

Module 8. Adding Team Members

- **Invite Team Members:**

- Explain how to add other users to their Ghost site for collaboration.

- **Facilitator Instructions:**

- Show participants the **Settings > Staff section**, where they can invite team members by entering their email addresses.

- **Explain the four roles in Ghost and what permissions each role has:**

- **Administrator:** Full access to the site, including settings, team management, and content. Can invite, manage, and remove users.
- **Editor:** Can manage, edit, and publish all content but cannot access site settings or team management.
- **Author:** Can create and publish their own posts but cannot edit or publish posts by other users.
- **Contributor:** Can write and submit posts for review but cannot publish; posts need approval from an Editor or Administrator.

- **Outcome:** Participants will be able to add team members, assign roles, and understand the permissions each role has for collaboration.

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