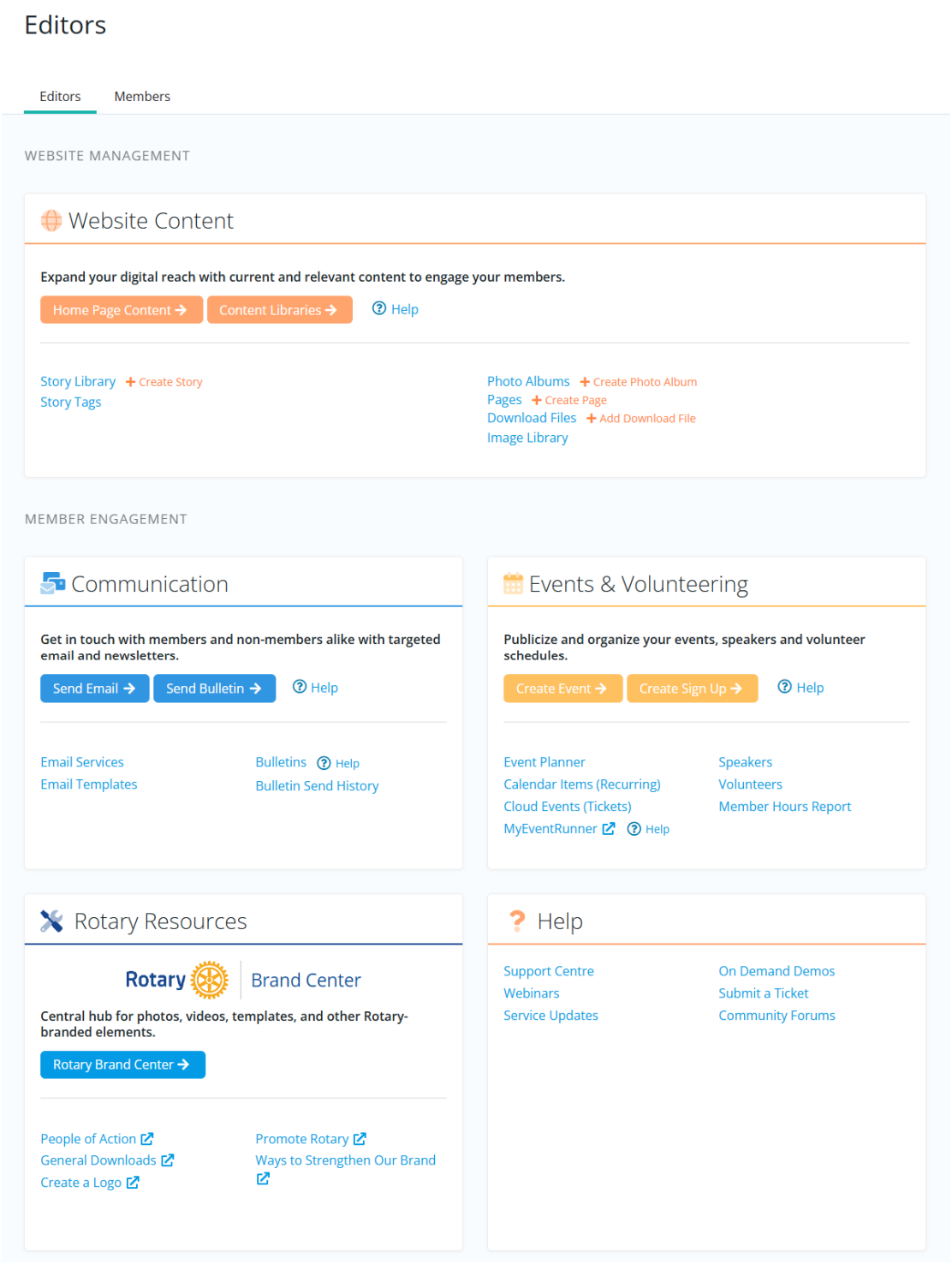
- Create a Logo
- Promote Rotary
- Ways to Strengthen Our Brand

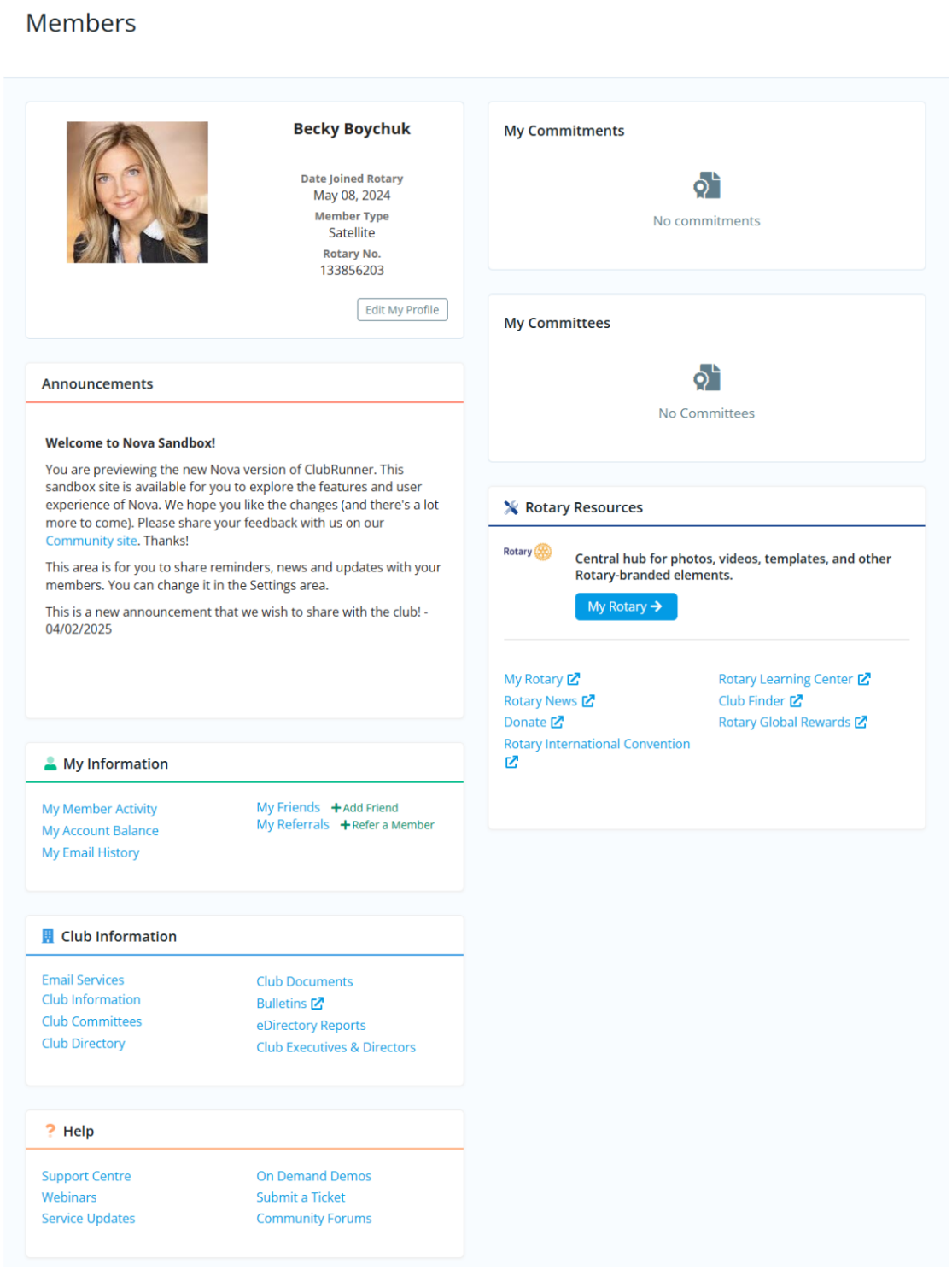
Help

- Support Centre
- Webinars
- Service Updates
- On Demand Demos
- Submit a Ticket
- Community Forums

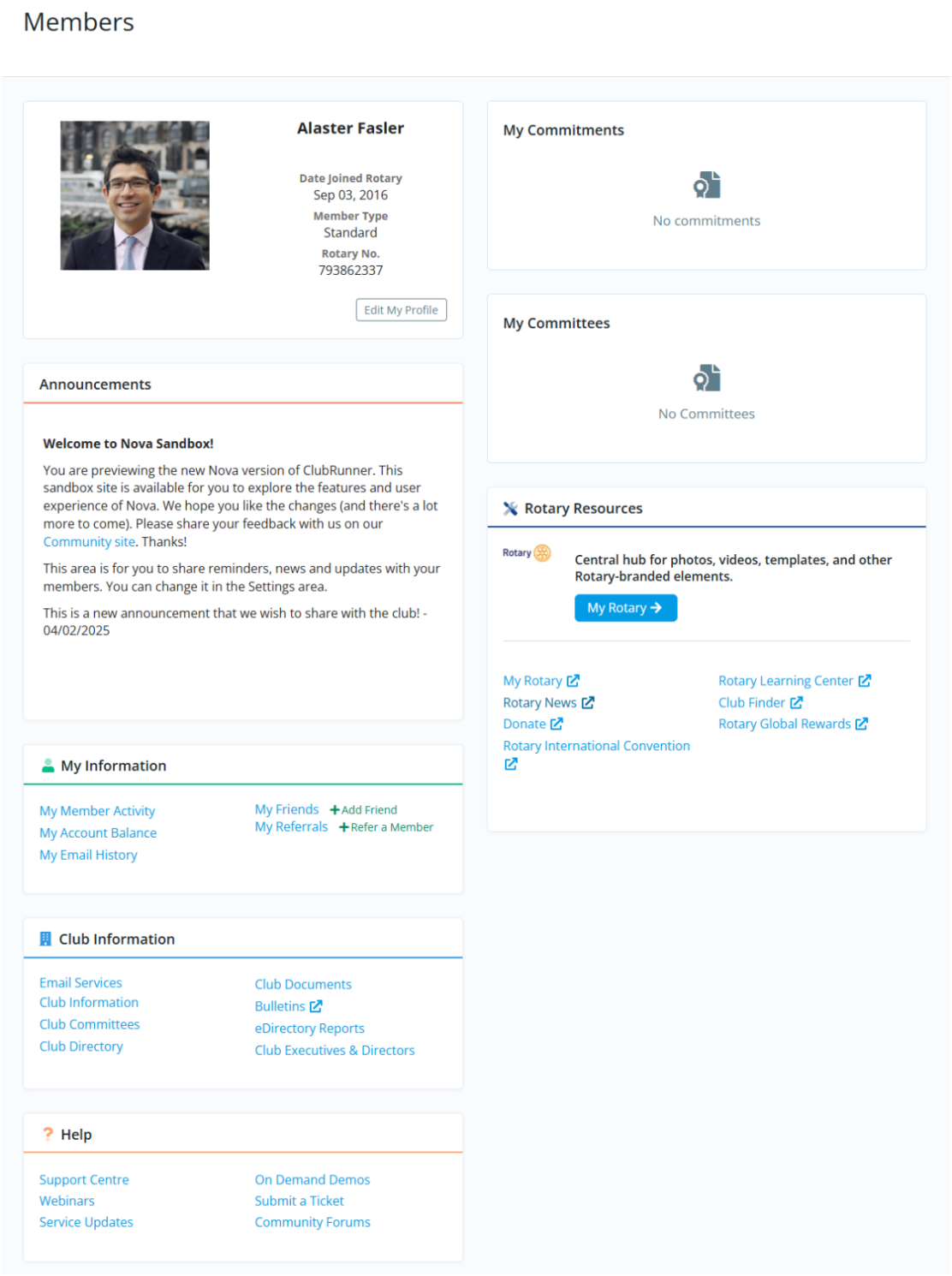
Access Level 60 - Editor



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.