The Members Tabs | WeWeb Documentation

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| URL source | <https://docs.weweb.io/settings-billing-code-export/workspace-settings/members-tab.html> |
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## The Members Tabs ​

In your workspace, the Members tab allows you to:  
upgrade or downgrade your workspace plan, and invite team members and up to 10 free guests to collaborate in your workspace.

## Members vs guests ​

You can invite:  
team members, and up to 10 free guests  
People who accept your invitation will get access to all the workspace:  
projects, components, and design systems.

## Member roles ​

The workspace Owner is the only one who can purchase a project plan and delete the workspace.  
Team members with the Admin role can manage members, edit the name of a project or workspace, and delete projects.  
Team members who are a Member can access and edit all projects in the workspace.

## Invite members & guests ​

To invite people, click on the Invite members or Invite guests button:  
  
You will be invited to fill out the popup with the new user(s) name(s) and email(s) to send them an email invitation to join your workspace:

### Images

<https://docs.weweb.io/assets/members-tab1.CC5iYITV.png>

<https://docs.weweb.io/assets/members-tab2.DtfpadGb.png>

## Troubleshooting ​

A few things to keep in mind:  
1- Guests will not receive an invitation if the invite was sent to an email address without a WeWeb agency partner program  
2- If you close the popup before clicking the Invite button, the invitation(s) will not go through.  
3- To join your workspace, new members and guests should validate the invitation by clicking the link they receive by email.  
When someone has received but not activated their invitation, you'll see a Pending label next to their name on the right. You can resend or revoke the invitation by clicking on the three dots on the left of their name:

### Images

<https://docs.weweb.io/assets/members-tab3.DlhfOTUo.png>