Administrator Access

Updating an Existing Contact's Access

1. Go to the Contacts tab and search for the contact.
2. Select their name.
3. Adjust the **Admin Level** pull-down to set their access.

This allows the contact to log into the Admin UI and view reports, with permissions determined by the level selected (see table below).

Adding a New Administrator

1. Click the green **Add** button.
2. Select **Admin...**.
3. Fill in the contact's information.
4. Set their **Admin Level** using the pull-down.

The new contact will be prompted to create a password the first time they log in.

Admin Access Levels

Level	Permissions
Appointment Viewer	Can log in and view appointments only — no changes allowed
Appointment Maker	Can make appointments from the Admin UI, but cannot change setup or add/remove slots
Resource Administrator	Can make/cancel appointments and add/remove slots — limited to the specific resources granted in **Resource Access**
Event Administrator	Full administrative access to one or more specific **events** — set under **Event Access**
Administrator	Full access to the entire account

> All levels include access to reports.

Granting Specific Access

Some levels require you to specify *what* the contact can access:

- **Appointment Viewer, Appointment Maker, Resource Administrator:** Set their accessible resources under **Vendor Access / Resource Access**.
- **Event Administrator:** Set their accessible event(s) under **Vendor Access / Event Access**.

Updating Multiple Teachers/Admins at Once

To bulk-update access levels for a group of contacts:

1. Go to **Global Setup / Contacts**.
2. Under **Advanced Options**, click **Modify Admin Level**.

Revision #5
Created 2026-04-08 22:21:57 UTC by Tara Cicora
Updated 2026-06-20 23:59:34 UTC by Anne Taves