

### Non Club Executive:

For Members that are NOT identified as a Club Executive, below are the automatic access rights:

#### Home Page Editing

- Site Pages Management (Read Only)
- Photo Albums Management (Read Only)
- Documents Download (Read Only)

#### District, Clubs & Membership

- District eDirectory Builder 2.0 (Preview only)

#### Communication Services

- Committee Management (Read Only)

#### For Members

- Edit My Profile (**Full Access**)
- Change My Password (**Full Access**)
- District Directories (Old Version)
- District Directories (New Version) (Print only)
- Search Member eDirectory (**Full Access**)
- My Committees (**Full Access**)

#### Events

- Event Calendar (**Full Access**)
- Event Planner (Version 2) (Read Only)

#### For Club Executives

- Club Information Page (Read Only)

### Club Executive:

For Members that ARE identified as a current year Club Executive (President, President Elect, Secretary, and Treasurer), below are the automatic access rights:

#### Home Page Editing

- Site Pages Management (Read Only)
- Photo Albums Management (Read Only)
- Documents Download (Read Only)

#### District, Clubs & Membership

- District Dashboard
- District eDirectory Builder 2.0 (Preview only)

#### Communication Services

- Committee Management (Read Only)

#### For Members

- Edit My Profile (**Full Access**)
- Change My Password (**Full Access**)
- District Directories (Old Version)
- District Directories (New Version) (Print only)
- Search Member eDirectory (**Full Access**)
- My Committees (**Full Access**)

#### Events

- Event Calendar (**Full Access**)
- Event Planner (Version 2) (Read Only)

#### For Club Executives

- Active Members List (**Full Access**)
- Other Users List (**Full Access**)
- Inactive Member List (**Full Access**)
- Club Information Page (**Full Access**)
- Define Club Executives (**Full Access**)
- Switch on Data Integration with RI (Automatic) (**Full Access**)
- Report Data Changes to RI (Manual Emails) (**Full Access**)
- Missing RI Member ID Report (**Full Access**)
- RI Updates Archive (**Full Access**)

### District Officers & Directors AND District Executives:

For Members that are identified as a District Officer OR District Executive, below are the automatic access rights:

#### Home Page Editing

- Site Pages Management (Read Only)
- Photo Albums Management (Read Only)
- Documents Download (Read Only)

#### District, Clubs & Membership

- District Dashboard (Full Access)
- District eDirectory Builder 2.0 (Preview only)

#### Communication Services

- Email Message Services (**Full Access**)
- District Organization Chart (**Full Access**)
- Committee Management (Read Only)
- Members Email Status report (**Full Access**)
- Email Traffic Report (**Full Access**)

#### For Members

- Edit My Profile (**Full Access**)
- Change My Password (**Full Access**)
- District Directories (Old Version)
- District Directories (New Version) (Print only)
- Search Member eDirectory (**Full Access**)
- My Committees (**Full Access**)

#### Events

- Event Calendar (**Full Access**)
- Edit Events (Version 1) (**Full Access**)
- Event Planner (Version 2) (**Full Access**)

#### For Club Executives

- Club Information Page (Read Only)

### Assistant/Area Governors:

For Members that are identified as assistant/area governors, below are the automatic access rights:

#### Home Page Editing

- Site Pages Management (Read Only)
- Photo Albums Management (Read Only)
- Documents Download (Read Only)

#### District, Clubs & Membership

- District Dashboard (**Full Access**)
- District eDirectory Builder 2.0 (Preview only)

#### Communication Services

- Email Message Services (**Full Access**)
- District Organization Chart (**Full Access**)
- Committee Management (Read Only)
- Members Email Status report (**Full Access**)
- Email Traffic Report (**Full Access**)

#### For Members

- Edit My Profile (**Full Access**)
- Change My Password (**Full Access**)
- District Directories (Old Version)
- District Directories (New Version) (Print only)
- Search Member eDirectory (**Full Access**)
- My Committees (**Full Access**)

#### Events

- Event Calendar (**Full Access**)
- Edit Events (Version 1) (**Full Access**)
- Event Planner (Version 2) (**Full Access**)

#### For Club Executives

- Club Information Page (Read Only)
- Define Club Executives (Read Only)

### Member Access Rights Roles

The list below outlines what each access role can do:

#### **Administrator**

- Everything

#### **Home Page Editor**

- Home Page Editing -> Home Page Stories
- Home Page Editing -> Stories Management
- Home Page Editing -> Edit Home Page Links
- Home Page Editing -> Download Files
- Home Page Editing -> News Management
- Home Page Editing -> Site Pages Management
- Home Page Editing -> Photo Albums Management
- Home Page Editing -> Documents Download

#### **Attendance Editor**

- District, Clubs & Membership -> Clubs Attendance Management
- For Club Executives -> Club Attendance Report

#### **Membership Editor**

- District, Clubs & Membership -> Clubs & Membership Detail
- District, Clubs & Membership -> Member Detail
- District, Clubs & Membership -> Request Member Updates
- District, Clubs & Membership -> Edit Executives and Directors
- District, Clubs & Membership -> RI Reporting
- District, Clubs & Membership -> Reports
- District, Clubs & Membership -> Member Designations
- Communication Services -> Email Message Services
- Communication Services -> District Organization Chart
- Communication Services -> Members Email Status Report
- Communication Services -> Email Traffic Report
- For Club Executives -> Active Members List (**Read Only**)
- For Club Executives -> Other User List (**Read Only**)
- For Club Executives -> Inactive Member List (**Read Only**)
- For Club Executives -> Define Club Executives
- For Club Executives -> Define Club Attendance Manager
- For Club Executives -> Report Data Changes to RI (Manual Emails)
- For Club Executives -> RI Member Synchronization

#### **Club Information Editor**

- For Club Executives -> Active Members List
- For Club Executives -> Other User List
- For Club Executives -> Inactive Member List
- For Club Executives -> Club Information Page
- For Club Executives -> Define Club Executives
- For Club Executives -> Club Attendance Report
- For Club Executives -> Define Club Attendance Manager
- For Club Executives -> Switch on Data Integration with RI (Automatic)
- For Club Executives -> Report Data Changes to RI (Manual Emails)
- For Club Executives -> Missing RI Member ID Report
- For Club Executives -> RI Updates Archive
- District, Clubs & Membership -> District Dashboard

### **District Communication**

- Communication Services -> Email Message Services
- Communication Services -> District Organization Chart
- Communication Services -> Members Email Status Report
- Communication Services -> Email Traffic Report
- District, Clubs & Membership -> District Dashboard

### **Event**

- Events -> Edit Events (Version 1)
- Events -> Event Planner (Version 2)

### **District Bulletin**

- Communication Services -> Email All Members
- Communication Services -> District eBulletin 2.0
- District, Clubs & Membership -> District Dashboard

### **MyEventRunner Administrator**

- Events -> MyEventRunner (new window)

### **District Beta Tester**

- Home Page Editing -> Story Management
- Home Page Editing -> Edit Home Page Links
- Home Page Editing -> News Management
- Home Page Editing -> Website Designer

### **Download Member Data**

- District, Clubs & Membership -> Download Member Data

### **MER Read Only Access**

- Events -> MyEventRunner (new window) (**Read Only**)

## Support & Training

Visit our **Support Center** at [www.ClubRunnerSupport.com](http://www.ClubRunnerSupport.com) to access all resources available, including submitting a support ticket, searching the knowledgebase, downloading helpful “how-to” documents and viewing on-demand demos. The following is a list of all the various resource guides available to you.

<p><b><u>Knowledgebase</u></b></p> <p>This is where you will find access to hundreds of articles answering frequently asked questions on how to do virtually everything on ClubRunner.</p>	<p><b><u>Downloads</u></b></p> <p>This area contains useful documents referenced within this guide, including the Member Cheatsheet, access rights matrix, presentation agenda, and more.</p>
<p><b><u>On-Demand Videos</u></b></p> <p>For frequently asked questions on how to do certain things on ClubRunner, we have recorded video tutorials available for you to view.</p>	<p><b><u>Webinar Training</u></b></p> <p>We hold several webinars every week on the various modules of ClubRunner. These are open to any member of your club, and we recommend that you send your board members to attend.</p>
<p><b><u>Submit a Ticket</u></b></p> <p>For technical support, use our Support Center to submit a ticket, or send an email to <a href="mailto:support@clubrunner.ca">support@clubrunner.ca</a>. Our turnaround time for email tickets is 2 business days.</p>	<p><b><u>Community</u></b></p> <p>Start a conversation with other ClubRunner customers on best practices, tips and tricks, feature enhancements and more. The discussion forum is a great place to learn how other customers are utilizing ClubRunner to manage their club website.</p>

For the latest ClubRunner updates, follow us on:

