

## User Management and Seats

This guide details how to manage users within your OnceHub account, including accessing user management and understanding the available administrative options.

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### Accessing User Management

#### Navigate to Users:

1. Click on the gear icon located in the top right corner.
  2. Select **Users** from the dropdown menu.
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### Adding New Users to Your Account

#### To invite new users to join your account:

- Click the **Add Users** button.
  - While inviting users, you will be taken through the following steps:
    - Assign them a role (e.g., Administrator, Team Manager, etc.).
    - **Allocate a seat** if they will be engaging with guests.
    - **(Optional)** Add them to a specific team.
    - **(Optional)** Associate them to **User Attributes**.
    - Confirm the user details and send email invitations.
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### Managing Existing Users

To manage the profiles of existing users, locate the three dots (...) next to the user's name. This will bring up the following options:

- **Edit user profile**
  - This allows you to change their profile settings such as their User notifications and **Availability**.
- **Edit Role**
  - This allows you to change the role currently assigned to the user, based on their responsibilities. For more information on user roles, please check our **Roles Overview article**.
- **Delete user**

- This allows you to permanently remove a user from the account. Note that this action is irreversible.

- **Resend Invitation**

- If a user has not signed in within 24 hours of being invited, you can use this option to resend their invitation.

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## Frequently Asked Questions

### What happens when a user is deleted?

- All of the user's objects are transferred to the Account Owner.
- All of the user's Booking Calendars are unpublished.
- Any assigned seat becomes available for reassignment.
- Existing bookings and their linked calendar events remain unaffected.

### Do all users require a seat?

No, only users who will be engaging with guests require an assigned seat. Users who only perform administrative tasks in the account do not require a seat.

### Can you update users without needing to log into OnceHub?

Yes, you can also update users [through our API](#).