How-To Invite Users (Site Owner, Manager & Member)

Kahootz Support - 2022-08-11 - How-To

You can invite users into Kahootz whether you're a Site Owner, Workspace Manager or Member.

However, there are two ways of inviting people into Kahootz, depending on your permissions

> **Tip:** If you cannot follow these steps below then I'm afraid you do not have the permission.

You'll need to contact the Workspace Manager if you cannot invite other users.

To invite one or multiple users, open a workspace and follow these steps.

Option 1

1. Click on the "" icon in the top right corner of the page to open the Workspace Menu.

2. Select **"Invite People."** from the dropdown list.

Option 2

1. Click on the **"cog-wheel"** icon in the top right corner of the page to open the Manage Workspace menu.

2. Select **"Members & Teams."** from the dropdown list,

3. Click on the **"Invite people to the workspace"** button in the top right corner.

Enter one or multiple email addresses, pick members from your other workspaces or find users based upon their profile.

Decide if you wish to add the users to a team or make them a workspace manager.

Add a subject and message if required and when finished, click the **"Invite"** button.

> **Kahootz Tip:** You can't re-invite people within 1 hour of inviting them.

No user licenses remaining?

If you're a Site owner (or on a Kahootz Trial), you can access an online quotation calculator that will give you prices for any number of users.

Login to your Kahootz site and click on "**Account > Site Admin**" and look at the **"License Costs"** page. For more information, see How is my license fee calculated?

Troubleshooting

If you've invited a user and try doing it again using the same email address, you'll get an error as only 1 of the same address is allowed per workspace.

An invite is only valid for 28 days; after that timeframe, it will expire and the user will need to be re-invited to the workspace again if they require access.

If a user already exists and they register a profile with a different email address, they may wish to use the second email address on their existing profile.

If you're a workspace manager or site owner, you can delete their account which will remove the email address from the system. The user can then edit their login details under "**Account > Profile > Update Profile Information".**

Related Content

- Site Usage & Storage Statistics including Active Users & Workspaces
- How-To Create Teams & Why
- Permissions that the Kahootz team can help you with
- Getting started - Creating your workspace
- How-To Re-invite Users