

# Admins

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Admins have ultimate control over a Heylo group. They are responsible for managing all aspects of the group, from [members](#), [group chats](#), [events](#), and [benefits](#), as well as member [payments](#). They can also grant additional [roles](#) in the group. Every group starts with a default Admin role and the person who created the group starts as an admin by default.

## What Can Admins Do?

Admins have comprehensive capabilities across all group functions.

## How many admins can a group have?

There are no limits on the number of admins in a group. You can have as many admins as needed to effectively manage your community.

## Can admins remove other admins?

Yes, admins have the ability to remove other admins from their admin role. This is part of the comprehensive control admins have over group management. However, use this capability carefully as it affects group governance.

## Can the original group creator be removed as admin?

Yes, even the original group creator can have their admin privileges removed by another admin. All admins have equal authority within the system.

## How do I add a new admin?

1. Navigate to your group's Members section
2. Find the member you want to make an admin
3. Click on their profile or the menu options
4. Select "Grant Admin Role" or similar option
5. Confirm the action

Or, navigate to the admin role, and copy the invite link. Anyone with the link will join the group as an admin.

## **What happens when an admin leaves the group?**

When an admin leaves or is removed from the group, they automatically lose their admin privileges. Make sure you always have at least one active admin to maintain group management capabilities.

## **Best Practices for Admin Teams**

### **Share Responsibilities**

- Distribute admin duties among multiple trusted members
- Create clear areas of responsibility (e.g., one admin for events, another for membership)
- Regular communication between admins ensures smooth group operation

### **Security Considerations**

- Only grant admin privileges to highly trusted members
- Regularly review who has admin access
- Remove admin privileges promptly when someone steps down from leadership

## **Succession Planning**

- Always maintain multiple admins to ensure continuity
  - Document group procedures and policies
  - Train new admins before they need to take full responsibility
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