User Permissions for Events

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.