# Member Management

Member Management · https://fluentcommunity.co/docs/member-management/

Managing members in FluentCommunity is straightforward. As an admin, you have full control over adding members and managing their access, based on the privacy settings of each space and course. Here’s a comprehensive guide on how member management works in Spaces and Courses.

## Adding Members to Spaces

FluentCommunity admins can easily add and manage members in any space. If you need a detailed guide on providing access and managing members effectively, refer to this documentation.

> The WordPress Admin acts as the default admin of FluentCommunity and has the authority to add any user to a space. In contrast, the *FluentCommunity Admin* can only approve member requests to join space and remove members but cannot add new members directly.

### Member Access Based on Space Privacy

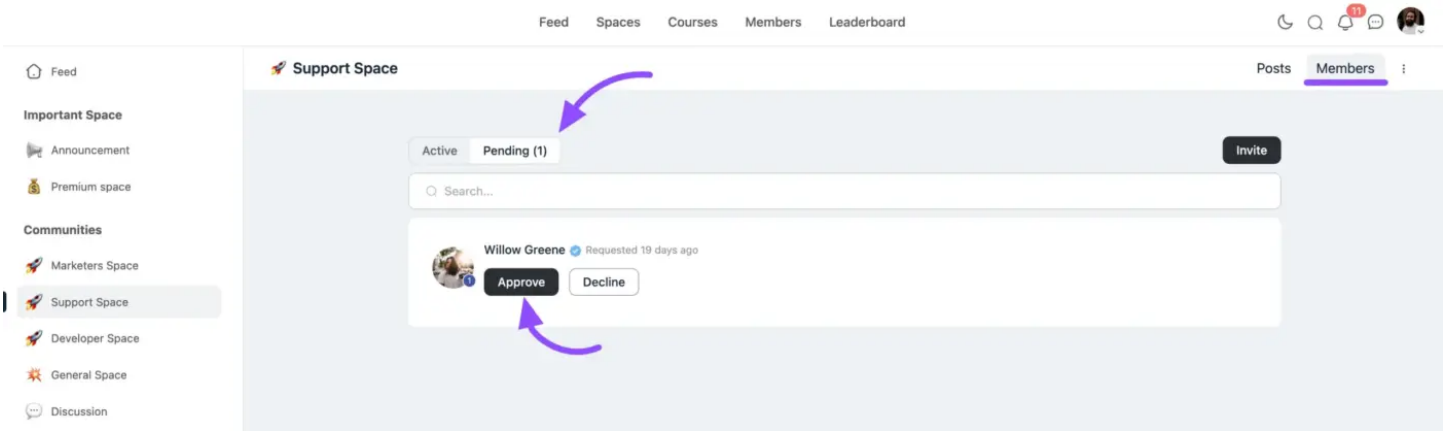
#### Public Space

For spaces with **Public** privacy settings, members can join effortlessly. They simply visit the space page and click the **Join Space** button. No admin approval is required, and members gain instant access.

#### Private Space

When a space is set to **Private**, the joining process becomes more controlled. Members will encounter a lock screen and must request to join.

- **Request Process**: Members send a join request, which the admin can review.
- **Admin Approval**: Admins receive notifications of pending member requests. By navigating to the Members section, they can view all pending requests and click the **Approve** button to grant access.




> Private spaces can be monetized to charge for membership access. Refer to this documentation for more details on monetization.

### Secret Space

**Secret** spaces offer the highest level of privacy. Members can only join through a direct invitation from the admin. For guidance on inviting and managing members in a Secret space, refer to this documentation.

## Adding Members to Courses

WordPress Admin, FluentCommunity Admin, and Course Admin have the ability to manage student enrollments in courses. For detailed instructions on enrolling students, please refer to this guideline.

### Public Course

Public courses are accessible to any community member without admin approval. Members can visit the course page and click **Enroll** to begin learning immediately.

### Private Course

In Private Courses, only admins or moderators can grant access to students from the WordPress users list. This means a student must already be a registered WordPress user on the site before the admin or moderator can give them access. While students without access can still see the private courses listed in the Course section of FluentCommunity, they won’t be able to enter or view the course content.

### Secret Course

In Secret Courses, only admins or moderators can grant access to students from the WordPress users list. Unlike private courses, secret courses remain completely hidden in the Course section of FluentCommunity for students who don’t have access.

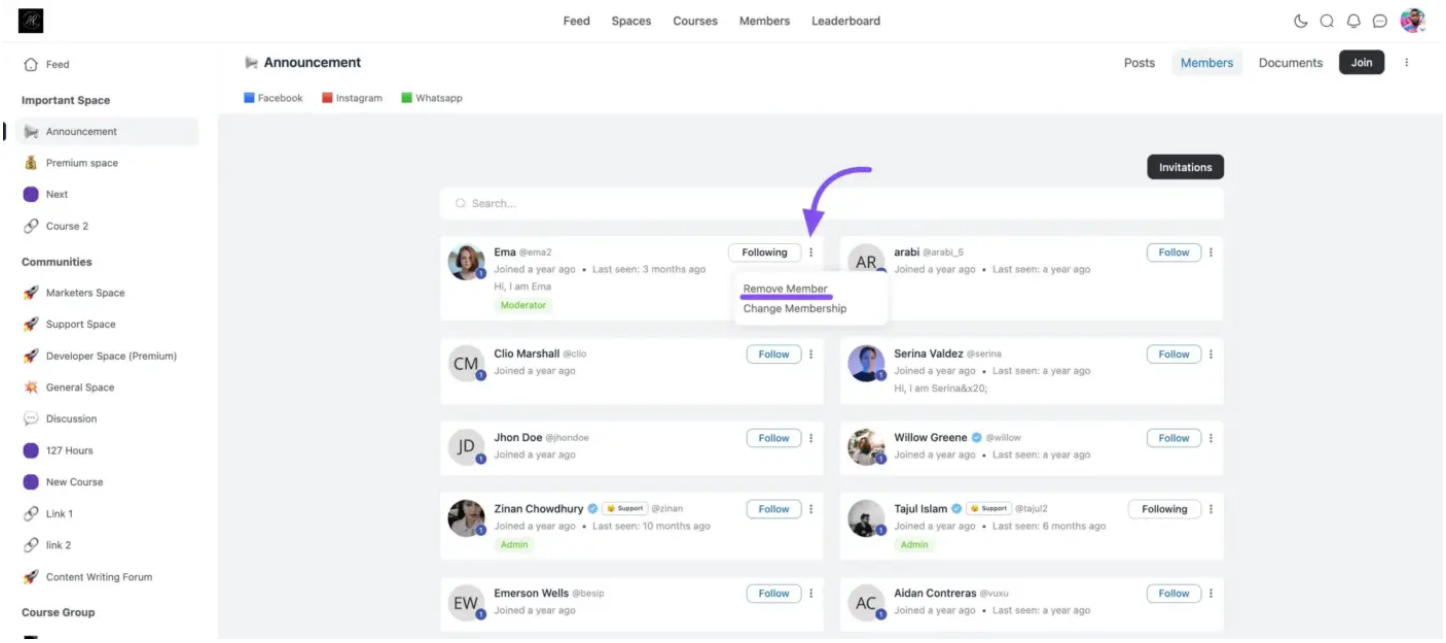
> Private & Secret Courses can be monetized to charge for access. Refer to this documentation for more details on monetization.

## Removing Members from Spaces and Courses

In FluentCommunity, it is important to note that **you cannot remove a member directly from the global member view** section. Member removal is context-specific, meaning you must remove them from the specific Space or Course they are part of.

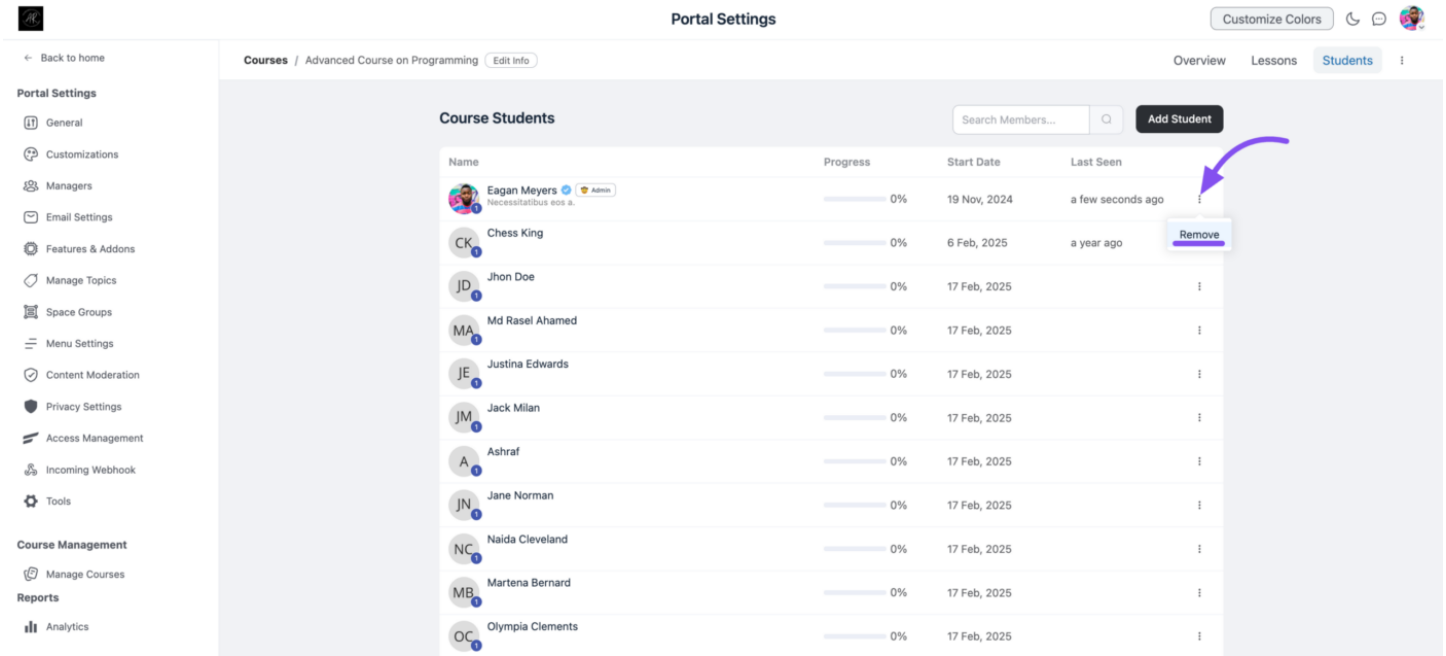
**Removing Members from a Space** To remove a member from a specific Space:

1. Navigate to the specific **Space** (e.g., "Announcement" or "General Space").
2. Click on the **Members** tab to view the list of participants.
3. Locate the member you wish to remove and click the three-dot menu icon next to their name.
4. Select **Remove Member** to revoke their access to that space.




**Removing Students from a Course** To remove a student from a specific Course:

1. Navigate to the specific **Course** portal.
2. Go to the **Students** tab.
3. Find the student in the list, click the three-dot menu icon next to their name, and select **Remove**.



## Assigning Roles to Community Members

There are four roles available for community members, which can only be assigned by the WordPress Admin. For more information on the available roles and how to assign them, read this documentation.

This approach to member and course management ensures your community runs smoothly while offering flexibility and privacy. For further details or guidance, feel free to contact us.