

Admin vs. Editor - Access Levels

Site Administrator Privileges:

- Ability to view all Members in the Directory and My Profile; even those that are hidden.
- Ability to view all Member Statements
- Ability to access/edit any page that has not been locked by Clubessential
- Ability to change Page Security and Page Properties
- Ability to edit and send blast emails from the Website
- Ability to create new accounts in the Directory and assign privileges (Admin, Editor, None)
- Ability to gather information on any account in the directory (Username and/or PW)
- Ability to create Dynamic, Static, or Opt-In groups
- Access to Mail Reporting
- Access to Site Configuration from the Admin Bar
- Active User listing under Admin

Site Editor Privileges:

- Has access to and can edit certain pages the Site Admin defines.
- Possible to send out Blast Emails
- Access to an amended CE tab
- Able to upload files through Document Upload
- Able to see Event Manager/Calendar and add events
- Can access the Profile updates Report under Admin
- Can view Site Statistics under Admin
- Limited Access to Directory information
- Can view Roster Sync queue data under Admin
 - **Please Note:** Only applicable for Clients with third-party Roster Sync setups.
- Cannot edit Member Data or see Statements
 - **Please Note:** When editing or creating an event registration, an Editor is able to update the registration owners' primary email address.