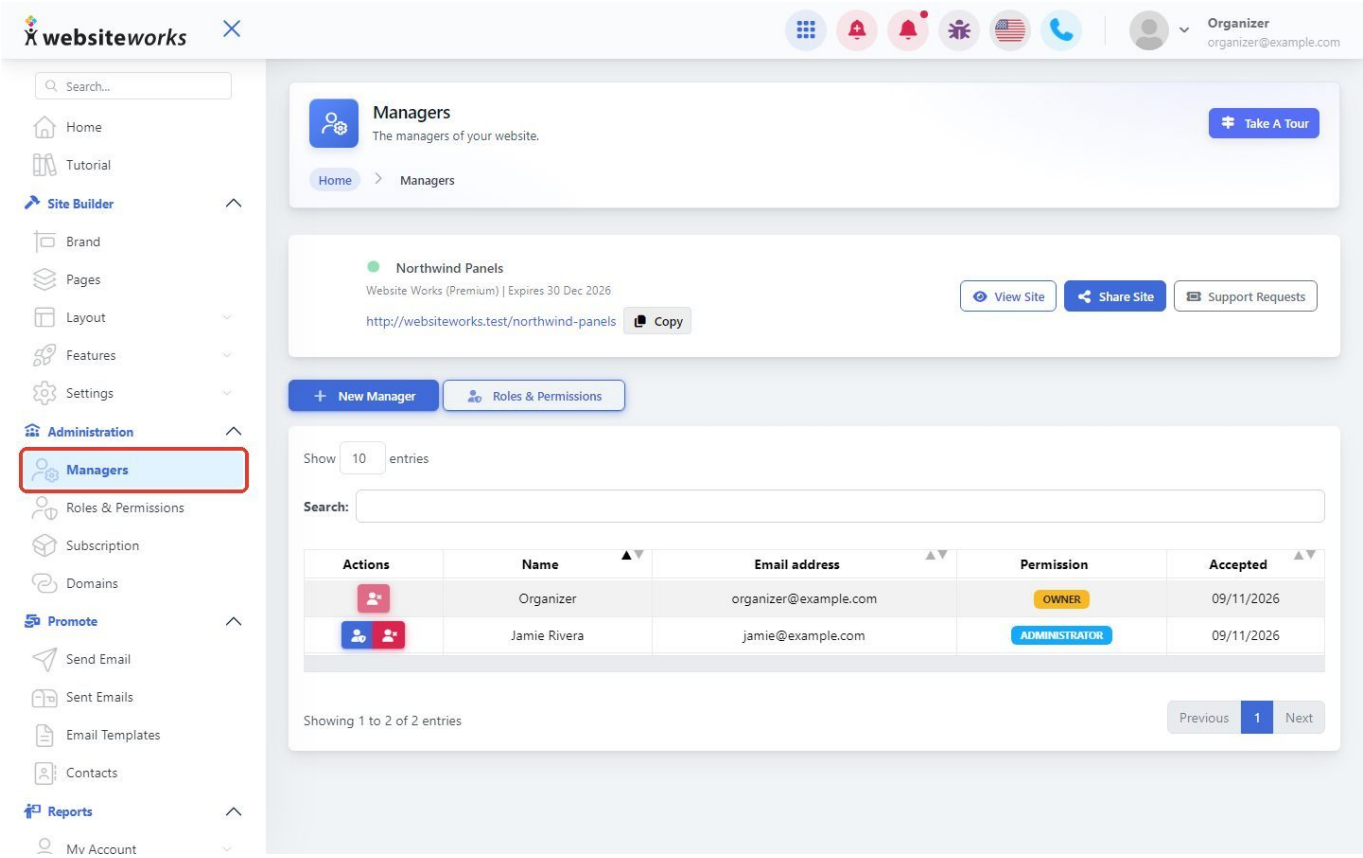
Inviting a manager to help with your website

Category: Managers
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Reading Time: 2 min

Need help with your website? Invite a manager. A manager gets their own login to your dashboard, and their **role** decides what they can do. You can change their role or remove them at any time.

Step 1: Open Managers

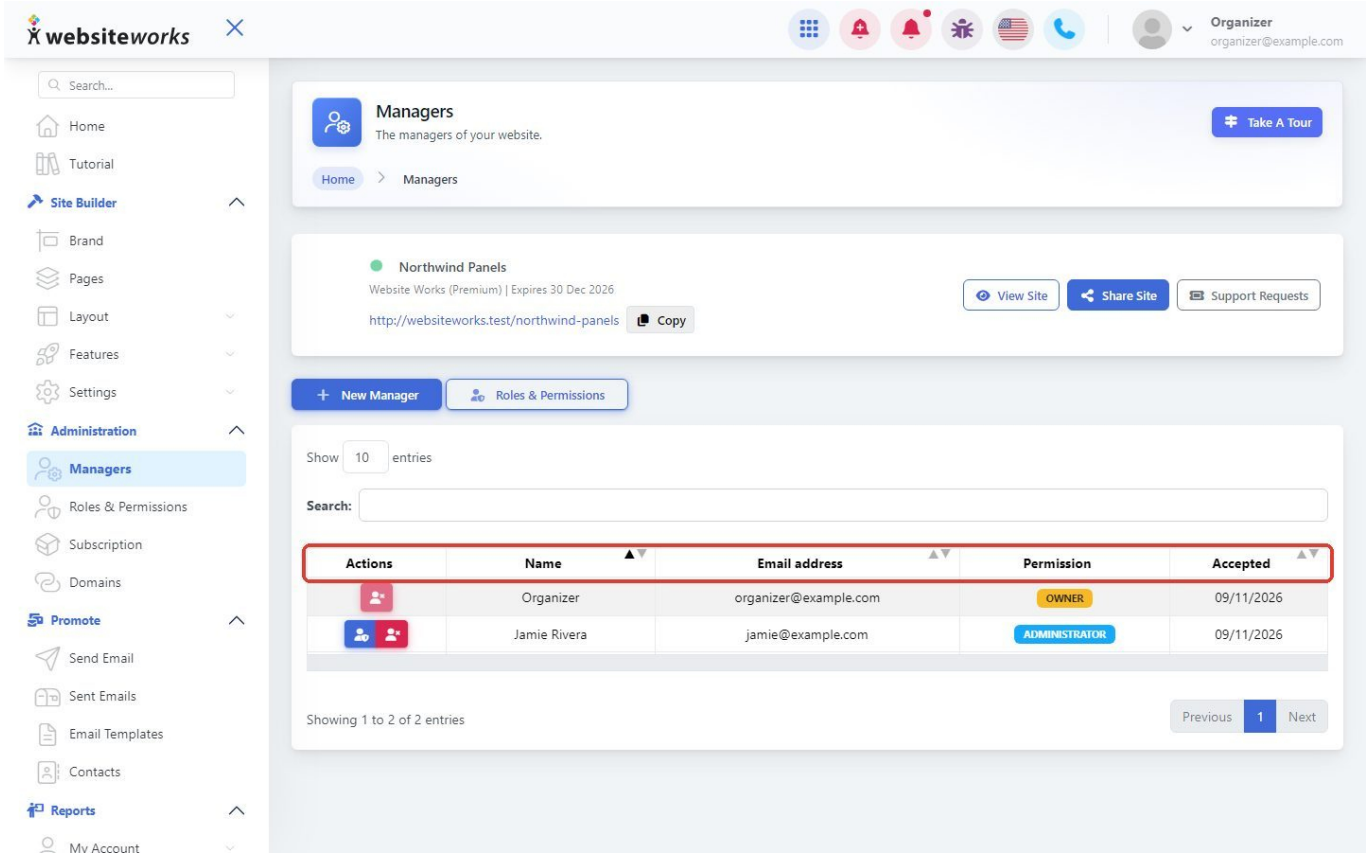
In the menu, under **Administration**, click **Managers**.



Open Administration > Managers.

Step 2: See who already has access

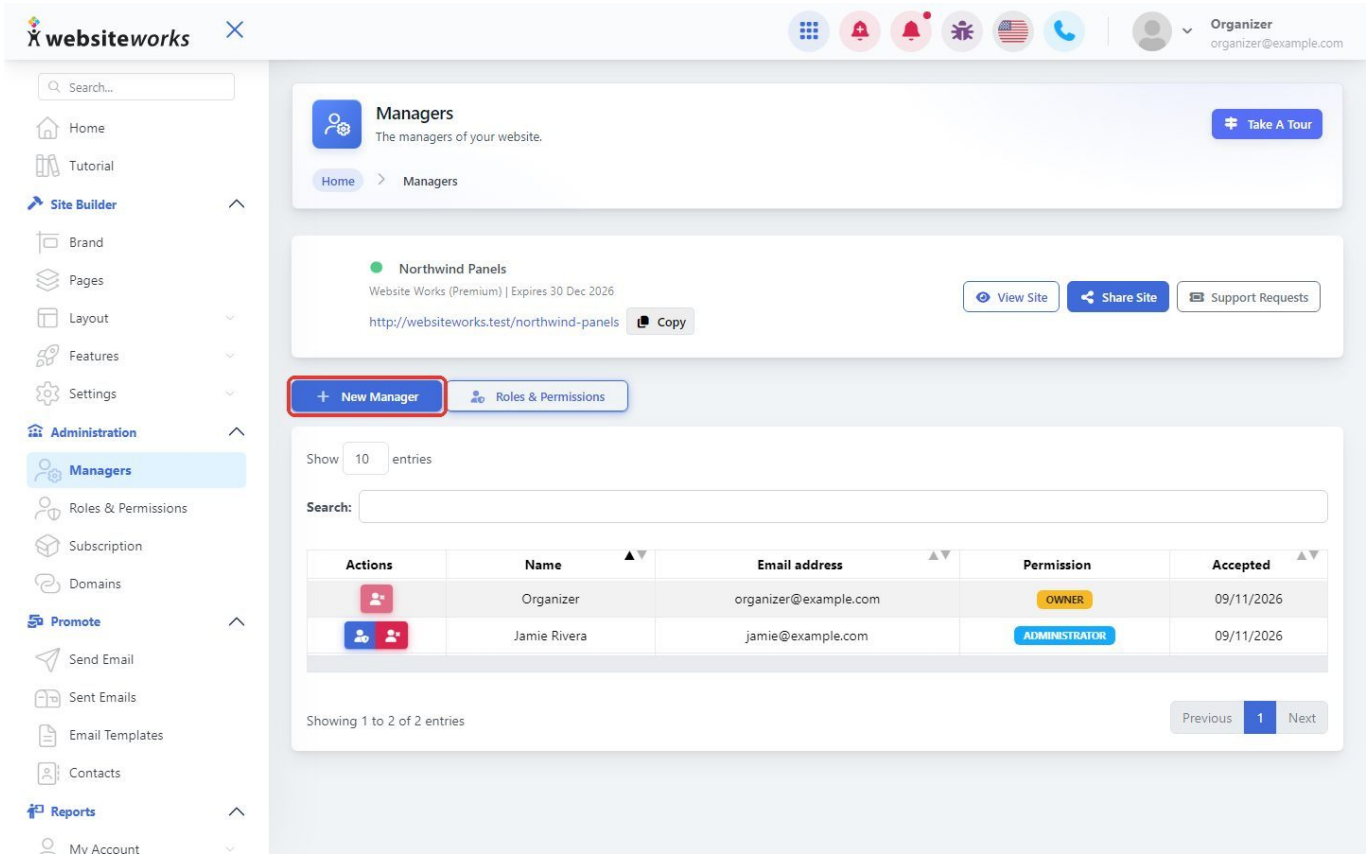
The list shows everyone who can manage your website, with their **Name**, **Email address**, **Permission** (their role) and the date they **Accepted** the invitation.



Everyone who can manage your website.

Step 3: Invite a new manager

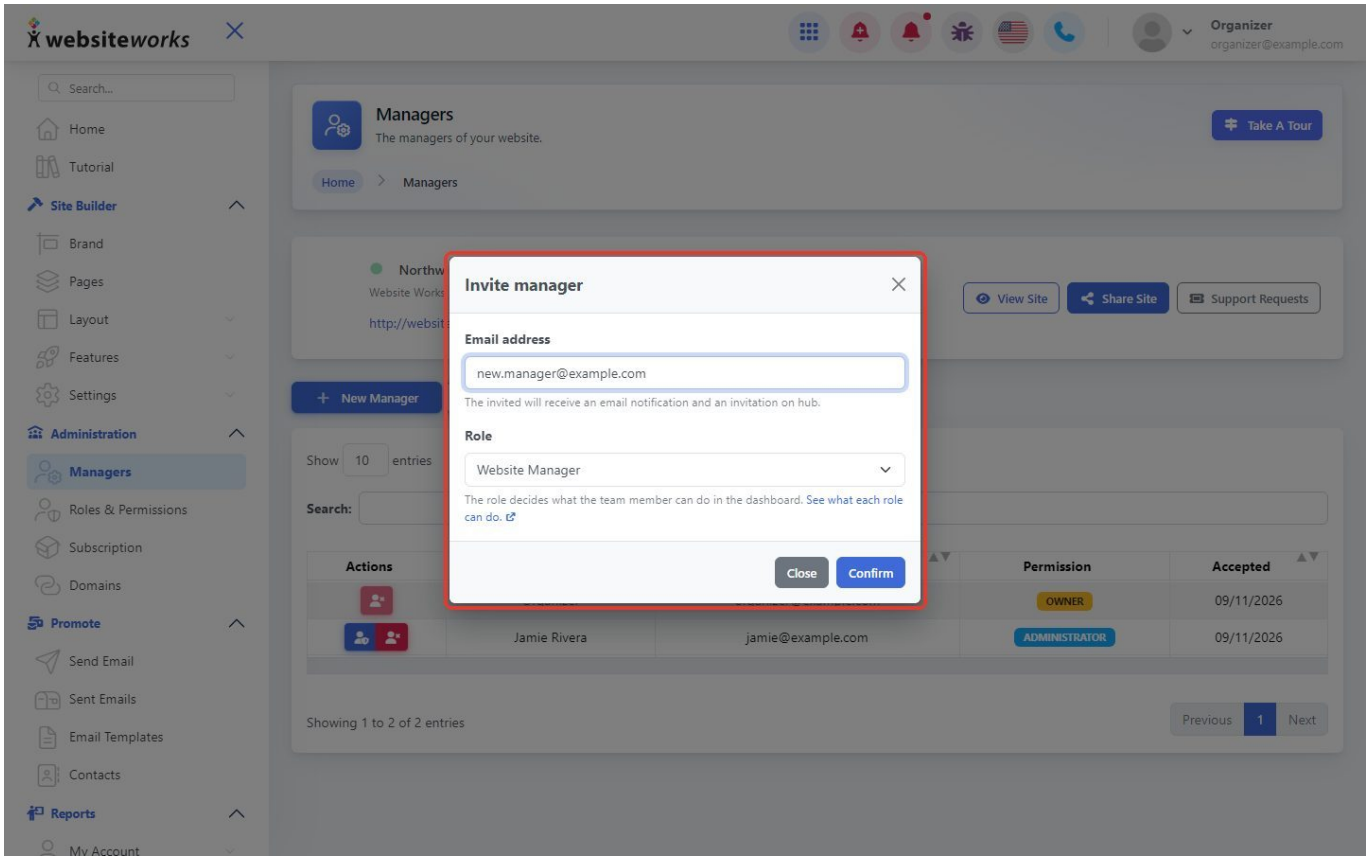
Click **New Manager**.



Click New Manager.

Step 4: Enter their email and choose a role

In the **Invite manager** window:



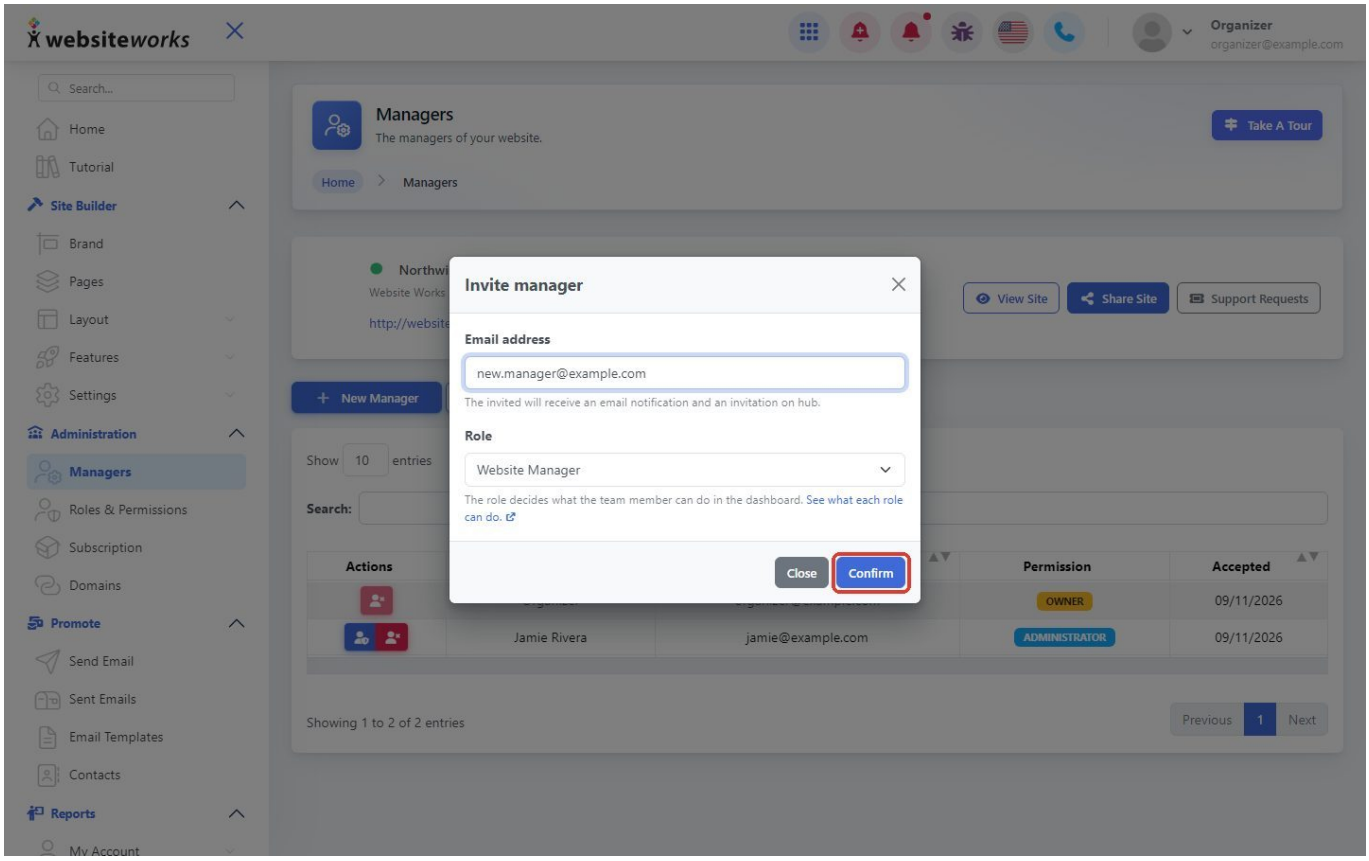
Enter the email address and pick a role.

- **Email address**: the email of the person you want to invite. They will receive an email notification and an invitation.
- **Role**: choose **Administrator**, **Website Manager**, **Marketing**, **Support** or **Viewer**, or one of your own custom roles. Click **See what each role can do** to compare them.

Not sure which role to pick? See *Setting roles and permissions*.

Step 5: Send the invitation

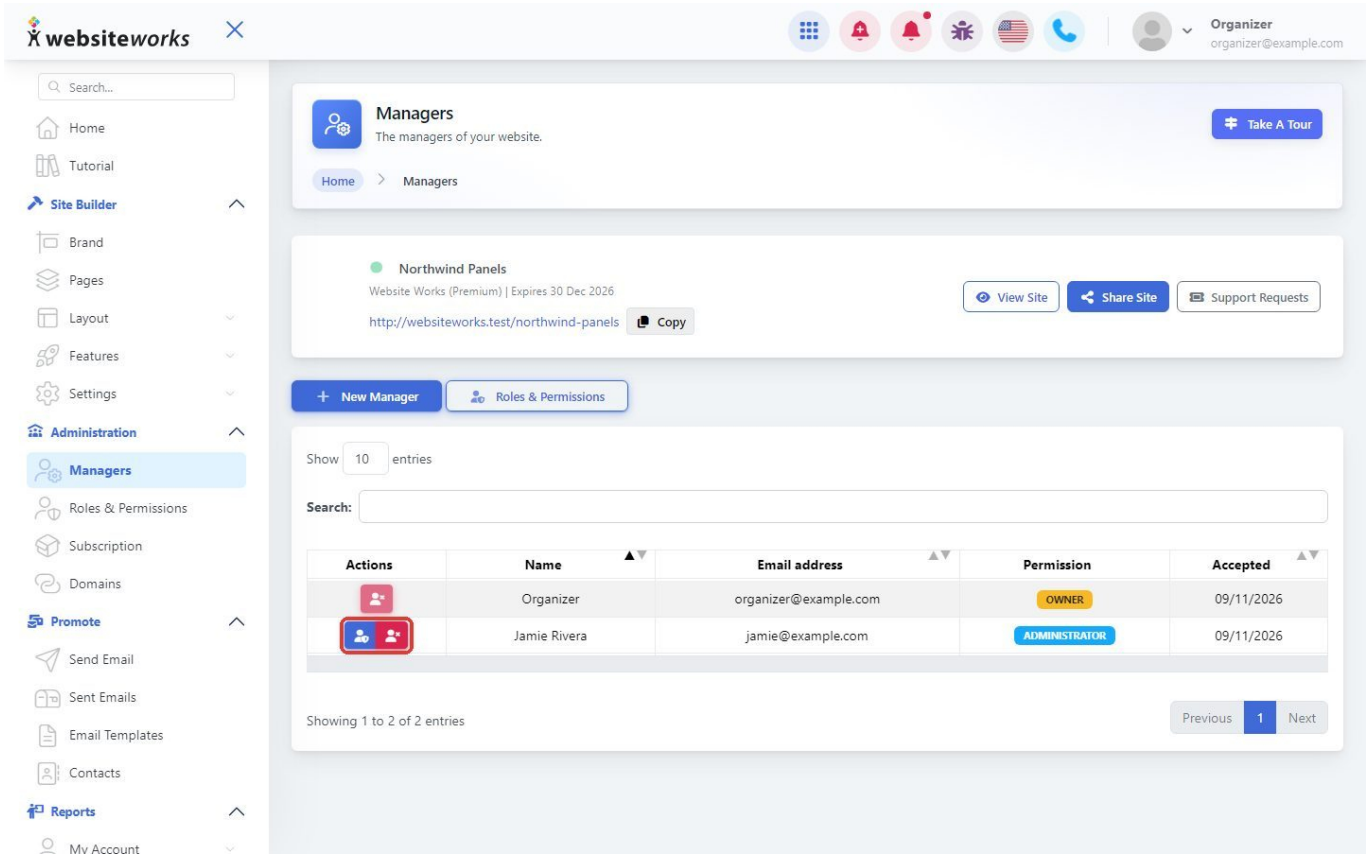
Click **Confirm**. The person gets an email with the invitation. Once they accept it, they can log in and help with your website.



Click Confirm to send the invitation.

Step 6: Change a role or remove a manager

Use the buttons in the **Actions** column next to a manager:

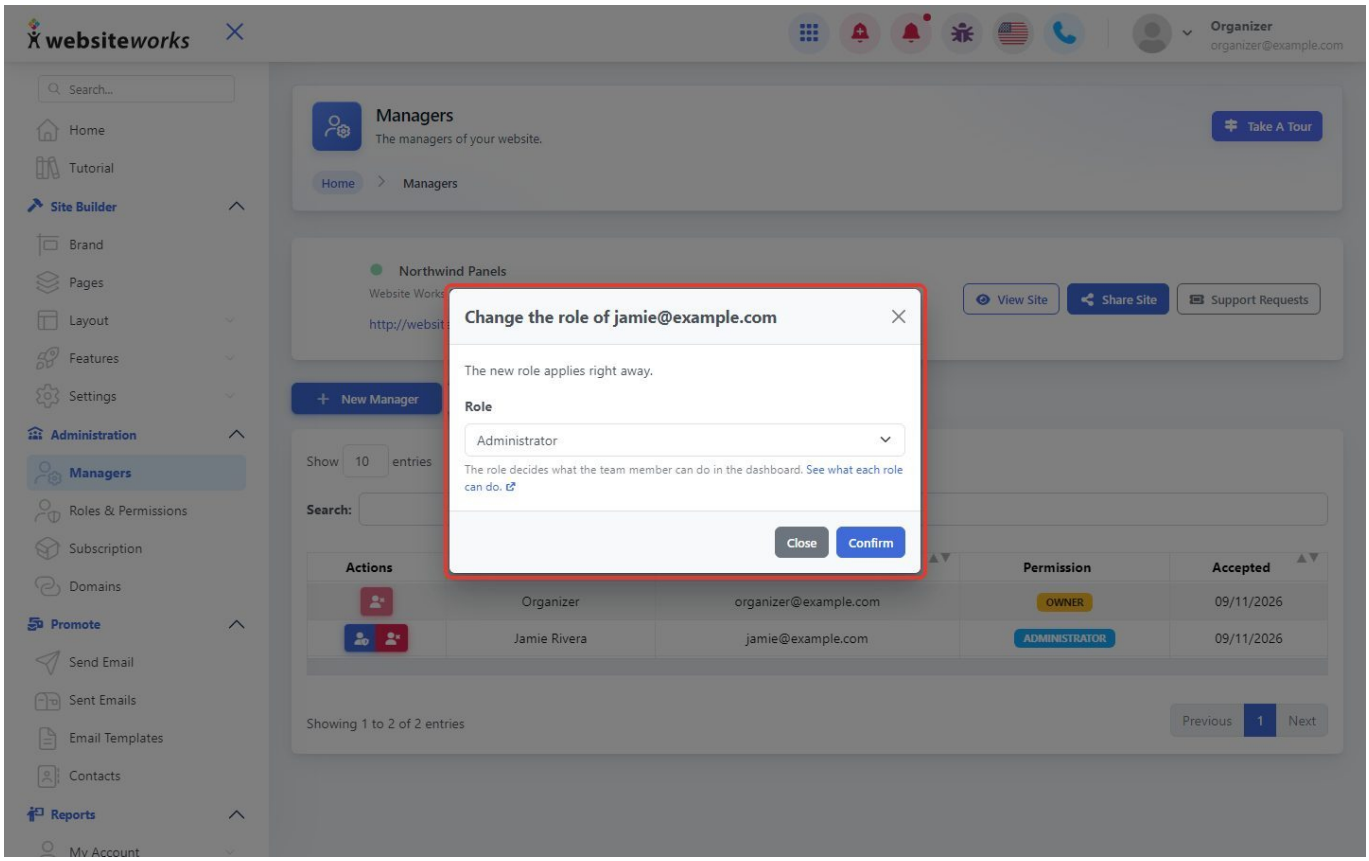


Change role or Revoke.

- **Change role**: pick a new role and click **Confirm**. The new role applies right away.
- **Revoke**: removes the manager. They will lose their access to the dashboard.

Step 7: Pick the new role

When you click **Change role**, the **Change the role of** window opens. Choose the new **Role** and click **Confirm**.



Choose the new role, then click Confirm.

Tip: As the website owner, you always keep full access to your dashboard.