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Membership Types within Kahootz Sites & Workspaces


Software Support - 2019-04-11 - [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.

- **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 in order to assign the correct permissions to users. Note: the support team will defer any questions on permissions to either the workspace manager or site owner.

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

1. Click on **Account > Site Admin**.
 2. Click **Users**.
 3. Find and edit the person.
 4. Click **Site Owner**.
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5. Press save.

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