

# Safety and management

09/10/2024 8:23 am PDT



## Giving Back - To Mother Nature

📅 Jan 21 2024 @1:30 - 3:00 PST

📍 Camino de las Colinas a...

Sign Up



## Group hike: Parents day off!

📅 Jan 24 2024 @1:00 - 5:00 PST

📍 Golden Gate Park

Take attendance



## Giving Back - Trash Cleanup Day

📅 Jan 14 2024 @1:30 - 3:00 PST

📍 Boston Commons

Join chat

We strive to keep Heylo a safe and secure place for groups. On Heylo, [admins](#) have the ultimate control over their group. Admins can make anyone else an admin, or they can remove admin status from anyone, including themselves. There are no limits on the number of admins in a group. Admins can access controls of the group from the “Admin Settings” button on the group tab.

## Group management

Admins have the authority to [create](#) and manage groups on Heylo. They can set group guidelines, [configure settings](#), and customize the group's appearance and branding:

- Customize the group link
- Change the group appearance
- Create new events, group chats, links
- [Invite](#) members
- Update [permissions](#)

## Member management

Admins can [invite](#) and add new members or admins to the group, as well as remove or ban members or admins. They have control over membership and can ensure the group remains

inclusive and aligned with its purpose.

- Approve new members (if required in permissions)
- Designate another admin
- Invite admins
- Grant [leadership titles](#)
- Nominate [group reps](#)
- View member insights
- Remove admins or member
- Ban admins or members
- [Export member info](#)

## Event hosts

Admins also have [host](#) rights over every event in the group. That means they can take attendance, edit, delete, or cancel any event, or export attendees, even if they aren't the host.

## Communication controls

Admins have the ability to moderate group content, including [messages](#), [group chats](#), [events](#), and [links](#) shared within the group. They can delete any content that violates group rules or guidelines.

- [Delete any message](#), GIF, or image in any group chat or event chat
- Delete any event, group chat, or link

Note, admins do not have visibility into [private direct messages](#) they are not a part of.

## Payment settings

When a group collects [payments](#) on Heylo, admins control the payment settings including [event tickets](#), [membership plans](#), and [linked bank accounts](#).

- Access payment and member analytics
- Change membership plans
- Create ticketed events
- Add, edit, or remove bank account info
- Refund member payments

On Heylo, admins have ultimate control over the group.

---