Managing Organizer Access

Status: Canonical public organizer guide

Open **Settings** > **Access** on the chapter site to see the current team and roles. Check the actual assigned role and chapter setup there; a profile label such as Owner/Organizer or access to an organizer discussion alone does not establish which permission system is active or that you can invite people. Who can invite collaborators depends on whether the chapter uses the current Chapter Lead roles or legacy Owner/Organizer roles.

Chapters using Chapter Lead roles

- **Chapter Lead**: manages chapter content, events and team access. HQ designates Chapter Leads; organizers cannot promote themselves or other people to this role.
- **Chapter Organizer**: manages chapter content and events, but cannot invite, remove or change other organizers.
- **Track Organizer**: manages the assigned tracks.
- **Contributor** and **Viewer**: provide more limited content access.

A Chapter Lead can add a co-organizer without asking HQ:

1. Sign in on the chapter site and open **Settings** > **Access**.
2. Under **Invite a collaborator**, enter the person's email.
3. Choose **Chapter Organizer** for chapter content and event management.
4. Leave **All Pages** selected for chapter-wide access, or choose the intended page or track scope.
5. Select **Invite**. The recipient receives an acceptance link.

If you are a Chapter Organizer, ask your Chapter Lead to make the invitation. Being able to manage an event does not itself grant permission to change the chapter team.

Chapters using legacy roles

An existing **Owner/Organizer** can use the same Settings > Access invitation form. In this older setup, Owner/Organizer includes team management as well as content management. Do not assume its permissions are the same as the current Chapter Organizer profile.

Author/Contributor, **Guest Contributor**, and **Viewer** provide more limited access. Choose the role and page or track scope that fits the person's work.

Scoped and existing access

Use the page selector instead of **All Pages** for a single event or page. Use the track selector for the intended track or tracks. Track managers can manage collaborators only within the scope the platform

permits.

The Access tab lists existing collaborators. A Chapter Lead, authorized legacy Owner/Organizer, or HQ can update permitted roles and scopes there. Chapter Lead designations remain centrally controlled.

If someone with the required team-management role cannot save an invitation, report the chapter and the error as a permissions or product-support issue. It is not evidence that every co-organizer addition requires HQ.

Track organizers and event tags

A track-scoped Track Organizer can manage eligible collaborator roles only within the tracks they are allowed to manage. They cannot promote someone to Chapter Lead or Chapter Organizer, change a network-granted role, or widen access to another track. A page-only role is not a track delegation role.

Tagging a registrant as an event Organizer serves event attribution and supported event tools; it is not a substitute for an explicit chapter/track/page membership. To give someone chapter or track management access, use the authorized Access invitation workflow. Confirm the recipient has accepted and the intended scope appears before reporting access as active.

Missing tools, stepping down and handover

If you see only attendee tools, verify the signed-in account, exact chapter/event, invite acceptance and page/track scope. A person can be an organizer for one event without management access to another. An organizing-filter result is not proof of edit permission. If the Access page says only Chapter Leads or HQ may make a change, do not retry through a different page to bypass it; ask the current authorized lead or HQ to review that chapter.

Before stepping down, agree on the successor and handover with HQ/current authorized lead. HQ controls Chapter Lead designations. Invite and verify other required collaborators through the permitted workflow, then coordinate removal of your access, organizer email sending/forwarding, shared credentials and scheduled responsibilities with their owners. Do not assume that deleting your own membership transfers leadership or that any organizer can promote the successor.