Account Membership Roles Types within Kahootz

Software Support - 2022-10-24 - Managers & Site Owners

Below is a detailed list of all the different types of membership access you can assign to users within your Kahootz site.

> **Tip:** We recommend having at least 2 Site Owners to prevent any issues if one of them is away or leaves the company.

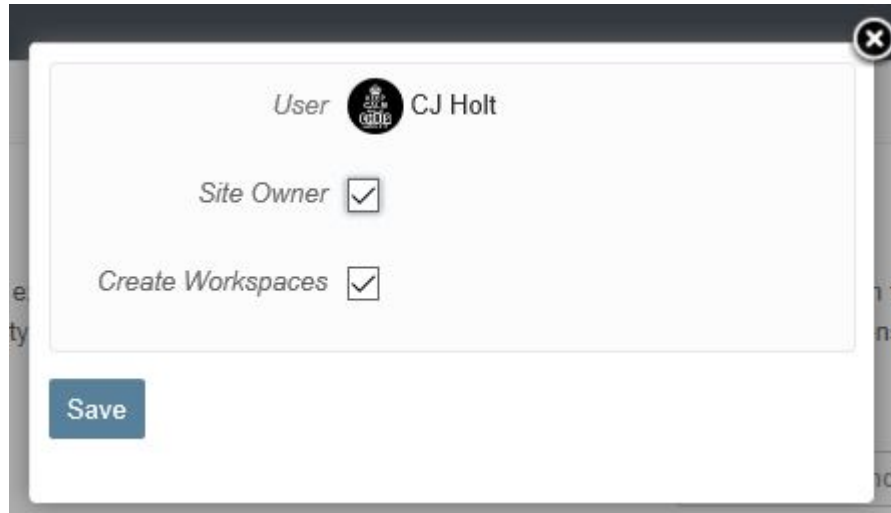|	
Non-Member	A user who can access Workspaces that hasn't been invited nor registered (Note: The Workspace has to be configured publically available for this option) otherwise, the user will get access denied.
Member / User	A user who has been invited & registered to a Workspace, allowing them to gain access to contents within their set permissions.
Workspace Manager	A user who's already registered and been given higher privileges, who takes ownership of a workspace and manages all aspects. (registrations, contents, users & permissions) including any internal training and your company's best practice.
System Admin	A user with full access and control of the site.
Site Owner	A user with full access and control of the site along with having financial responsibility for the invoicing, PO's, licencing Issues etc. (Note: Site owners are also the voice of authority of which they'll provide written approval to support requests when required)

> Please read the detailed descriptions above carefully to assign the correct permissions to your users.
Note: the support team will defer any permissions questions to the workspace manager or site owner.

You can have as many site owners as required - to promote existing users to site owners.

1. Click on your "**Name**" at the top right corner of the page to open your Account menu.

2. Select "**Site Admin**" from the drop-down menu.

3. Click **"Users"** from the left-hand side.

4. Find and "**Modify**" their permissions.

5. Tick the "**Site Owner**" checkbox.

6.

Press save.

Related Content

- Folders (Display & Sorting + Permissions)