

ClubRunner

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[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 [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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Help

Email Services

Mobile Notifications

Email Templates

Email Traffic Report

Bulletins

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

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

View 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

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Club Activity Report

Member Activity Report

Help

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eDirectory Reports

eDirectory Builder

Login Activity

Rule of 85

Years of Service

Birthdays & Anniversaries

Gender Distribution

Age Distribution

Printable Mailing List

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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 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

Sponsors

Create Story

Photo Albums

Pages

Download Files

Image Library

Create Photo Album

Create Page

Add Download File

Header

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

Help

Support Centre

Webinars

Service Updates

On Demand Demos

Submit a Ticket


Community Forums

Access Level 60 - Editor

Editors

[Editors](#) [Members](#)

WEBSITE MANAGEMENT

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

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

[Photo Albums](#) [+ Create Photo Album](#)
[Pages](#) [+ Create Page](#)
[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](#) [Help](#)
[Bulletin Send History](#)


 Events & Volunteering


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

[Event Planner](#)
[Calendar Items \(Recurring\)](#)
[Cloud Events \(Tickets\)](#)
[MyEventRunner](#) [Help](#)

[Speakers](#)
[Volunteers](#)
[Member Hours Report](#)

 Rotary Resources

 **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](#)


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[On Demand Demos](#)
[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

My Referrals

+ Add Friend

+ 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

Announcements

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

Club Information

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


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

My Commitments




No commitments

My Committees



No Committees

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My Rotary →

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

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

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.