

How to create Administrator Roles

Rallybound allows organizations to manage different security roles across an organization, groups, and campaigns.

To add an administrator security role in the Administrator interface, please follow these steps:

1. Log into your admin account at admin.rallybound.com
2. Navigate to the Administrators panel in the header
3. Navigate to Security Roles tab, click the + Add Security Role button at the bottom of the page.
4. Add the role name
5. Next, click the drop-down next to Permissions. Here you can select if the role has View/Edit/Delete permission type on all available permissions. To provide differing permissions, select Various in this dropdown and proceed to next step.
6. Expand Permissions tree which displays all available permission categories.
7. For each permission category, select the permission type (Can View, Can Edit, Can Delete). If you don't want to provide any permissions for a certain category/categories, leave it as None.
8. Once done, click Save button in the top right of the new permission window.

The permission role will be created and available to assign to administrators. To create additional roles, follow the same process above.

To edit these roles after creation, please click [here](#) for instructions.

The screenshot shows the Rallybound Administrators interface. The top navigation bar includes 'Rallybound', 'Campaigns', 'Administrators', and 'Support'. A search bar and a user profile icon are also present. The main content area is titled 'Administrators' and has two tabs: 'ADMINISTRATORS' and 'SECURITY ROLES', with the latter being active. Below the tabs is a table of security roles. The table has three columns: Role Name, Permissions, and Default Role. The roles listed are: Full Permissions, Editor, View Only, Webmaster, Finance, Reporter, Reporter, and New Role 7. At the bottom of the table is a '+ Add Security Role' button.

Role Name	Permissions	Default Role
Full Permissions	Various	Default Role
Editor	Various	Default Role
View Only	Various	Default Role
Webmaster	Various	Default Role
Finance	Various	Default Role
Reporter	Various	Default Role
Reporter	Various	Default Role
New Role 7	None	

[+ Add Security Role](#)

Donation Permissions

CANCEL DELETE SAVE

▸ Permissions

None ▼

+ Add Security Role

Donation Permissions

CANCEL DELETE SAVE

▼ Permissions

Campaigns

▸ Transactions

Admin Users

Can Delete

Can Edit

Can View

None

Various

Donation Permissions

CANCEL DELETE SAVE

▼ Permissions

Campaigns

▼ Transactions

Donations

Recurring Donations

Tickets

Registrations

Various ▼

None ▼

Various ▼

Can View ▼

Can View ▼

Can Edit ▼

Can View ▼