How-To Assign Site Owner Permission & Allow People to Create New Workspaces?

Kahootz Support - 2020-05-01 - How-To

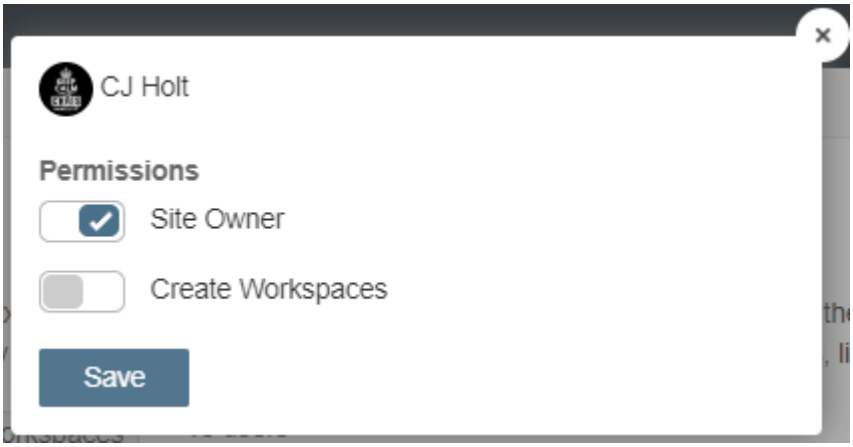
As your user numbers grow, you may want another site owner to help manage the platform.

> **Kahootz Tip:** We recommend you have at least two site owners, as you may miss important site expiry, invoice, renewal, and licensing emails if you're away on holiday or leave your organisation. Therefore, if one site owner was to leave or be on holiday then the other site owner can fully manage your site.

If you want to make someone a Site Owner, the user must already have been invited to the site and registered.

Steps to make someone a site owner:

1. Click on **Account > Site Admin**.
2. Select **Users**.
3. Find the user and click **Modify Permissions**.
4. Select **Site Owner** as shown below.

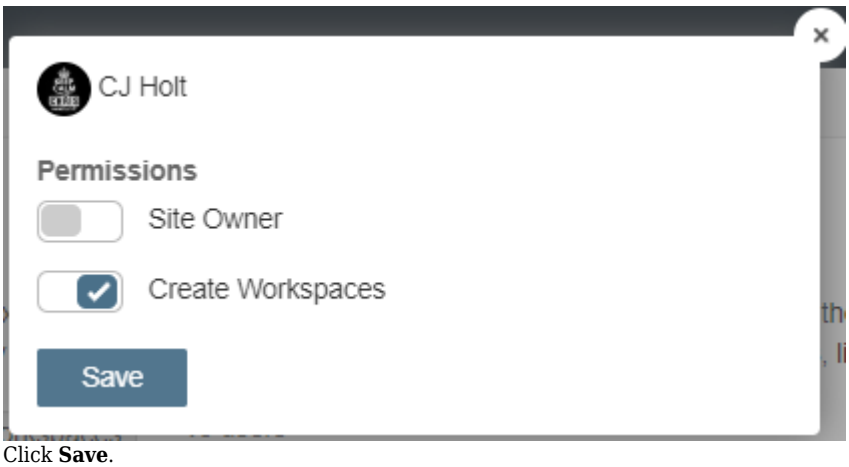


5. Click **Save.**

If you want to allow someone to create new workspaces:

Steps to give user permission:

1. Click on **Account > Site Admin**.
2. Select **Users**.
3. Find the user and click **Modify Permissions**.
4. Select **Create Workspaces** as shown below.



5. Click **Save**.

The alternative is for the site owner to create a workspace for the person, and then make them a manager. This allows the site owners to control the number of workspaces in their site.