

Booking calendar access permissions

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There are four types of users in a OnceHub account: account owners, administrators, team managers and member users. Read on to learn the different abilities and permissions that each user type has within booking calendars. For a full breakdown of the differences among user types, see [here](#).

To check what user type you are, click on your profile picture in the top right-hand corner of any OnceHub page, and your user type will be displayed below your email ID. (Figure 1)

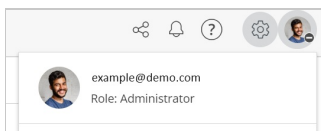


Figure 1: User type displayed at profile settings

Administrator

Administrators have access to all account settings, except for account deletion.

- Administrators can view and edit the settings of all booking calendars in their account.
- Administrators can make other users administrators.

Account owner

The account owner has all the same access and permissions as administrators, as well as account deletion.

- The person who created the OnceHub account is automatically the account owner.
- Only one user can be the account owner; if this role is transferred, the original account owner becomes an administrator.
- In terms of using booking calendars, there is no difference between and account owner and administrator's permissions.

Team manager

The team manager plays a role somewhere in between member users and administrators. They are assigned a team of users which they can manage similarly to an administrator, but don't have permissions outside of their team. For a full breakdown of what team managers can and can't do, see [here](#).

- Team managers can create new booking calendars, hosted by themselves or team members.
- They can edit and delete booking calendars hosted by themselves or team members.
- They can edit basic parts of team members' profiles.

Member

Members have limited access to account configuration settings.

- They can see and edit booking calendars that they are the only host of, and that has no additional team members.
 - If they are part of a booking calendar in which there are multiple hosts, or that is hosted by a team, they can only view the booking calendar, but can not edit it. If they are not the hosts of a calendar, they cannot edit or change any settings of it.
 - They can create booking calendars, but only for themselves. A booking calendar hosted by a team can only be created by an administrator.
 - Members can share any page on their account.
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