

What access levels are there in ClubRunner Nova?

Ryan A. - 2025-05-01 - 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



Brand Center

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

[Rotary Brand Center](#)

People of Action [Help](#)
General Downloads [Help](#)
Create a Logo [Help](#)

Promote Rotary [Help](#)
Ways to Strengthen Our Brand [Help](#)

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

Executives

Executives Editors Members

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[Give Feedback](#)



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Bulletin Send History
Manage Blocked Emails

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[Event Planner](#) →

[Create Sign Up](#) →

[Help](#)

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

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Member Hours Report
Club Hours Report

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[Dashboard](#) →

[Reports](#) →

[Help](#)

Meeting List
Leaves of Absence
Report Makeups

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Guest Reports
Rules & Settings

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[Help](#)

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Other Users
Members and Contacts List
View Member Directory

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

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Manage key information and functions of your club.

[Club Information](#) →

[Help](#)

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Executives & Directors
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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 [+ 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](#) →

People of Action [Help](#)
General Downloads [Help](#)
Create a Logo [Help](#)

Promote Rotary [Help](#)
Ways to Strengthen Our Brand [Help](#)

Help

Support Centre
Webinars
Service Updates

On Demand Demos
Submit a Ticket
Community Forums


Access Level 60 - Editor

Editors

Editors

Members

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Content Libraries →

Help

Story Library

Story Tags

+ Create Story

Photo Albums

Pages

Download Files


Image Library

+ Create Photo Album

+ Create Page

+ Add Download File

MEMBER ENGAGEMENT

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Send Email →

Send Bulletin →

Help


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Email Templates

Bulletins

Bulletin Send History

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Cloud Events (Tickets)


MyEventRunner

Speakers


Volunteers

Member Hours Report

Help

Rotary Resources

Rotary



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Rotary Brand Center →


People of Action

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Submit a Ticket

Community Forums

Access Level 70 - Member

Members



Becky Boychuk

Date Joined Rotary
May 08, 2024
Member Type
Satellite
Rotary No.
133856203

Edit My Profile

Announcements

Welcome to Nova Sandbox!

You are previewing the new Nova version of ClubRunner. This sandbox site is available for you to explore the features and user experience of Nova. We hope you like the changes (and there's a lot more to come). Please share your feedback with us on our [Community site](#). Thanks!

This area is for you to share reminders, news and updates with your members. You can change it in the Settings area.

This is a new announcement that we wish to share with the club! - 04/02/2025

My Information

[My Member Activity](#)
[My Account Balance](#)
[My Email History](#)

[My Friends](#) + Add Friend
[My Referrals](#) + Refer a Member

Club Information

[Email Services](#)
[Club Information](#)
[Club Committees](#)
[Club Directory](#)


[Club Documents](#)
[Bulletins](#) [eDirectory Reports](#)
[Club Executives & Directors](#)

Help

[Support Centre](#)
[Webinars](#)
[Service Updates](#)


[On Demand Demos](#)
[Submit a Ticket](#)
[Community Forums](#)

My Commitments




No commitments

My Committees



No Committees

Rotary Resources

Rotary 

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


My Rotary →

[My Rotary](#) [Rotary News](#) [Donate](#) [Rotary International Convention](#)

[Rotary Learning Center](#) [Club Finder](#) [Rotary Global Rewards](#)

Access Level 80 - Restricted Member

Members



Alaster Fasler

Date Joined Rotary
Sep 03, 2016

Member Type
Standard

Rotary No.
793862337

Edit My Profile

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No commitments

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No Committees

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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.