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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)

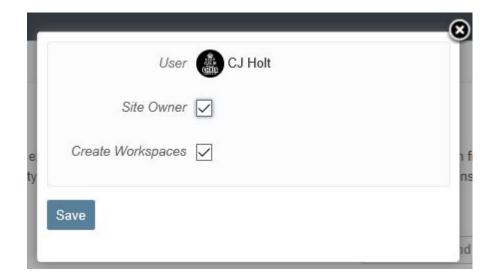
> Please read the detailed descriptions above carefully to assign the correct permissions to your users.

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.

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