Kahootz Support

Membership Types within Kahootz Sites & Workspaces

Software Support - 2018-10-09 - in 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...
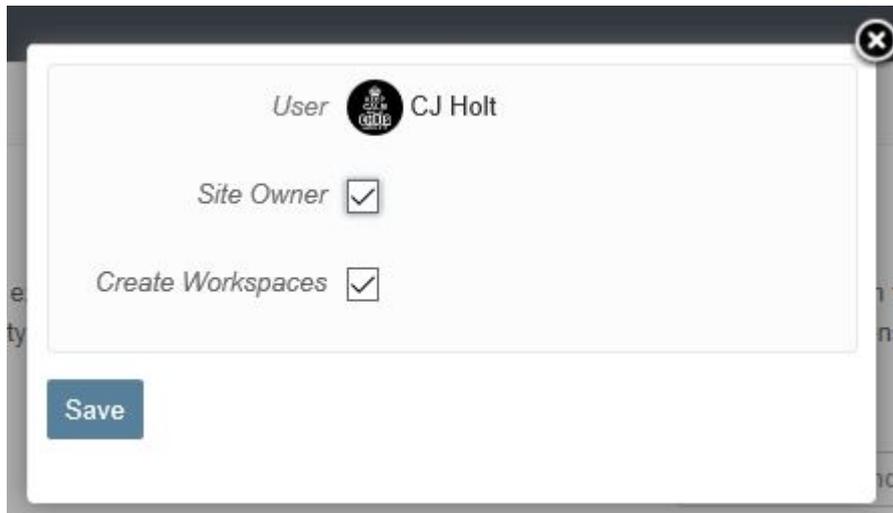
• Non-Member	A user who can access Workspaces that hasn't been invited nor registered (Note: The Workspace has to be configured publically available for this option) otherwise, the user will get access denied.
• Member / User	A user who has been invited & registered to a Workspace, allowing them to gain 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**.

5. Press save.