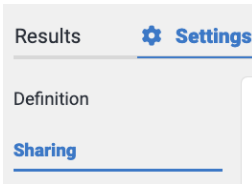# Share a scorecard

02/06/2025 1:45 pm EST

You're the only user who can view or edit your scorecard by default. To change that, you must grant access to the scorecard, either by group or to individuals. To do so, go to the *Sharing* item under the *Settings* tab.

The first line of the *Sharing Settings* is labeled *Everyone.* If you want all account members to be able to view the scorecard, select *READ ONLY* on this line. Selecting *EDIT* will allow a user or group of users to change settings, share it with others, or delete it.

After that, any user groups in your account will be listed. If you provide access to any of these, every user in that group will have access. Individual users are listed after the groups.

If you want users gaining access to the scorecard to be notified, tick the box labeled *Notify users gaining access to this scorecard.*