

How to invite a new user and set permissions

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Only administrators can invite new users.

Steps

1. Go to **Settings** -> **Users** (or the equivalent admin area).
2. Click **Invite User** or **Add User**.
3. Enter the person's name and email address.
4. Assign the appropriate role or permission set. Common examples:
 - Administrator
 - Staff
 - Read-Only
 - Volunteer Coordinator
 - Finance
5. Send the invitation.

The new user will receive an email with instructions to set their password and log in for the first time.

Best practice: Follow the principle of least privilege -- give each person only the access they need to do their job. You can always expand permissions later if required.
