

User Permissions for Events

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There are several User Permissions related to **Events**. These permissions allow the User to perform tasks such as adding a new event or sending an email to event registrants.



User Permissions play a crucial role in protecting your data by controlling who can access, modify, or perform specific actions in your system. Review [Protect Your Account - User Permission Guidelines](#) for more information.

To adjust a User's permissions, go to the Gear icon > **Settings** > **Users & Permissions** > **User IDs** (click on a User ID) > **User Permissions** (left menu). **Note:** *Users who are logged in when their permissions are changed will have to log out and back in for the changes to take effect.*

Permissions Related to Events

Category	User Permission	Enables access to
Events	Events Module	All Events menu options.
	Add Event Types	Add Event Type (Events menu) and Add Event Type button (Events menu > List All Events).
	Delete Event Types	Delete Event Types (Event Type record > Delete button).
	Add Event Date and Time	Add individual dates and times for an Event Type (Event Type record > Add Event Date & Time button).
	Delete Event Date and Time	Delete individual dates and times (Event Type record > Dates & Times tab > Trash can icon).
	Email Event	Send an email to all parents and students registered for a specific event (Event Date & Time record > Email/Text Event button).
	Recital Module	View/edit recitals (Events menu > Recitals).
	Delete Recital	Delete recitals (Recitals > Recital Listing > Trash can icon).



See [Permissions for Jackrabbit Users](#) for more information.

