What are roles

David H. - 2023-05-30 - [Membership](#)

Roles allows the organization to set certain roles for members and staff, giving them the ability to access specific feature sets. Members and staff can have more than one role.

Roles:

Administrator

- Access to everything

  - All reports (Membership, Sales, Events, and System)

  - All settings (General, Emails, Bulletin, Website, Custom CSS, Sponsors, Membership Types, Importing Members, Moderate Group Discussion Comments, Manage Group Categories, Products, Product Promo Codes, and Public and Internal Forms)

  - Change log (Displays changes made)

  - Organization's Officer list and settings

  - Ability to send emails

  - View and edit profiles

  - Add and remove members

  - Everything the other roles below can do

Website Editor

- Add, edit, and delete Documents

- Edit the homepage

- Create, edit, delete custom pages

- Add, edit, and delete Photo Albums

- View and manage images in the Image Library

- View, edit, add, delete Custom Widgets and Link Widgets

- View, manage, add, and delete Sponsors

- Create, edit, and delete Stories

- View, add, and delete Products

- Everything a [Member](#) can do

Content Editor

- Add, edit, and delete Documents

- Create, edit, and delete Calendar Items

- Edit the homepage

- Create, edit, delete custom pages

- Add, edit, and delete Photo Albums

- View and manage images in the Image Library

- View, edit, add, delete Custom Widgets and Link Widgets

- View, manage, add, and delete Sponsors

- Create, edit, and delete Stories

- Create, edit, delete, and send Bulletins

- Create and edit email templates

- View, add, and delete Products

- Everything a [Member](#) can do

Event Manager

- Create, edit, manage, and delete Group Events, if you are a member of that Group

- Create, edit, manage, and delete Events

- Create, edit, and delete Calendar Items

- Everything a [Member](#) can do

Community Manager

- Add, edit, and delete Documents

- Send invoices and reminders

- Create, edit, and delete Groups

    - Edit and delete Discussions

    - Create, edit, manage, and delete Group events

    - Add and delete members from Groups

    - Add, edit, and delete documents

- Create, edit, manage, and delete Events

- Create, edit, and delete Calendar Items

- Everything a [Member](#) can do

Finance Manager

- Add, edit, and delete Documents

- View and change members' membership and finances

- Send invoices and reminders

- View Orders, Payments, and Invoices

- View, add, and delete Products

- Create and edit the financial email templates

- Add new membership types

- Edit membership settings

- View and edit the account's finance settings

- Everything a [Member](#) can do

Membership Manager

- Add, edit, and delete Documents

- View and edit profiles

- Change members' roles

- Add and remove members

- Send invoices and reminders

- Create and edit email templates

- Everything a [Member](#) can do

Member

- Join and View Group details

    - Post and reply in Discussions

    - Register for Group events

    - View Group members

    - View public and private Documents

    - Send email to one or more Group member

- Everything a [Limited Member](#) can do

Limited Member

- Able view and update their profile

- Access public and private Documents

- View Group details

    - Number of members in the Group

    - Group Leaders

    - Group Documents

- Register and view events

Related Content

- [How to add staff](#)