

Setting up relationships between workspaces

Software Support - 2017-06-21 - Workspaces

THE PROBLEM: You want to create an informal relationship between two (or more) workspaces - for example, a central workspace for a project linking to other workspaces about particular streams or working parties on that project - and allowing members of one workspace to either opt into or request membership of the other(s).

THE SOLUTION: We recommend you create web links between the workspaces, either as web link items in a suitable folder or as web links in customised text on the workspace homepage or elsewhere. The best place to link to is the target workspace's homepage as that is suitable for both existing members and non-members - its web address can be copied from your web browser or you'll find it on the **Manage Workspace** cogwheel > **Summary** page.

Whether people can see and join the workspace that is linked to depends on that workspace's access settings. From its **Manage Workspace** cogwheel > **Settings** page you'll be able to choose either

- **Open** - all registered users can see the workspace homepage, and any content marked as visible to **Registered Users**. They'll be able to join from an action on the homepage.
- **Restricted** - all registered users can see this workspace homepage, and any content marked as visible to **Registered Users**. They'll be able to request membership, which will need to be approved by the managers.
- **Private** - the workspace won't be visible at all, and only people you explicitly invite can see and join this workspace. Practically it's not useful to link to that kind of workspace - instead, it may be better to mention how to contact the manager(s) for an invite.

If you want to setup *automatic* membership of a workspace, we can help in a couple of scenarios: Where you want an "all registered users" workspace which people are automatically joined to when they register on the site, or an "All Staff" workspace which people are automatically joined to when they register, if they have a matching email address. Please contact the Kahootz [support team](#) for more details.

Related Content

- [Dashboard Items List \(Full details for each Item/Feature\)](#)

- [How-To use the Dashboard Builder](#)
- [Web links in Kahootz](#)