Hosts

Event Hosts make it easy to delegate event leadership without giving full group admin access. Hosts help run the event, communicate with attendees, and manage logistics—so events stay organized, professional, and well-run, even when multiple people are involved.

Hosts are clearly recognized on the event and have dedicated tools to help them manage the experience before, during, and after the event.

Why Use Event Hosts on Heylo

Event Hosts are ideal when you want trusted leaders to help run an event without giving them control over the entire group. By assigning hosts, you can:

- Share responsibility for organizing and running events
- Give hosts the tools they need to manage attendees and logistics
- Clearly recognize who is leading the event
- Keep group-level permissions secure while empowering event leaders

Events can have as many hosts as you'd like—or none at all. Hosts can be group admins, but they don't have to be.

Host Recognition

Event Hosts are prominently displayed at the top of the event page, making it clear to attendees who is organizing and leading the event. This helps build trust, sets expectations, and gives proper credit to the people running the event.

Host Permissions

Hosts have admin-level permissions **for the event only**. They cannot manage the broader group, but they have access to tools needed to successfully lead the event.

Hosts can:

- Edit event details

- Export the attendee list
- Take attendance
- View payments
- Delete the event

Hosts as Attendees (Optional)

Event Hosts **do not need to register** for the event in order to host it. However, if a host chooses to register as an attendee, they can use the event just like any other member.

When a host registers, they can:
- Add the event to their calendar
- Pay for the event (if applicable)
- Add a +1 (if applicable)
- Appear in the guest list

This flexibility allows hosts to either manage the event behind the scenes or fully participate, depending on their role.

When to Use Event Hosts

Use case examples:
- A chapter leader running a local meetup
- A volunteer helping manage check-in and attendance
- A speaker or organizer who needs visibility and event controls
- A team member managing logistics without needing group admin access

Event Hosts give you the flexibility to run great events—while keeping permissions simple, clear, and secure.