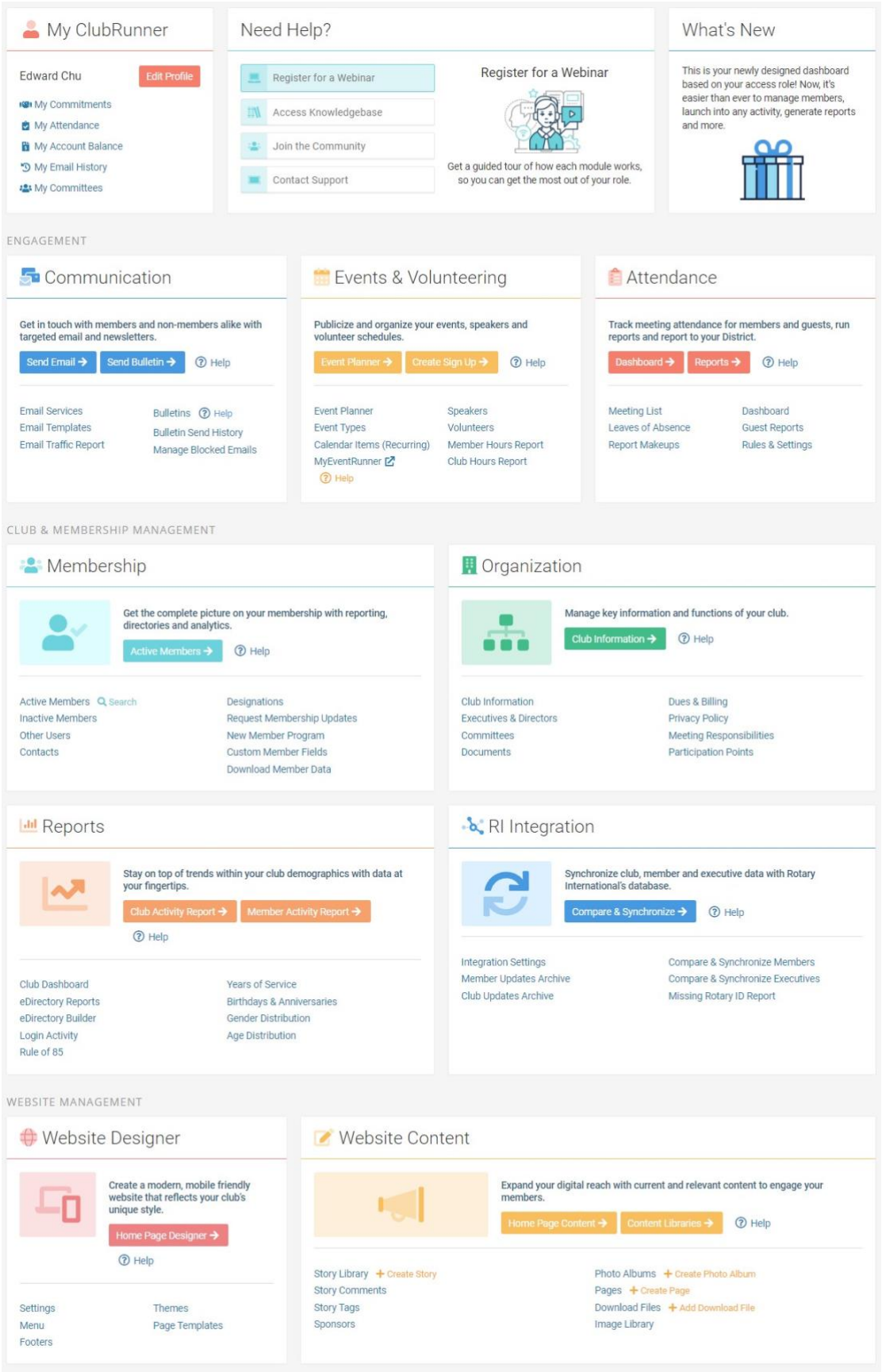
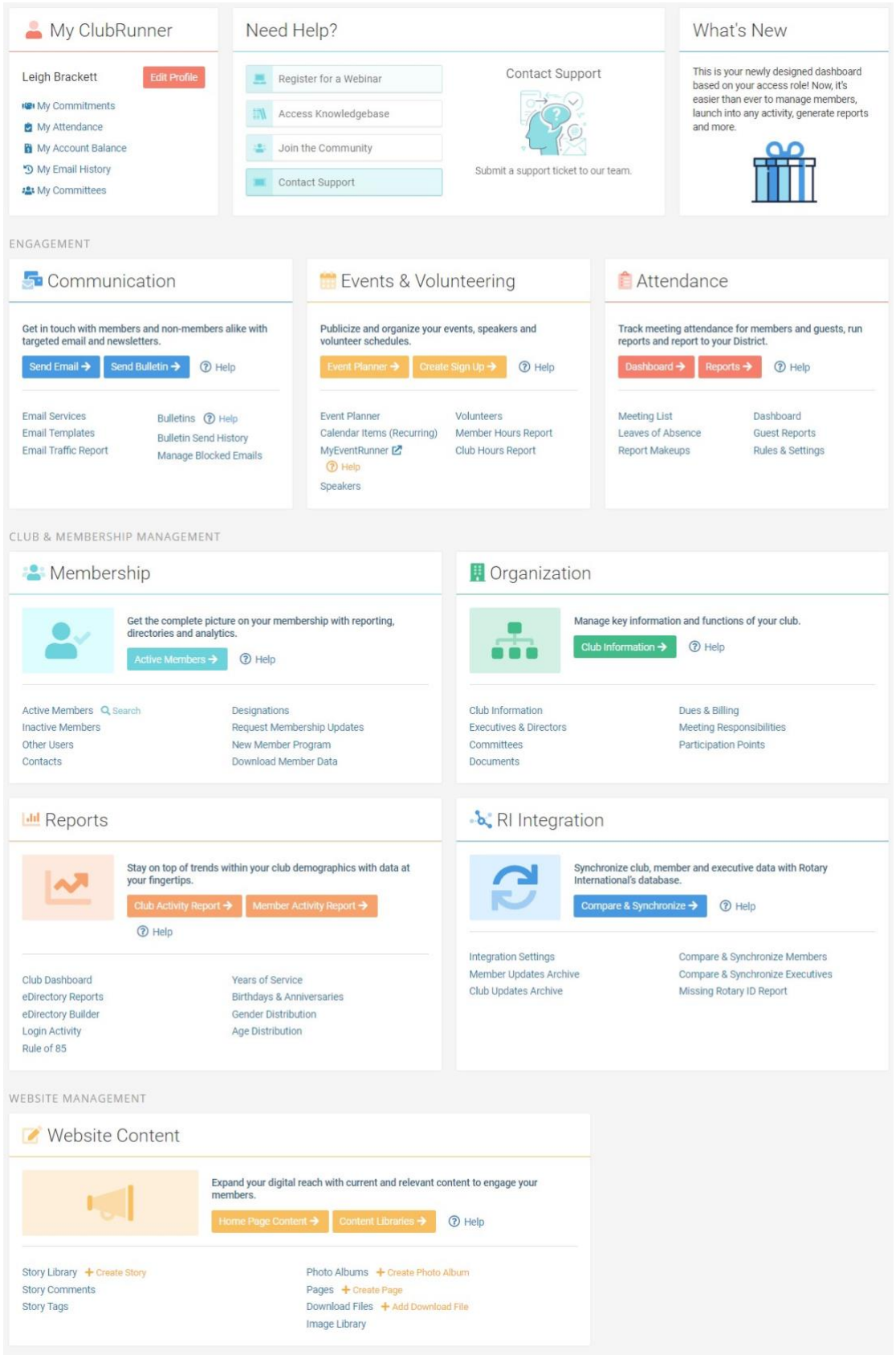
Club ClubRunner Access Levels

2025-04-09

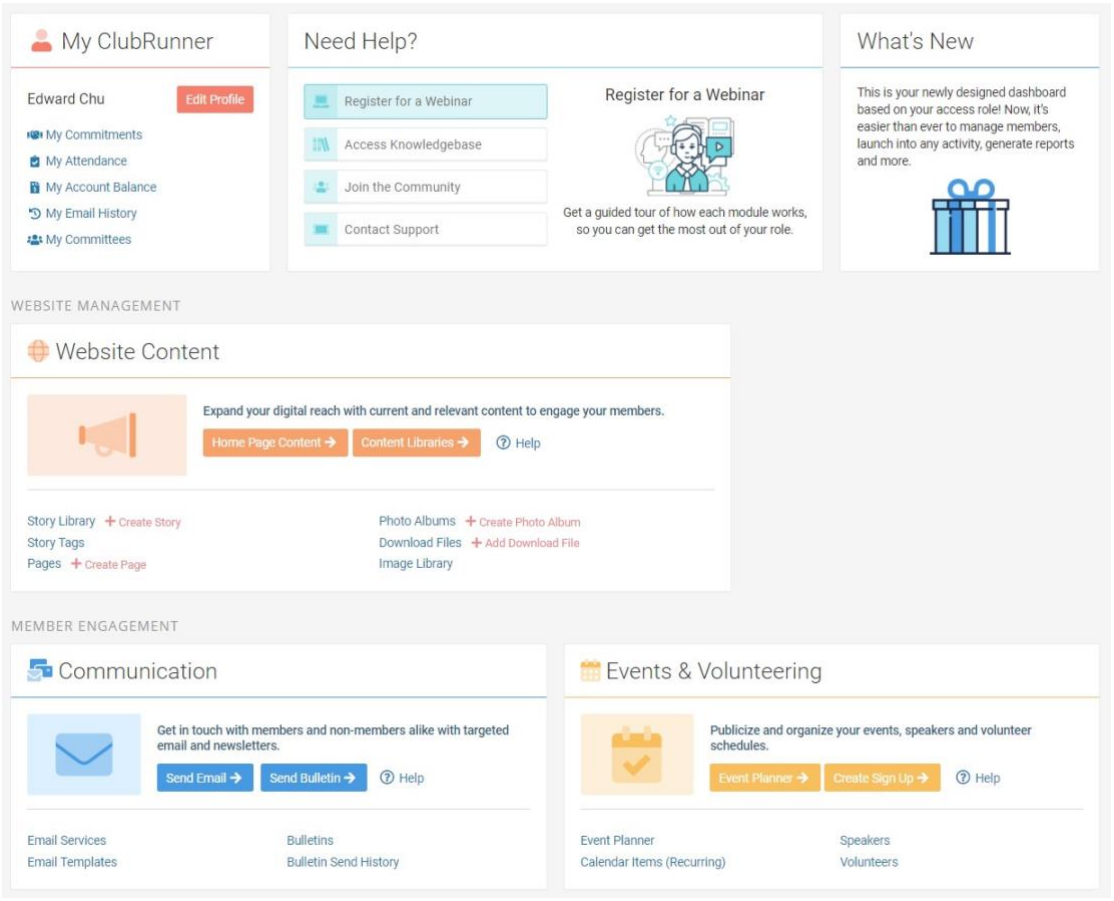
Access Level 30 - Site Administrator



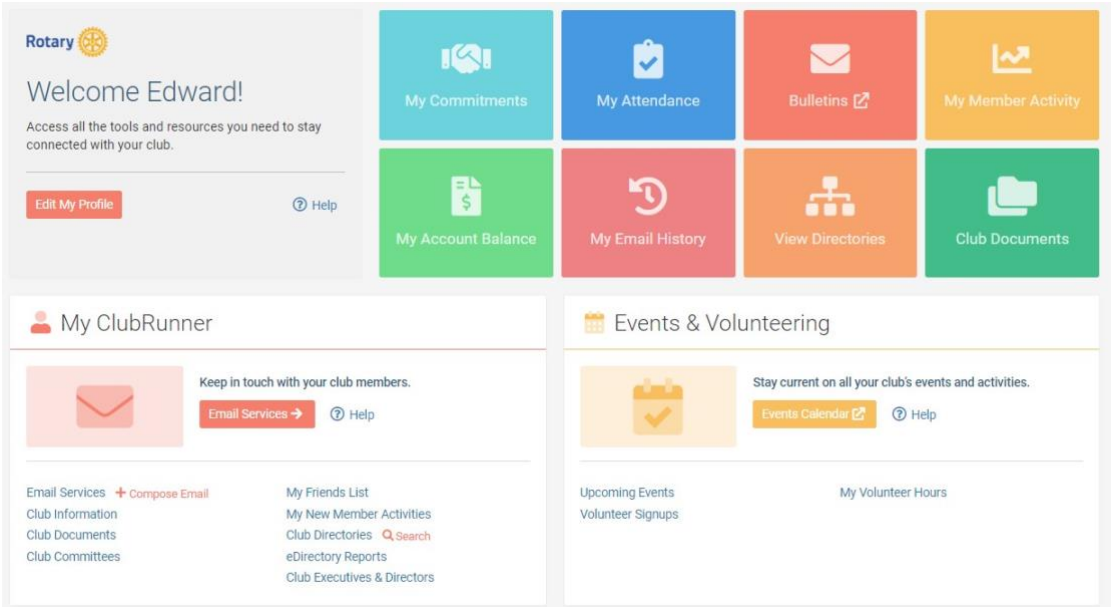
Access Level 40 - Club President & Access Level 50 - Club Executive



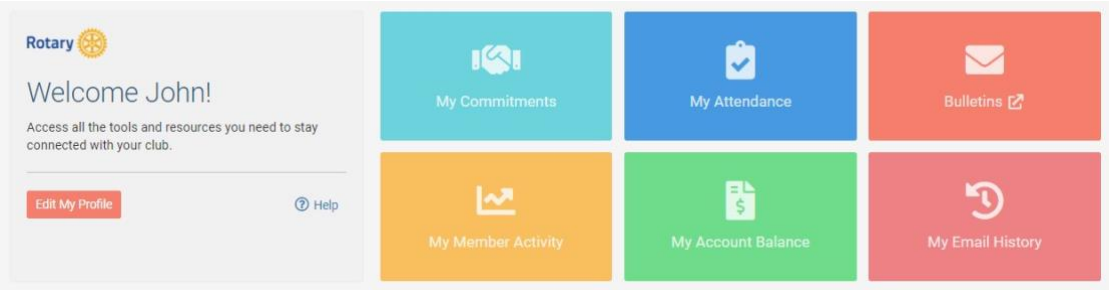
Access Level 60 - Editor



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 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.

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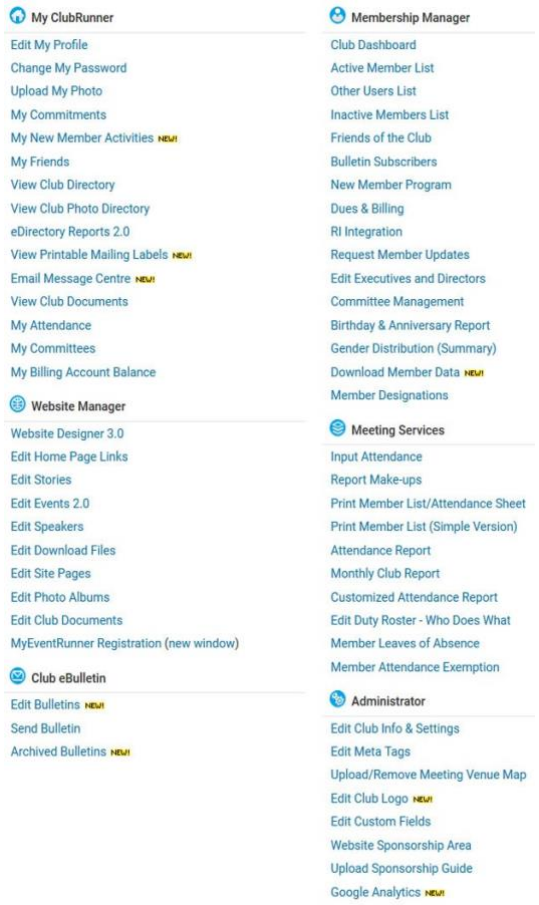
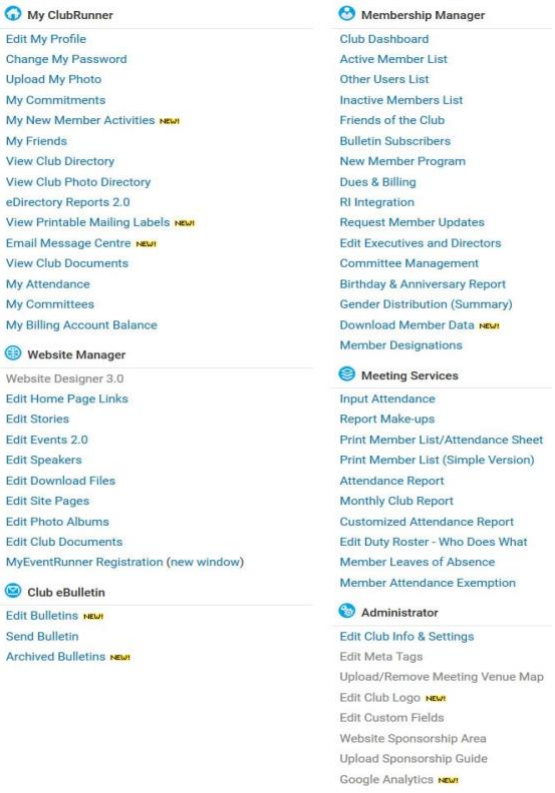


Access Level 40 - Club President



Access Level 50 - Club Executive

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

- Input Attendance
- Report Make-ups
- 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 60 - Editor

My ClubRunner

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- Change My Password
- Upload My Photo
- My Commitments
- My New Member Activities NEW!
- My Friends
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- View Club Photo Directory
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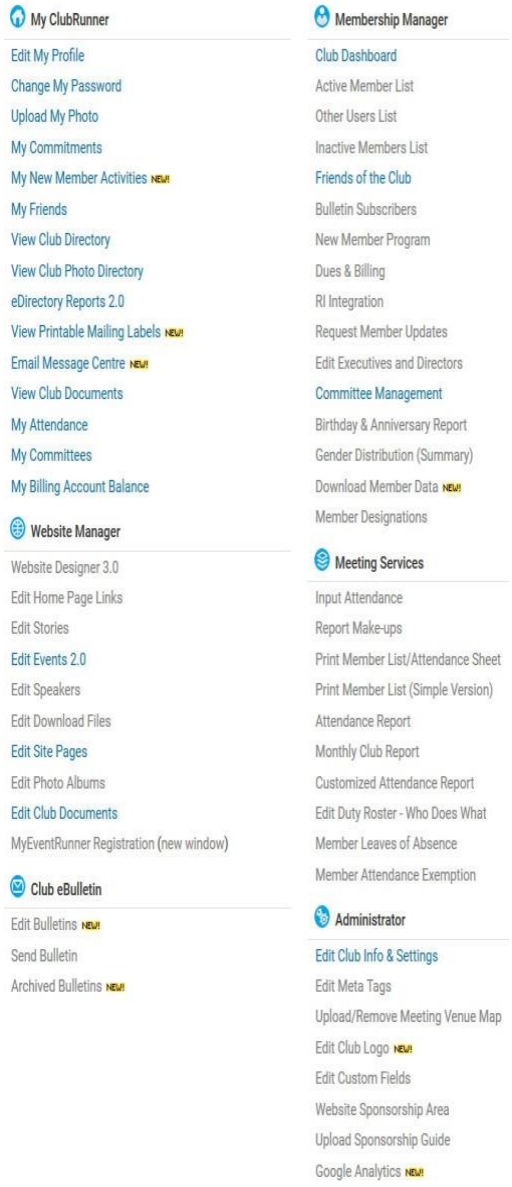

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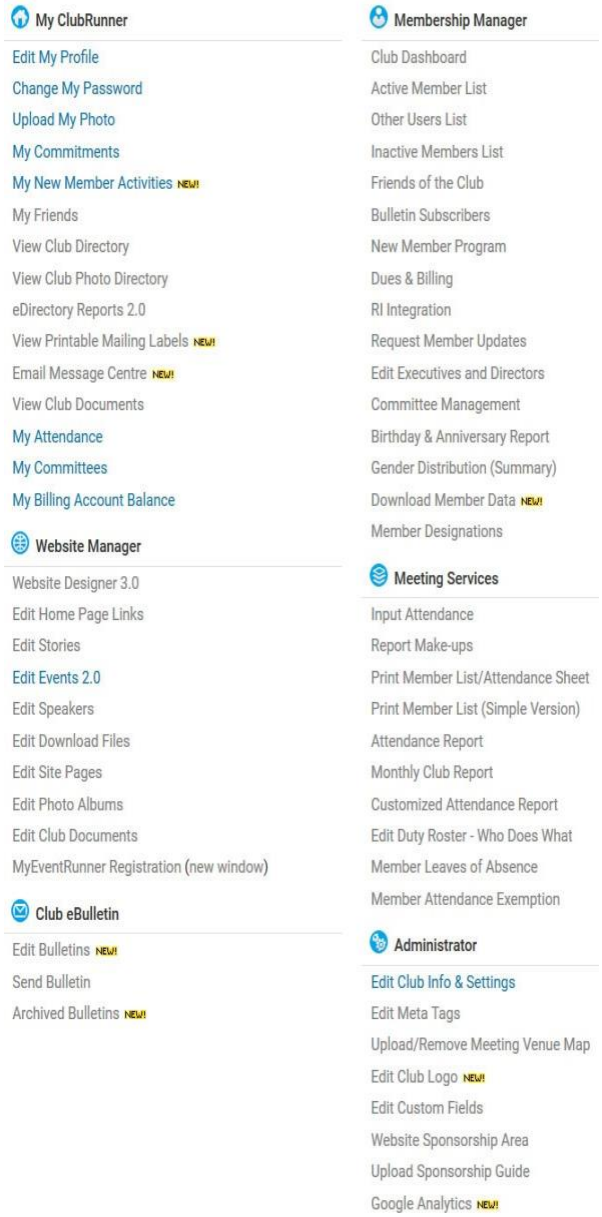

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