Manage channel roles & permissions in Content Hubs

Last Modified on 07/22/2026 4:21 pm IDT

This article is designated for all users.

About

You can manage who has access to your channel and what they can do from the **Roles & permissions** tab.

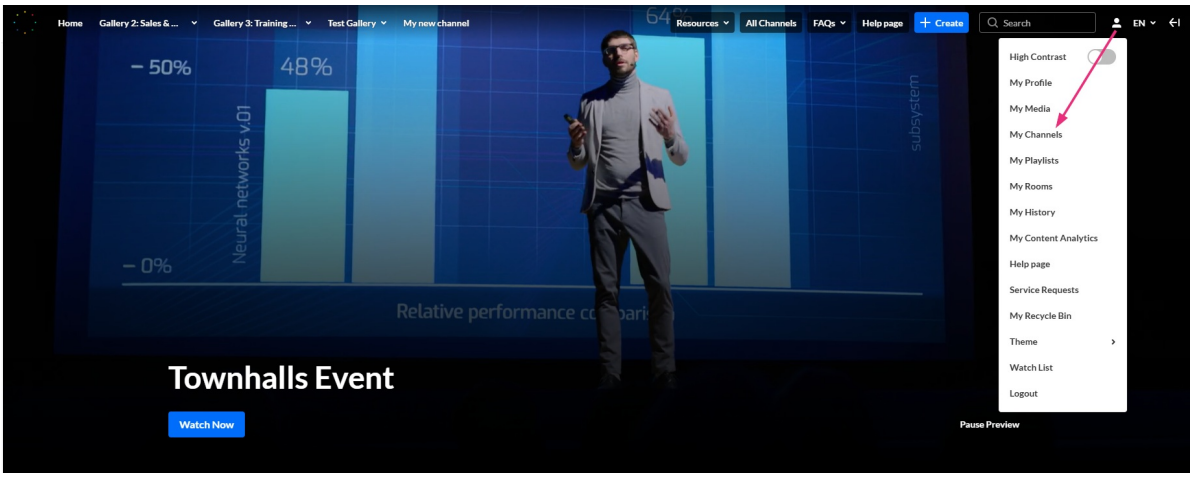
This feature requires the Channelthemingui module and the Theming module to be enabled, with the 'channeledit' feature set to 'Yes'.

Who can use this

- Channel owners
- Channel managers

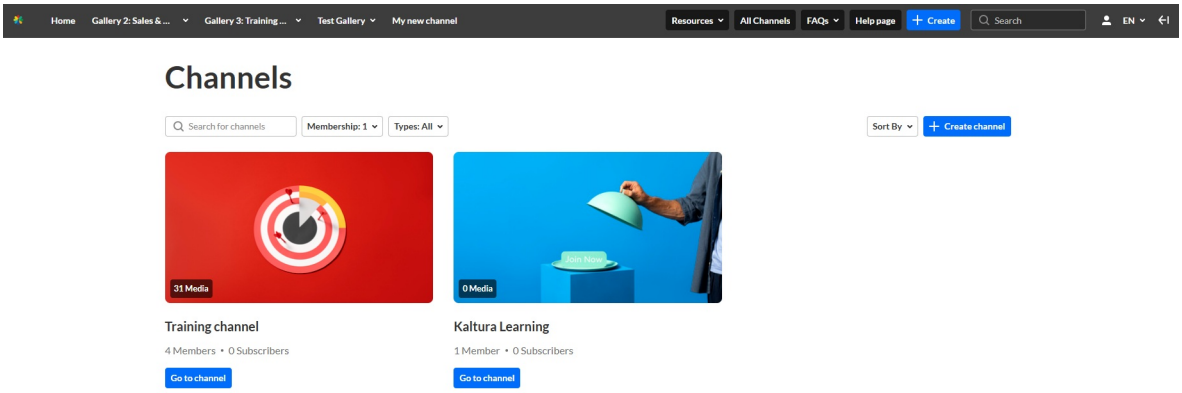
Access the Roles & permissions tab

1. From the user menu, select **My Channels**.

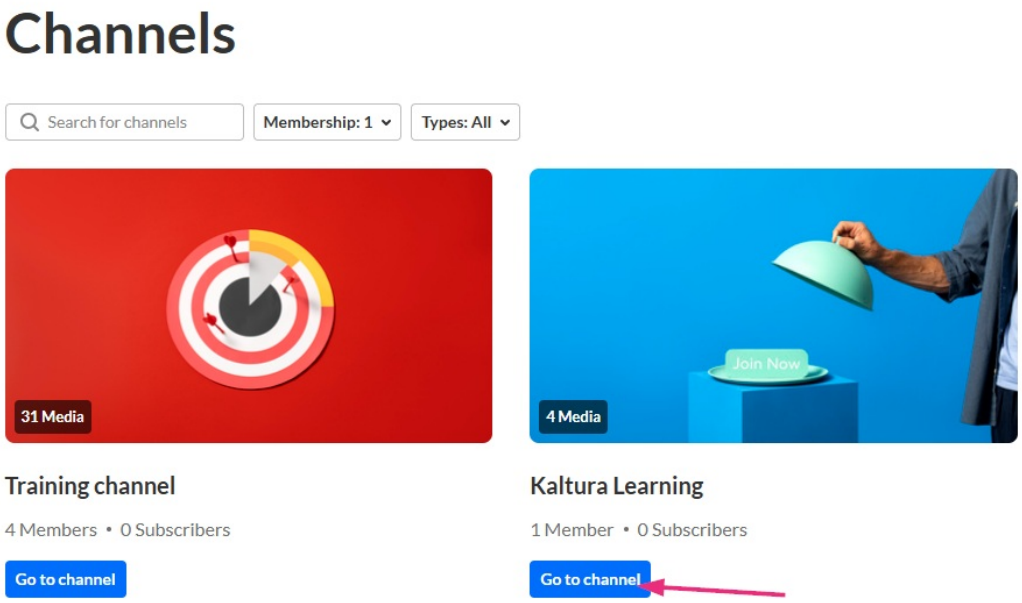


The **Channels** page displays.

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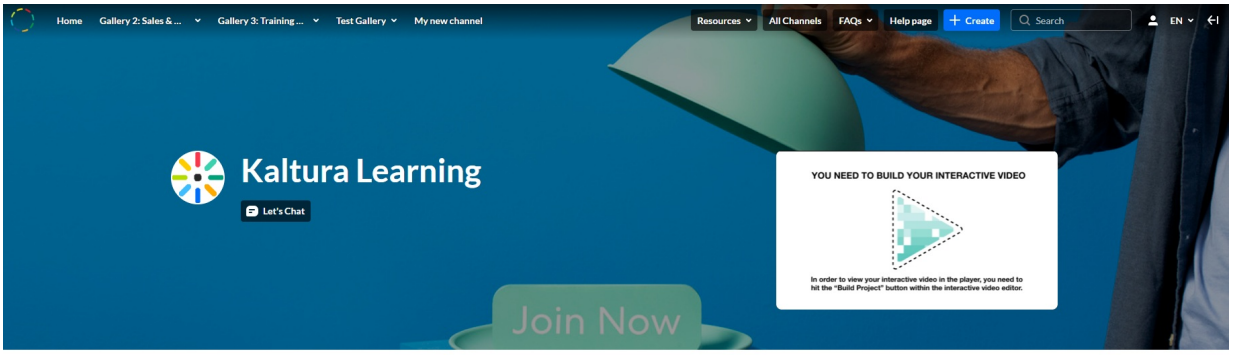


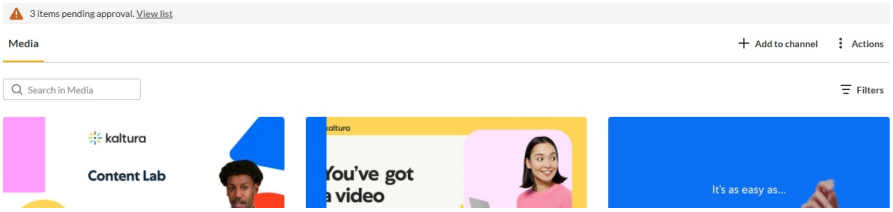
2. Find the channel you want to edit and click **Go to channel**.



The channel page opens.

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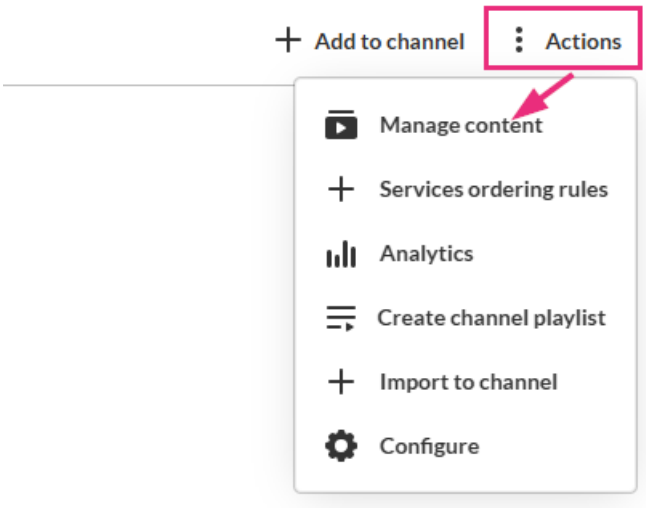




3. At the far right, click the **Actions** menu and select **Manage content**.

> The 'Manage content' option appears only if the **channeledit** setting is enabled in the Theming module. If you don't see it, ask your administrator to enable it.

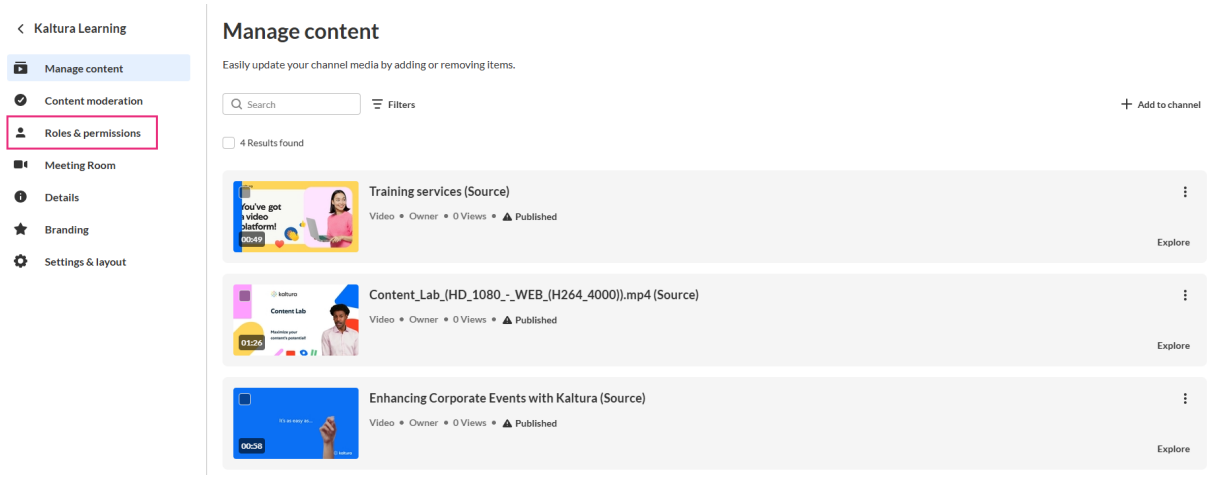




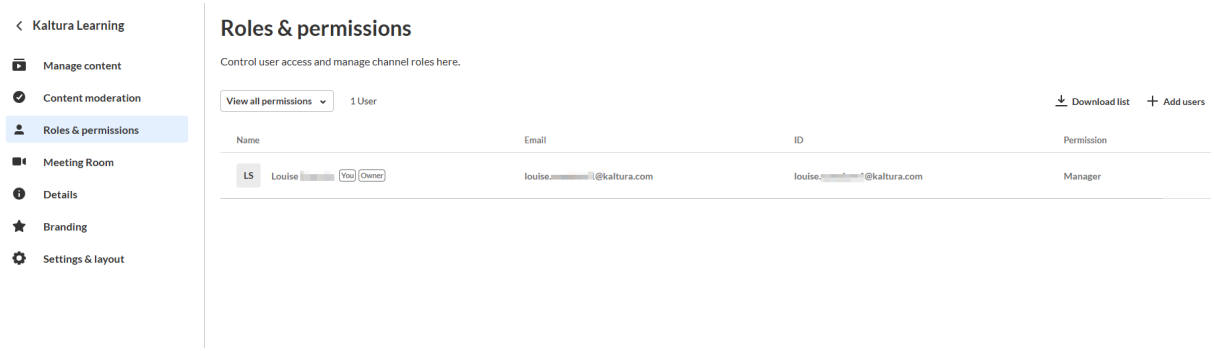
The 'Manage content' page opens.

4. In the left navigation panel, click **Roles & permissions**.

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The 'Roles & permissions' page displays.



The Roles & permissions page shows all users and groups that have access to the channel.

For each user, you can see:

- **Name** (with profile image or initials)
- **Email** (depending on site configuration)
- **ID** (depending on site configuration)
- **Permission** (role assigned in the channel)

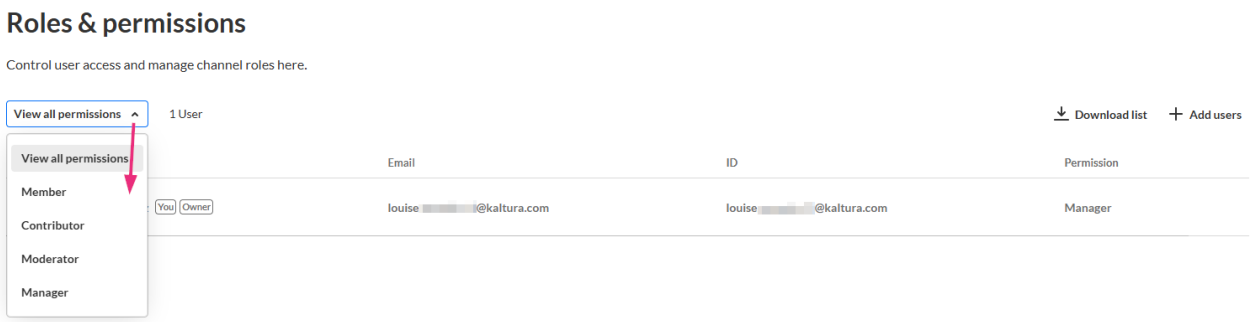
The channel owner is clearly marked with 'Owner' and 'You' labels (when applicable) and can’t be edited or removed.

Filter users by permission

Use the **View all permissions** drop-down menu to filter the list by role. This helps you quickly find users with a specific permission, such as managers or contributors.

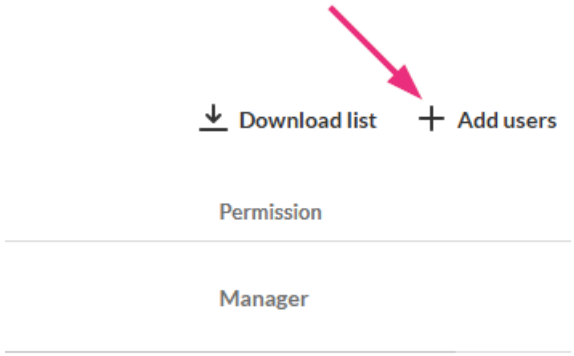
The **user** count updates based on the selected filter.

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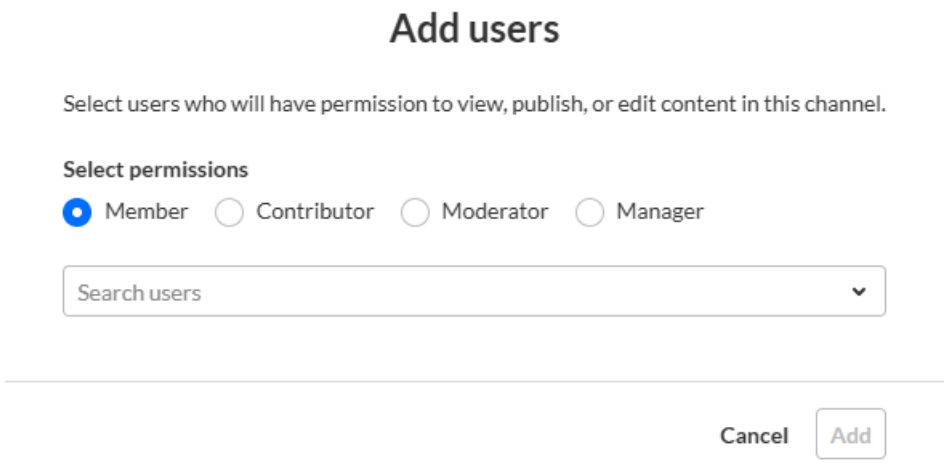


Add users to a channel

1. Click **Add users** at the far right.



The 'Add users' window opens.



2. Under **Select permissions**, choose the permission you want to assign:

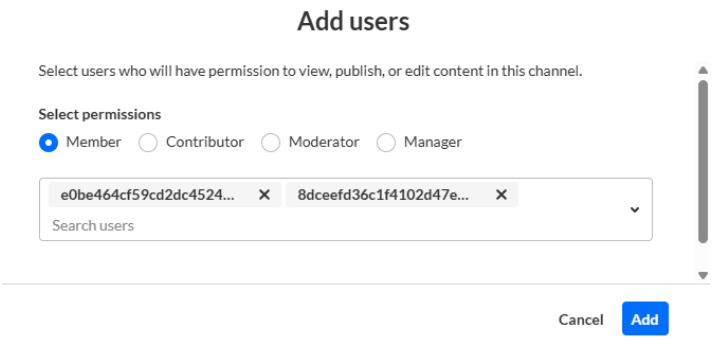
- **Member** - Can view channel content.
- **Contributor** - Can view content and add media to the channel.

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- **Moderator** - Can review and approve or reject content submitted to the channel.
- **Manager** - Has full control of the channel, including managing content, users, and settings.

For a detailed breakdown of permissions, see Channel roles and permissions.

3. In the **Search users** field, start typing a user's name, and select the user from the list and press 'enter' to add them.



Repeat to add additional users.

4. Click **Add** to confirm your selection.

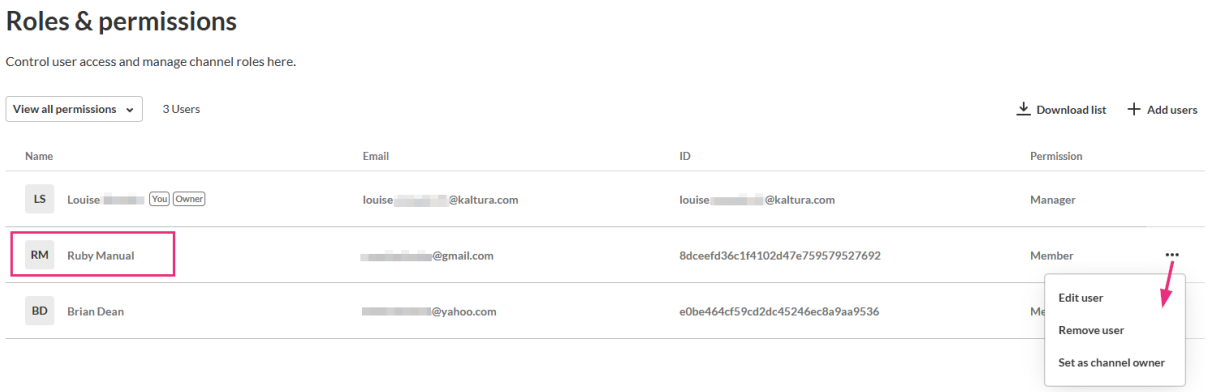
All selected users are added to the channel with the chosen permission.

All users added in the same action receive the same permission.

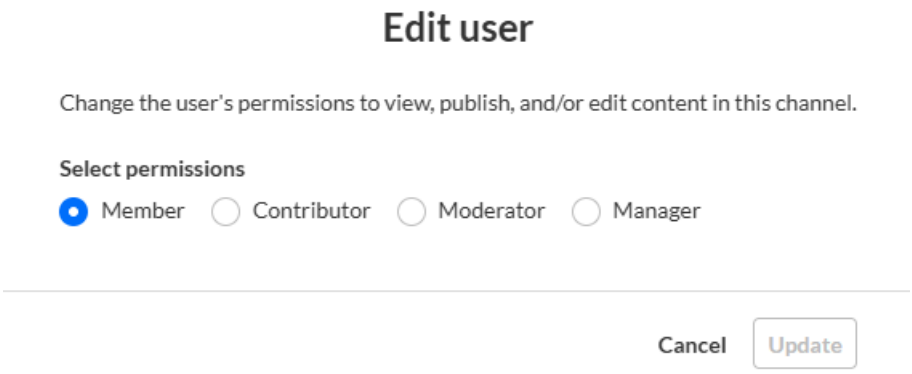
Update user permissions

1. Click the **three dots** at the end of the user's row.
2. Select **Edit user**.

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The 'Edit user' window opens.



3. Under **Select permissions**, choose the new permission:

- **Member**
- **Contributor**
- **Moderator**
- **Manager**

4. Click **Update** to save your changes.

The user's permission is updated immediately.

Some users may be listed as *Not a member.* This means they are channel subscribers who have opted to receive email updates about the channel but do not hold an assigned role (Member, Contributor, Moderator, or Manager). Subscribers can still access content if the channel is open, but they do not have editing or management permissions.

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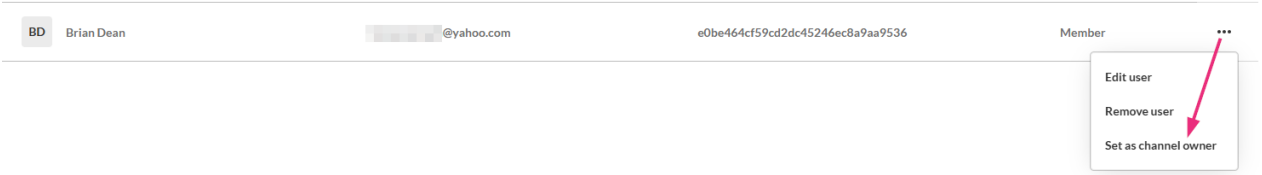
Good to know

- You can’t edit permissions for the channel owner.
- Permission changes apply only to this channel.
- You can update one user at a time.

Set a channel owner

A channel can have only one owner. The owner has full control of the channel and can transfer ownership to another user.

1. Click the **three dots** at the end of the user’s row.
2. Select **Set as channel owner**.
3. Confirm the change when prompted.



The selected user becomes the new channel owner.

Good to know

- After ownership is transferred, the previous owner remains in the channel with 'Manager' permissions.
- Ownership changes take effect immediately

Remove users from a channel

If a user no longer needs access, you can remove them from the channel.

1. Click the **three dots** at the end of the user’s row.
2. Select **Remove user**.
3. Confirm the removal when prompted.



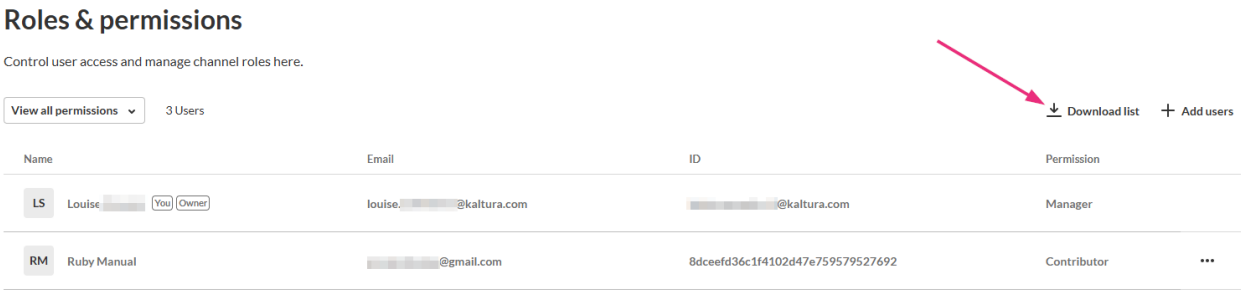
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Good to know

- You can’t remove the channel owner.
- Removing a user revokes their access to this channel only.
- The user’s media and account aren’t deleted.

Download the user list

To download a CSV list of all users who have access to the channel, click **Download list**.



The downloaded file includes user details and assigned permissions.

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