User Permissions for the Activity Calendar

Last Modified on 05/14/2025 9:42 am EDT

Several User Permissions relate to the **Activity Calendar**. These permissions allow the User to perform tasks such as editing the calendar settings or viewing class details.

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 the Activity Calendar

Category	User Permission	Enables access to
Classes	Class Lists, Schedules, Calendars	View the Calendar icon and Weekly Calendar button.
	View Classes	Navigate to a Class record from the activity record by double-clicking a Class Card or by using the Open Class Record icon in the Class Details drawer.
	Add Class	Use the Add Class button to add a class.
Events	Event Module; Events shown on Activity Calendar	See Events on the Activity Calendar.
Tools	Activity Calendar Settings	View or edit the Activity Calendar Settings.
	Edit Drop-down List and Statements/Ecomm Receipts	Add a new Category 1 drop-down value in the Add Class workflow.

Students	View Student Page	Go to a Student record by clicking the Student name in the Details drawer.
	Enroll Student	Use the Enroll Student drop-down menu in the Class drawer to enroll an existing student.
Families	Quick Family Student Enroll	Use the Enroll Student drop-down menu in the Class drawer to register a new family and enroll a student.
Staff	List Staff	Go to a Staff record by clicking the Staff name in the Details drawer.
	Add Staff	Add a new instructor in the Add Class workflow.
Appointments	Appointment Bookings	View appointments on the Activity Calendar.

See **Permissions for Jackrabbit Users** for more information.