

Access Rights on District ClubRunner

Visitors and District Rotarians who are not logged in may browse the public website pages.

Every Rotarian in the District can also log in as a member. This enables them to read the member-only website pages, plus they also get access to the following items in the “Member Area” Menu:

- | | |
|-----------------------|---------------------------------------|
| • For Members | -> Edit My Profile |
| • ” | -> Change My Password |
| • ” | -> My Committees |
| • Membership | -> Member Search |
| • Organization | -> District eDirectory Reports |
| • Documents | -> Documents |

Further, additional rights are granted to members occupying specific Club or District roles:

Current, immediate past and **next year Club Executives** may access all items on the Grey menu bar under the **For Clubs** tab on the Member Area Menu (**for their own club only**):

- | | |
|--|--|
| • Membership Lists | -> Active Members List |
| • Define Club Executives | -> Club Executives and Directors |
| • Edit Club Information | -> <club> |
| • RI Integration | -> RI Database Integration for <club> |
| • Missing RI Member ID | -> <club> Missing Rotary Member ID Report |
| • Club Attendance Report | -> Monthly Attendance of <club> |
| • RI Member Synchronization | -> RI Compare and Synchronize for <club> |
| • Executive Compare and Synchronize | -> RI Club Executive Compare and Synchronize for <club> |
| • Member Updates Archive | -> RI Member Integration Archive |
| • Club Updates Archive | -> RI Club Integration Archive |

Members recorded on the **current year District Organization Chart** as a **District Governor, District Executive, District Director** and or **Assistant Governor** are automatically granted the **District Communication - Email Executives Only** access right. This allows them to access:

- **District Dashboard**
- **District Organization Chart**
- **Email Message Services – for sending emails to Club and District office holders**
- **Email Status Report**
- **Email Traffic Report**

These role-based rights are not permanent and go away when the member ceases to have the associated role/s assigned.

In addition to the above automatically granted rights, individual members may be manually assigned specific District Access rights, if such rights are necessary to perform their roles.

NOTE: District access rights should not be confused with the numeric “Access” code shown in all member’s profiles. This is a club-level access code, relevant only to those clubs that subscribe to the club version of ClubRunner.