

User Roles Overview

This article provides an overview of the various user roles within OnceHub, detailing the core permissions associated with each role. Understanding these roles is crucial for effectively assigning permissions and responsibilities.

User Roles

OnceHub offers four primary user roles: Account Owner, Administrator, Team Manager, and Member.

Account Owner:

- Automatically assigned to the user who created the account.
- Can manage all settings and transfer ownership to another user.
- Has the same permissions as an administrator, with additional ownership privileges.

Administrator:

- Can manage users, teams, and account settings.
- Has full access to billing and subscription management.
- Cannot transfer account ownership.

Team Manager:

- Manages a specific team of users within the account.
- Can create booking links and edit profiles for team members.
- Has no access to billing or account-wide settings.

Member:

- Has limited access to account features.
- Can create and manage their own booking links but are restricted from editing others' links unless explicitly granted permissions.

For a more detailed view of the permissions each role has, you can view [User Roles and their Permissions](#).

Frequently Asked Questions (FAQs)

Can a user be assigned both Administrator and Team Manager roles?

No. A user can only hold one role at a time. However, a Team Manager can manage multiple teams.

Do all users require a seat?

No. Users without a seat can still access many features, such as updating availability or receiving notifications. However, they cannot take bookings or host live engagements.

Can the Account Owner transfer their ownership role?

Yes, the Account Owner can transfer ownership to another user via their profile settings. Upon transfer, the previous Account Owner will become an Administrator.
