Administrator, Coordinator, and Facilitator Roles

In the **Event Scheduling** module, the roles of **Event Administrator**, **Coordinator**, and **Facilitator** operate at different levels of responsibility, but they work together to ensure that events are successfully planned, delivered, and recorded.

In practical terms:

- The **Event Administrator** ensures the event exists and is properly managed in the system,
- The **Coordinator** ensures it is properly organised, and
- The **Facilitator** ensures it delivers value to attendees.

Let us look at some key differences in their roles.

Event Administrator

The Event Administrator operates at a **system and governance level**. This role is responsible for configuring and managing the module itself, rather than running the event on the ground.

The Event Administrator is responsible for the following:

- Activating the module and assigning permissions
- Configuring master data such as venues, categories, and people groups
- Creating and managing events in the system
- Controlling bookings, approvals, and workflows
- Capturing attendance, completion status, and costs
- Maintaining records for reporting, compliance, and audits

Coordinator

The Coordinator operates at both the **planning and operational levels**. This role focuses on making sure the event is properly arranged and runs smoothly from a logistical perspective.

The Coordinator plays an important role in the following tasks:

- Organising event details, including the schedule, venue, and setup
- Overseeing arrangements before and during the event
- Ensuring everything is in place for the session to run smoothly
- May view reports or historical data only if they have been given access to the **Report Builder** module.

Facilitator

The Facilitator operates at a **delivery and interaction level**. This role is responsible for running the session and engaging with attendees.

Facilitators are responsible for the following:

- Leading the session or training
- Guiding discussions and activities
- Keeping the session on track
- Ensuring learning or event objectives are achieved

To see how these roles integrate into the **Event Scheduling** module, please read the section explaining **How Event Scheduling Works**.



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