

Administrator Access

You can upgrade any existing contact to an administrative role or create a new administrator from scratch.

Assigning Access to an Existing Contact

1. Navigate to the [Contacts](#) tab.
2. Search for the contact by name and select them from the list.
3. Use the **Admin Level** dropdown menu to select the appropriate permission level.

Adding a New Administrator

1. Click the green **Add** button in the **Contacts** section.
2. Select **Admin...** from the options.
3. Fill in the required contact information.
4. Set the **Admin Level** using the dropdown menu.

Note: New administrators will be prompted to create their own password the first time they log in.

Administrative Permission Levels

Each level provides a different degree of control over the account:

Admin Level	Capabilities
Appointment Viewer	Can log in to the Admin UI and view reports/schedules but cannot make any changes.
Appointment Maker	Can book appointments from the Admin UI but cannot change the setup or modify time slots.
Resource Administrator	Can make/cancel appointments and add/remove slots for specific assigned resources (e.g., specific teachers).
Event Administrator	Acts as a full-power administrator for one or more specific events.
Administrator	Full-power access to the entire account and all settings.

Configuring Access Restrictions

For most roles, you must specify exactly which teachers or events the user is allowed to manage. All administrative levels include the ability to view reports.

Assigning Teacher (Resource) Access

For **Appointment Viewers**, **Appointment Makers**, and **Resource Administrators**, you must define their specific scope:

- Go to the **Vendor Access** tab.
- Use the **Resource Access** block to select the specific teachers or resources this contact can manage.

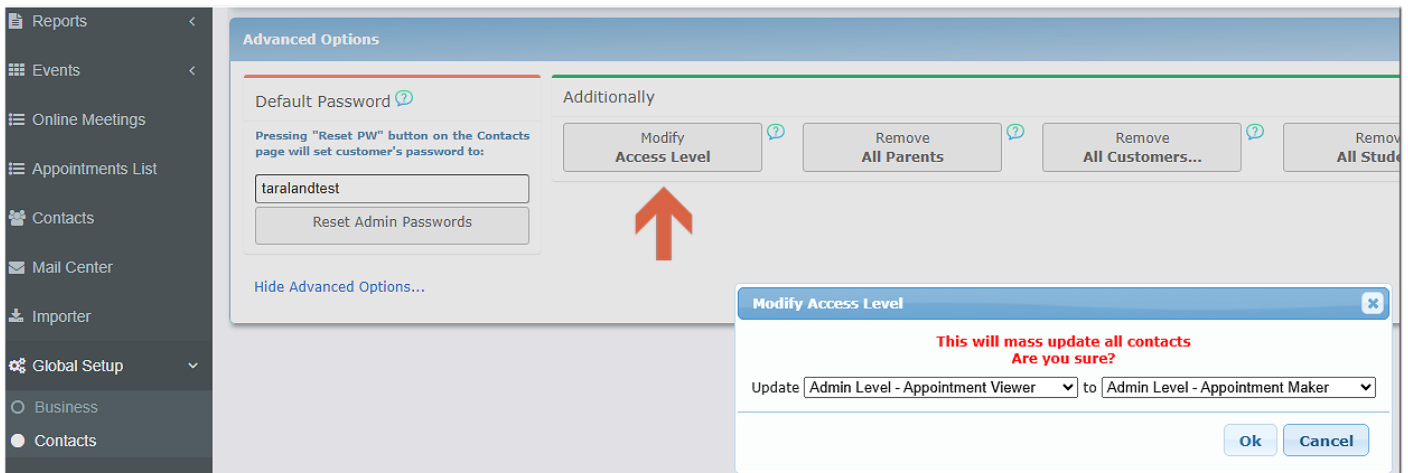
Assigning Event Access

For **Event Administrators**, you must specify which events they can oversee:

- Go to the **Vendor Access** tab.
- Use the **Event Access** block (located in the lower right-hand table) to grant access to the appropriate events.

To update multiple Admins

To update groups of Admins to higher (or lower) levels, go to [Global Setup/Contacts](#) and under Advanced Options / Additionally select the Modify Admin Level button.



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