

User Permissions for Events [Share](#)

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



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