

How-To Assign Site Owner Permission & Allow People to Create New Workspaces?

Software Support - 2020-05-01 - How-To

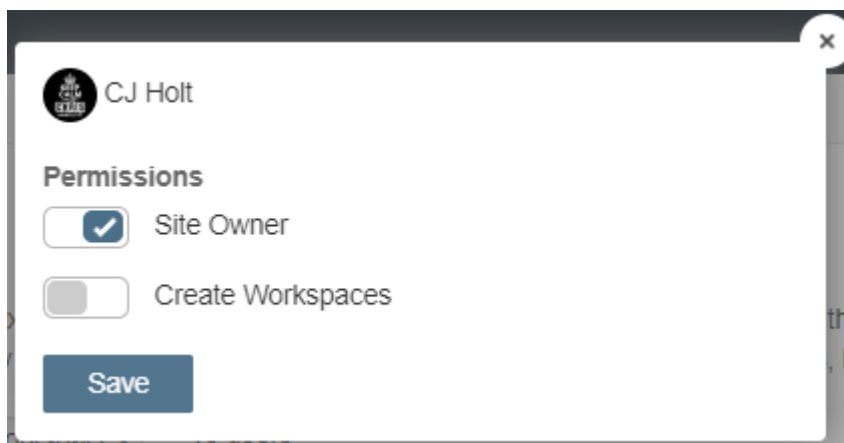
As your user numbers grow, you may want another site owner to help manage the platform.

Kahootz Tip: We recommend you have at least two site owners, as you may miss important site expiry, invoice, renewal, and licensing emails if you're away on holiday or leave your organisation. Therefore, if one site owner was to leave or be on holiday then the other site owner can fully manage your site.

If you want to make someone a Site Owner, the user must already have been invited to the site and registered.

Steps to make someone a site owner:

1. Click on **Account > Site Admin**.
2. Select **Users**.
3. Find the user and click **Modify Permissions**.
4. Select **Site Owner** as shown below.

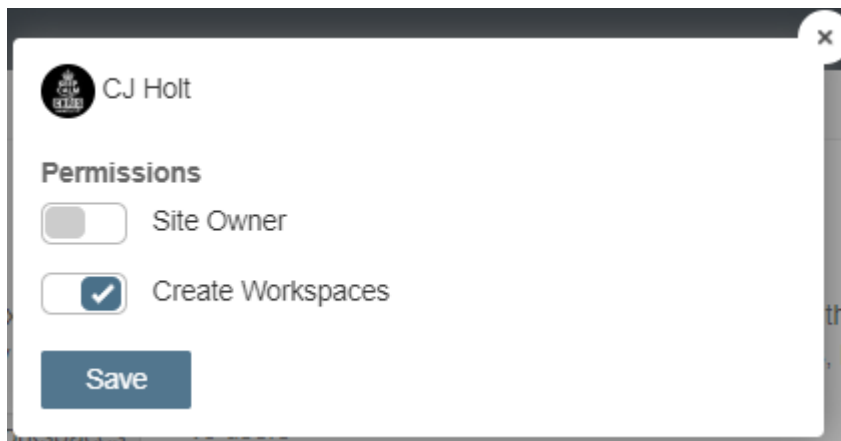


5. Click **Save**.

If you want to allow someone to create new workspaces:

Steps to give user permission:

1. Click on **Account > Site Admin**.
2. Select **Users**.
3. Find the user and click **Modify Permissions**.
4. Select **Create Workspaces** as shown below.



A screenshot of a user permissions dialog box. At the top left is a circular profile picture of a person with the name 'CJ Holt' next to it. Below the name is the heading 'Permissions'. There are two toggle switches: the first is labeled 'Site Owner' and is currently turned off (grey); the second is labeled 'Create Workspaces' and is currently turned on (blue with a white checkmark). At the bottom of the dialog is a blue button with the text 'Save' in white. A small 'x' icon in a circle is in the top right corner of the dialog box.

5. Click **Save**.

The alternative is for the site owner to create a workspace for the person, and then make them a manager.

This allows the site owners to control the number of workspaces in their site.