# What is a JLive Organization Admin

A **Jlive Organization Admin** is an administrator on the organization's Jlive account. This person or persons will have access to log into Jlive with a unique MAGIC LINK. The admin will be able to:

- edit the organization profile
- update the billing information
- create and edit ALL events at the organization
- manage attendees at any event within the organization
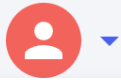- link their JLive user account to their Zoom account.

The Admin will be able to switch between user view and admin view by accessing the drop-down menu in the top right corner of the Jlive screen.

There is also an **Event Manager** role that grants access to manage specific events rather than all events.

To create a Organization Admin or Event Manager, reach out to an existing your Organization Admin on your account.

FAVORITE EVENTS    MY TICKETS

English    French

MY PROFILE

HELP CENTER

LOG OUT

SWITCH TO ADMIN