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

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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.

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

## Option 1

1. Open the **"Group Menu"** in the top right corner.
2. From the dropdown, select **"Invite People."**

## Option 2

1. Click on the **"Cog Wheels"** icon in the top right corner.
2. From the dropdown, select **"Members."**
3. Click the **"Plus"** icon in the top right corner, or click on **"Invite People"** in the **"Actions Menu."**

### **Site Owners will see the following options**

Invited users are sent an email that's valid for 28 days. If you invite more than 100 users, we'll process your invitations in the background then send you an email when they are done.

#### Select People

Select people to invite by entering email addresses or searching for existing users. Don't worry about removing duplicates - we won't email anyone that has been invited in the last hour.

**New Users**

**Existing Users** [Pick members from your other workspaces](#)  
[Find people based upon their profile](#)

#### Options

**Permissions** Give invited users these permissions:  
 Manager

**Teams** Add invited users to these teams:  
 HR  Sales  M & R  F & A  Internal Systems  Support  Management

#### Invite Email

\* **Subject**

**Message**

Save these as the workspace default

[Invite](#) [Cancel](#)

### **Workspace Managers will see these options**

## Invite

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### Select People

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**New Users**

**Existing Users** [Pick members from your other workspaces](#)

### Options

**Permissions** Give invited users these permissions:

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**Teams** Add invited users to these teams:

HR  Sales  M & R  F & A  Internal Systems  Support  Management

### Invite Email

**\* Subject**

**Message**

Save these as the workspace default

[Invite](#) [Cancel](#)

### Members will only have the necessary options

## Invite

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### Select People

Select people to invite by entering email addresses. Don't worry about removing duplicates - we won't email anyone that has been invited in the last hour.

**New Users**

### Invite Email

**\* Subject**

**Message**

[Invite](#) [Cancel](#)

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

5. [Add the users to a team or make them a workspace manager.](#)

6. Click "Invite."

**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 then 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.

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

- [Getting started - Creating your workspace](#)
- [Permissions that the Kahootz team can help you with](#)
- [How-To Create Teams & Why](#)
- [Site Usage & Storage Statistics including Active Users & Workspaces](#)
- [How-To Change Workspace Permissions](#)