

Approve or invite site members

Choose whether new members join on their own or wait for your approval, invite people by email, approve requests and remove members.

Add-on **Member logins**

You decide how people become members: they can join on their own, join once you say yes, or join because you invited them. Member logins are an add-on. If your site doesn't have them yet, ask us about adding them; we quote it in writing first.

DON'T SEE THIS?

It may be turned off for your site. Ask us and we'll take care of it.

Choose how people join

1. Log in to your site editor. In the side panel, click **More**, then **Membership**.
2. Click **Membership Settings**.
3. Under **Member Approvals**, choose:
 - **Automatically approve all requests:** anyone who signs up can open the members-only pages.
 - **Manually approve requests via email (approval-based membership):** new people ask for access and wait. They see your Pending page until you approve them.
4. To see who gets the approval requests, click **Member Requests Recipients**. If no one is chosen, the account owner gets them.

Approve a request

1. In **Membership**, click **Site Members**.
2. Click the settings icon beside the person, then **Approve Member**.

You get the request by email. When you approve, the person is told by email.

Invite people

1. In **Membership**, click **Site Members**, then **Invite Members**.
2. Type email addresses, or paste a list of them from a spreadsheet.
3. Click **Send Invite**. You'll see a message saying the invites went out.

Each person clicks **Accept Invite** in their email and is added. Inviting this way gives general membership. If your site has paid or separate plans, you can put a member on a free plan in the plan's own settings. See Sell memberships.

Remove a member or download the list

1. In **Site Members**, click the settings icon beside a name, then **Remove Member**.
2. To download everyone, click **Export to CSV**. The button isn't there until you have a member.

Tips

- Use approval when only certain people should get in, such as clients or students.
- Use invites for a list you already have, like current clients.
- If someone says an invite never came, check the spelling of the address and ask them to look in their spam folder.
- A downloaded list holds people's emails. Keep it private.

Need a hand?

If your site doesn't have this yet, ask us about adding it. We quote it in writing first, and nothing is billed unless you approve. Email hello@zossoz.com. To send us a list of people to invite, email the addresses to us at that address too.

Related guides: Set up members-only pages · Sell memberships · Add a privacy page to your site · Request a change

More guides: the Zossoz Help Center · Questions? Email hello@zossoz.com