

# Administrators

## Can I have multiple administrators on my account?

Yes, you can set up any number of users with administrative access:

1. Go to **Contacts**, click **Add / Admin...**
2. Fill in the contact's information.
3. Set **Admin Level** to **Administrator** for full access.

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## What administrative access levels are available?

Level	Permissions
<b>Appointment Viewer</b>	Can view appointments only
<b>Appointment Maker</b>	Can make appointments in the Admin tool, but cannot change account settings
<b>Resource Administrator</b>	Full schedule control for specific assigned resources
<b>Event Administrator</b>	Full administrative access to all events
<b>Administrator</b>	Full administrative access to the entire account

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## "Email address already exists, can't create duplicates" — what does this mean?

This administrators email is already linked to an existing pickAtime contact. Go to **Contacts**, search the email address, and you should find the existing record.

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Revision #3

Created 2026-06-21 16:04:37 UTC by Anne Taves

Updated 2026-06-21 16:35:38 UTC by Anne Taves