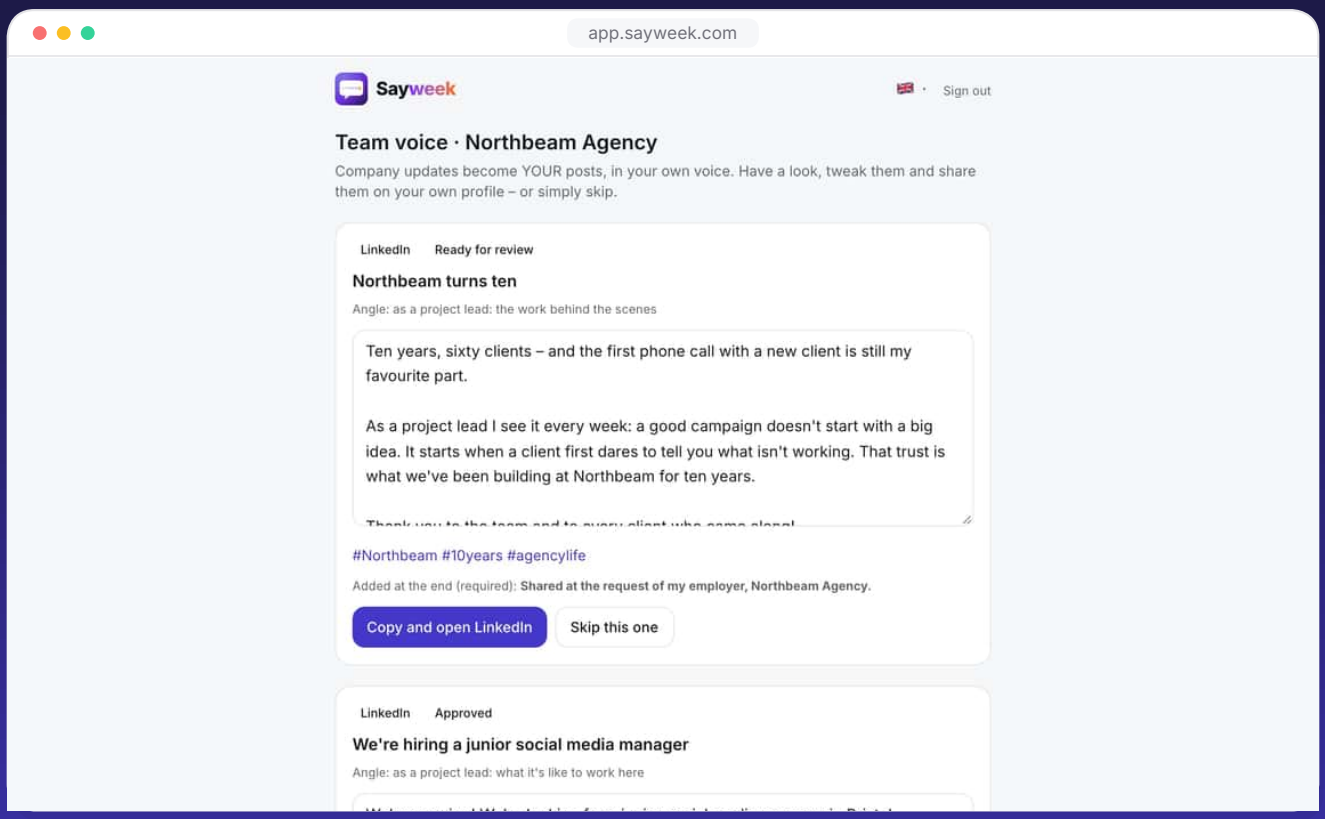
Sayweek

GUIDE FOR TEAM MEMBERS

Team member & contributor guide

Invited to a Sayweek workspace? This guide shows how to sign in, what your role lets you do – and, as a contributor, how to share posts written in your own voice on your own LinkedIn.



Sayweek · for editors, viewers and Team voice contributors
Version: October 2026
The screenshots were taken with fictional demo data in a local test environment.

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01 Invitation and sign-in

Email → Sign in

An owner of a workspace has invited you. You don't need to create an account separately: you sign in with the email address that was invited, and Sayweek takes you straight into that workspace with the role you were given. This chapter walks you through your first sign-in.

The invitation email

The subject reads "**{inviter} invited you to "{workspace}" on Sayweek**". It shows the workspace name, who invited you and **your role** (for example **Contributor (Team voice – only your own posts)**). The **Join the workspace** button takes you to the sign-in page.

> i The invitation arrives in the language of the workspace owner – once you're in, you choose the interface language yourself (see Notifications, language and leaving).

Your first sign-in, step by step

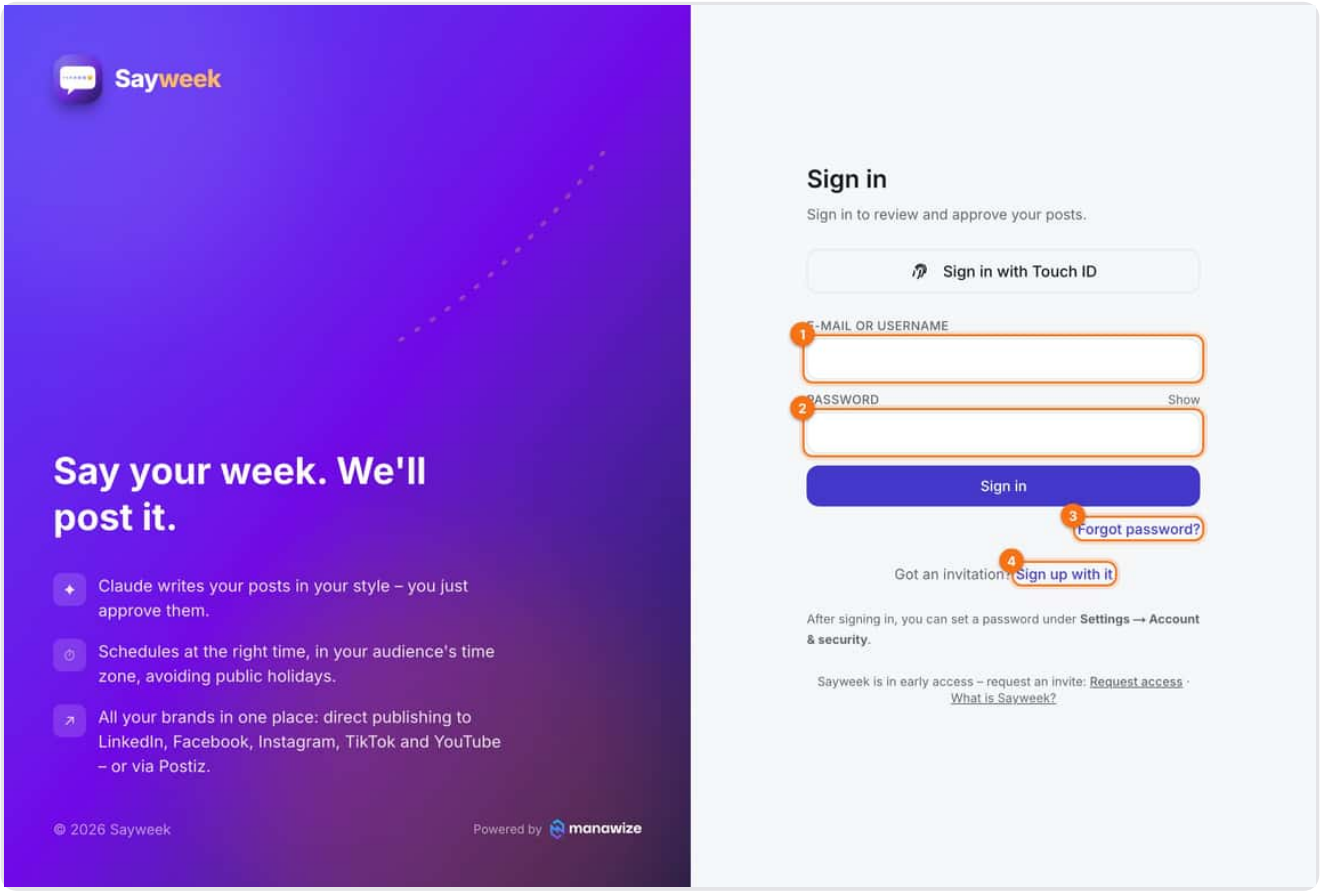


Figure 1 – The sign-in page: password sign-in, forgotten password and sign-up with an invitation.

1	**E-mail or username**	Your invited email address. If your work account is a Google or Microsoft account, **Continue with Google** / **Continue with Microsoft** works too (when the service is switched on) – then you don't need a password at all.
2	**Password**	Only if you already have a Sayweek password.
3	**Forgot password?**	Set a new password via an email link.
4	**Sign-up**	To sign in with a password instead of Google or Microsoft: sign up with your invited email address (depending on the setup the link reads **Sign up with it** or **Sign up – 14 days free**). After the confirmation link you don't get a new workspace – you join the workspace that invited you.

The **Sign in with Touch ID** (or another passkey) button only works once you have set up a passkey on this device – it can't be used for your first sign-in.

Signing in with the invitation

1. Click **Join the workspace** in the email.
2. Sign in with **the invited email address** – with Google, Microsoft or a password. With a different address you won't join the team.
3. The first time, the **One more step and you're in** screen appears: tick the Terms and the Privacy Policy, confirm that you use Sayweek for your business or professional activity, then click **Accept and continue**. (Only the owner accepts the data processing agreement.)
4. Done: Sayweek takes you to the page for your role – as a contributor to your own **Team voice** page (**/sajat**), as an editor or viewer to the workspace's home page.

> **! Note**
> An email address can only belong to one workspace. If you already have your own Sayweek workspace with that address, the invitation can't be sent to it – ask for an invitation to another (e.g. work) address.

An invitation is valid for 14 days

The e-mail also says until when you can accept the invitation (“Valid until: …”) – **14 days** from sending. If you don't sign in by then, the invitation expires: signing in with the invited address then doesn't take you into the team (and doesn't open a workspace of your own either); you see this message instead.

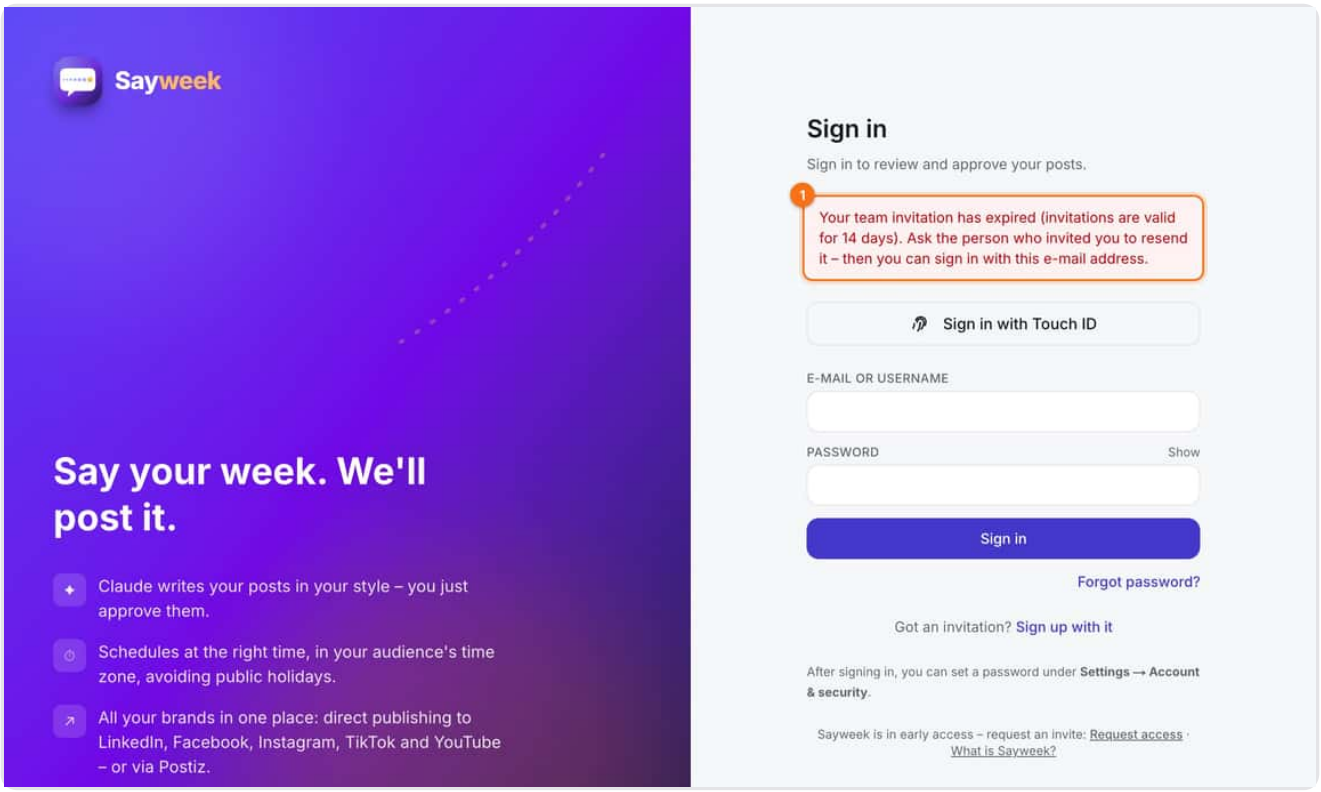


Figure 2 – With an expired invitation the sign-in page shows this.

1	**Expired invitation**	"Your team invitation has expired (invitations are valid for 14 days). Ask the person who invited you to resend it – then you can sign in with this e-mail address."

i On **Settings → Team and roles** an owner can send the e-mail again with **Resend** next to the pending invitation – this renews it for another 14 days. **Revoke** deletes it: with a revoked invitation your address no longer joins the team, and a new invitation is needed. Once you've signed in, your membership doesn't expire.

02 Roles – who can do what?

Settings → Team and roles

Every member has exactly one role, and it decides what they see and what they can change. Whatever you're not allowed to do is hidden, disabled or locked with a short explanation. Only an owner of the workspace can change your role.

The four roles in brief

- **Owner** – can do everything, from the plan and billing to managing the team and deleting the workspace.
- **Editor** – the day-to-day work: posts, ideas, brands, channels, settings, approvals. Can pull the emergency brake but can't release it.
- **Contributor (Team voice)** – only sees their own posts made from company updates on the **/sajat** page and shares them on their own profile. They don't see the rest of the workspace.
- **Viewer (read-only)** – sees everything (weekly plan, calendar, ideas, analytics) but can't change anything.

The full permission table

Who can do what?	
View the workspace (weekly plan, calendar, ideas, analytics, settings)	Owner, editor, viewer
Edit posts, ideas, brands, channels, rules, sources, schedules	Owner, editor
Approve a post	Owner, editor – with **Two-step approval** on, an editor's approval only submits the post; it goes out with an owner's approval
Publish now **(right away instead of on schedule)**	Owner only
Start and close Team voice campaigns	Owner, editor
Own Team voice posts (/sajat**)**	Owner, editor, contributor
Pull / release the emergency brake	Pull: owner and editor · release: owner only
Team: invite, remove, change roles, two-step approval	Owner only
Subscription, billing, AI packs	Owner only
Postiz key, API keys, AI assistants, calendar export, webhooks, Slack/Teams	Owner only
White-label (branding, logo, custom domain)	Owner only
Integration secrets, removing workspace-wide connections	Owner only

Locking compliance settings, security log, full data export, deleting the workspace	Owner only
Own account: password, two-factor authentication, passkeys, devices, language	Everyone their own – for contributors see the note below

i As a contributor, the **/sajat** page only offers the language switch and **Sign out**: the **Settings → Account & security** page (password, two-factor authentication, passkeys, devices) doesn't open for this role – if you try, the app takes you back to your own page. Set your password when you sign up, or with the **Forgot password?** link.

✔ **Tip**

If you're not allowed to do something, there's no workaround to look for: the app tells you who can help ("Only an owner of this workspace can change this..."). After a role change you're signed out on every device and sign back in with the new role.

03 As a contributor: your own page

Team voice · /sajat

Here's the idea behind Team voice: the company shares an update (a new client, an anniversary, an event, a job opening), and every participating colleague gets a LinkedIn post about it in THEIR own voice, from their own angle. Not everyone posts the same text – the versions are deliberately different. You review it, tweak it if you like and share it on your own profile – or simply skip it.

How the page is laid out

As a contributor you always land on the **/sajat** page after signing in. It's a simple page designed for phones: the workspace name at the top, the cards of posts waiting for you below, **My settings** at the bottom. You don't see any other page – no weekly plan, calendar or settings.

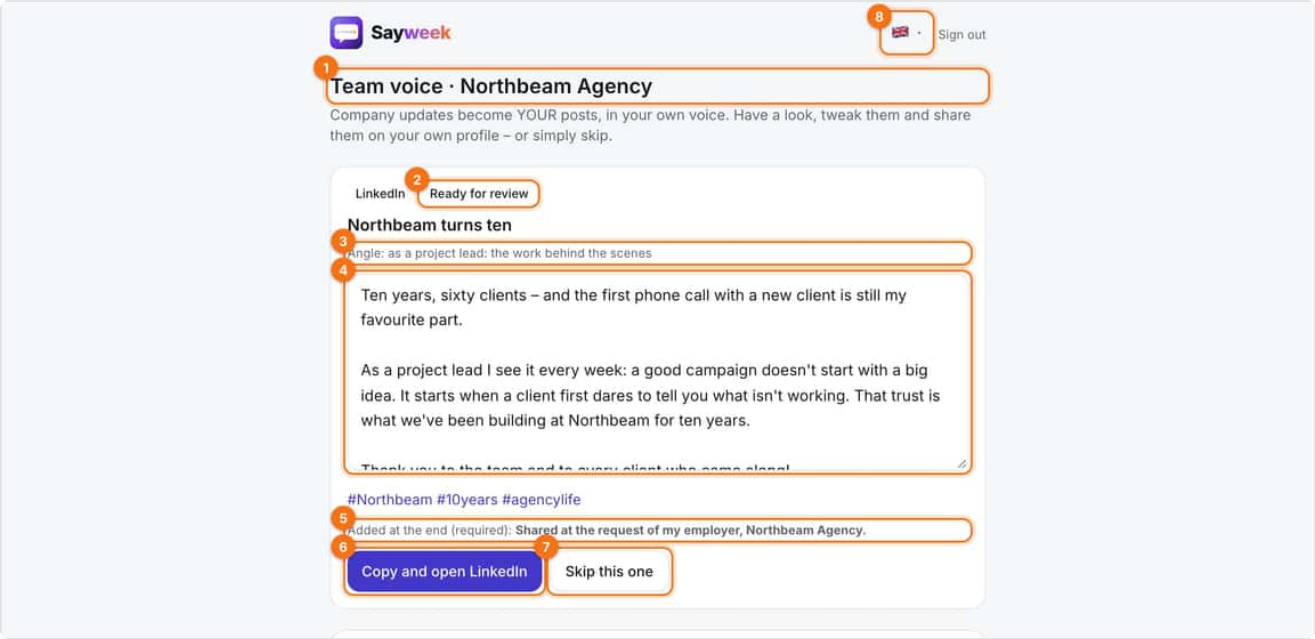


Figure 3 – Your own page: the newest post ready for review is the top card.

1	**Team voice · {workspace}**	The workspace you belong to, with one sentence on what the page is for.
2	**Status**	**Ready for review**, **Approved**, **Posted**, **Skipped**, **Couldn't post** or **Campaign closed**. The cards follow this order: what needs doing is at the top.
3	**Angle**	The point of view your version is written from – based on your role (e.g. project lead, recruiter, sales).
4	**Post text**	An editable box: rewrite it the way you'd say it.
5	**Added at the end (required):**	If the company set a required legal line (e.g. “Shared at the request of my employer…”), it's added to the end automatically – you don't type it and can't remove it.

6	**Copy and open LinkedIn**	Copies the finished text and opens LinkedIn's post composer (when your own LinkedIn isn't connected). With a connected LinkedIn this button is **Approve and post**.
7	**Skip this one**	If you'd rather not share this one. No consequences.
8	**Language**	The flag button switches the interface language (Magyar, English, Deutsch). **Sign out** is next to it.

> i When nothing is waiting for you, you see: “Nothing waiting for you right now. When the company shares an update, your version shows up here.” You get an email about each new post (and a notification, if you allowed it in the Sayweek phone app).

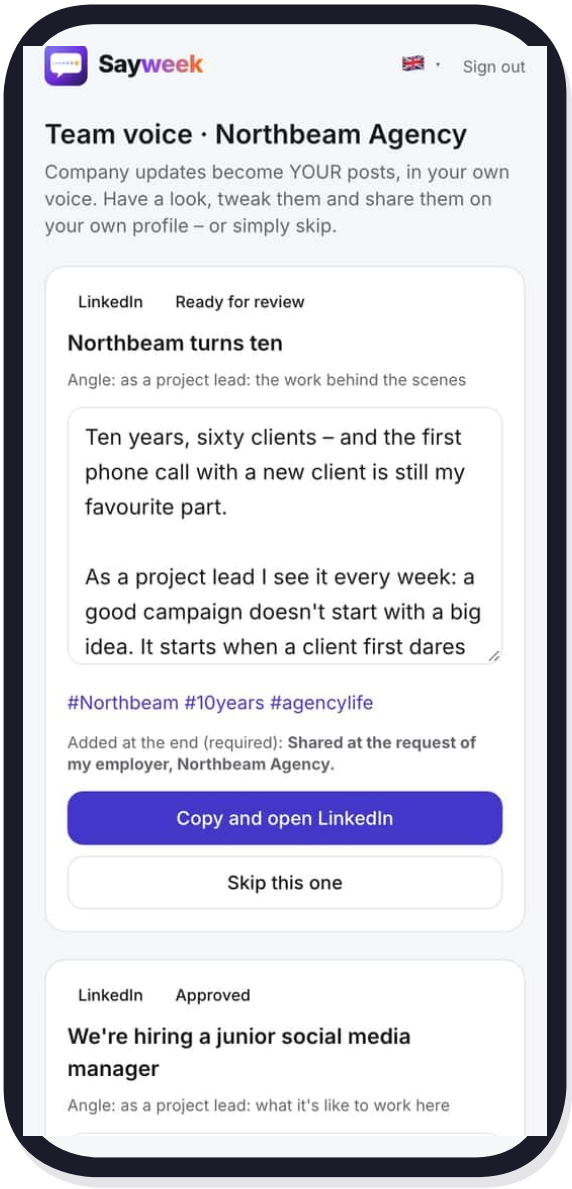


Figure 4 – The same on a phone: the buttons stack, easy to use one-handed.

First step: show us how you write

The first time you sign in, the **Show us how you write** card waits above your posts. You only fill it in once – it's what makes your post really yours rather than a copy of the company text.

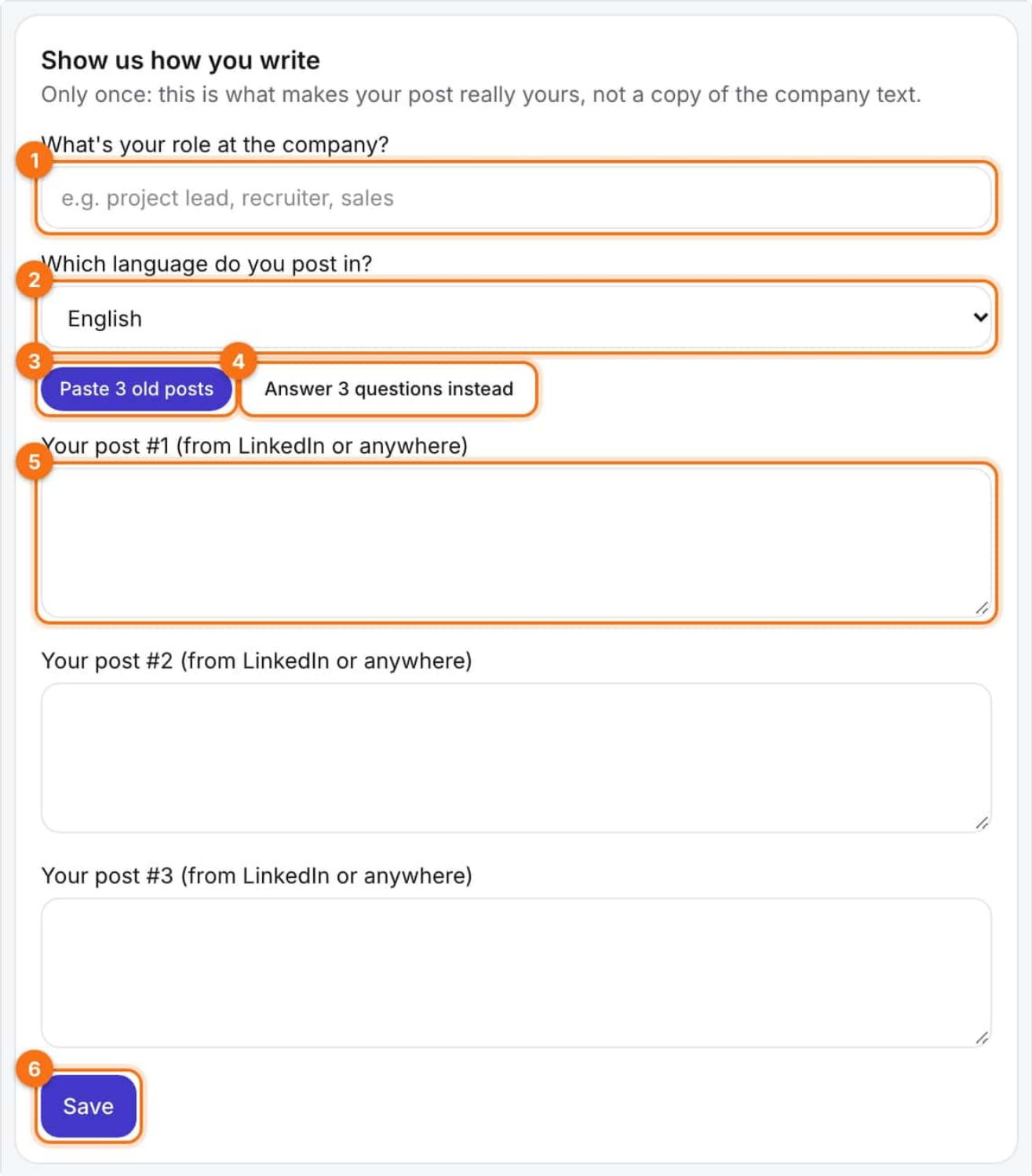


Figure 5 – Setting up your voice: role, language and three old posts (or three questions).

1 **What's your role at the company?**	E.g. project lead, recruiter, sales. Sayweek uses it to choose the angle it writes from (a recruiter talks about a job opening differently from a salesperson).
2 **Which language do you post in?**	Magyar, English or Deutsch – your posts are written in this language, whatever the interface language.
3 **Paste 3 old posts**	Paste three of your earlier posts (from LinkedIn or anywhere). One is enough, but it should be at least 40 characters long.

4	**Answer 3 questions instead**	No old posts? Three short questions about your work and how you talk about it. In this case all three need an answer.
5	**Your post #n**	The boxes to paste into.
6	**Save**	Saves your voice (“Saved – from now on we write in your own voice.”). The card then disappears.

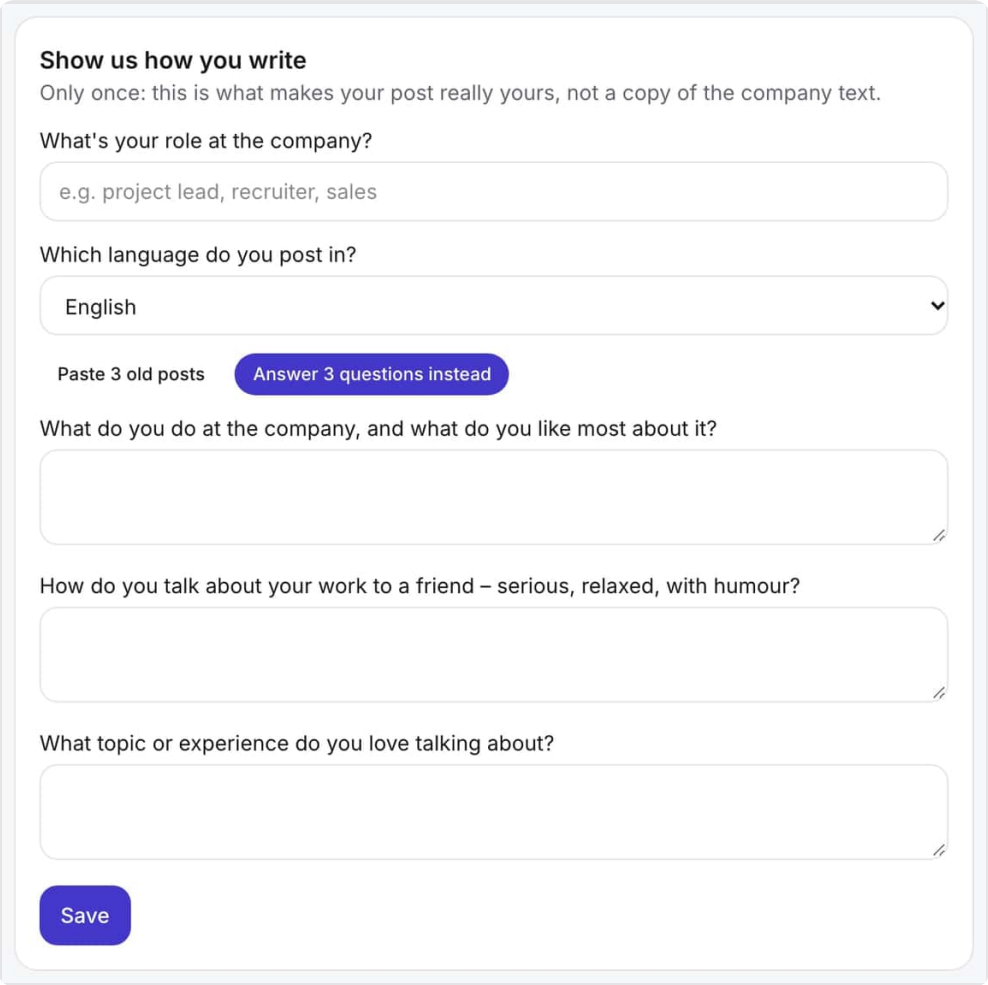


Figure 6 – The question version: three questions, short answers work fine.

> ✔ **Tip**
> It doesn't have to be perfect. Sayweek also learns from your edits: when you approve a post you rewrote, the next draft takes into account what you changed.

Reviewing and editing

1. Read the draft. If you like it, it can go as it is.
2. If you wouldn't say it that way, rewrite it right in the text box. As soon as it differs from the original, a **Save** button appears.
3. Click **Save** if you want to share it later – or go straight to the share button: Sayweek saves your edited text before sharing.

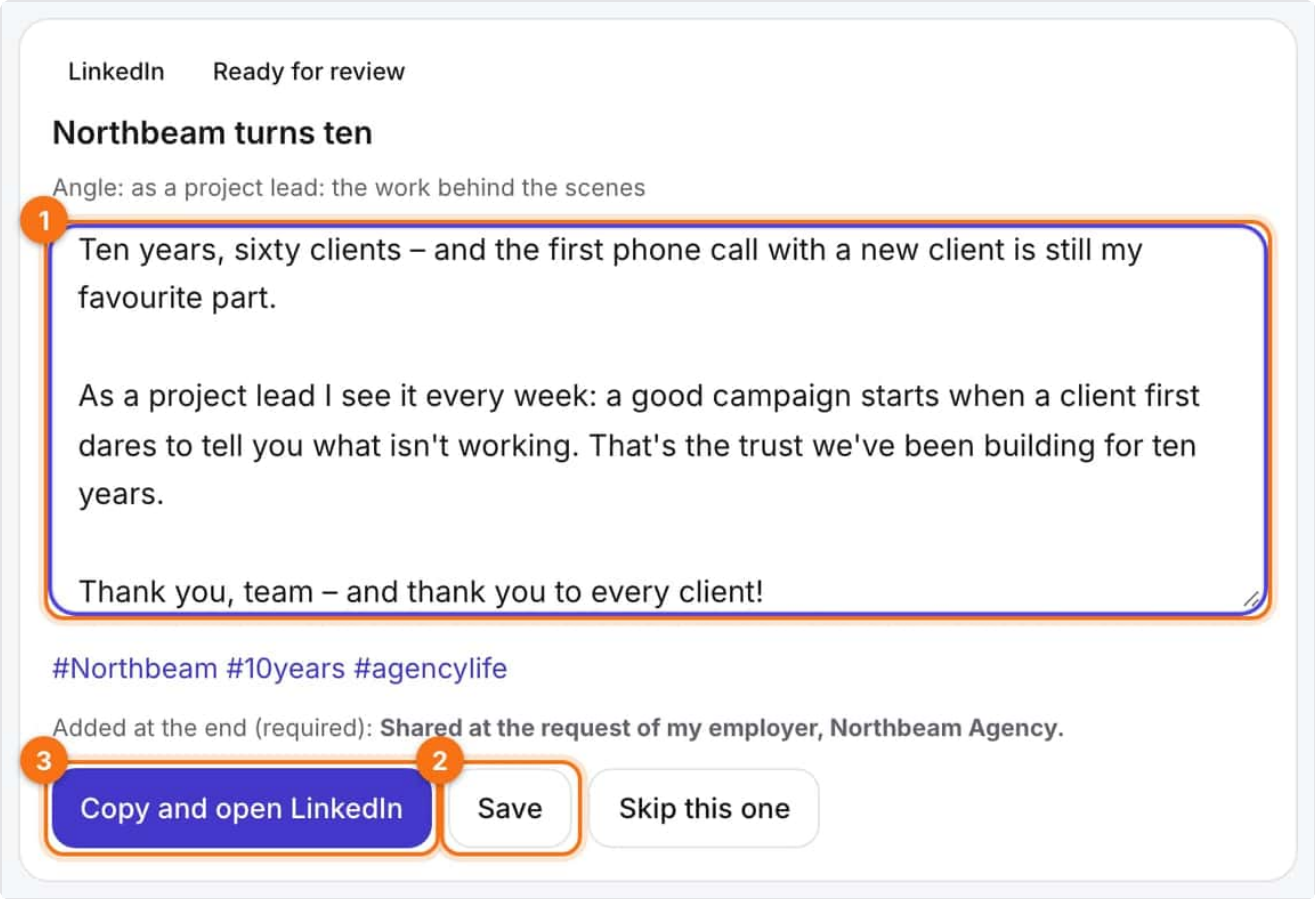


Figure 7 – An edited draft: the Save button only shows once you've changed the text.

1	**Text box**	The post text, without hashtags and legal line.
2	**Save**	Saves the change without sharing.
3	**Share button**	Saves and approves the post, then posts or copies it (see below).

> ! **Note**
> You can't edit the hashtags (the blue line under the text) on this page, and you can't remove the required legal line. When sharing by hand you can still delete a hashtag in LinkedIn's composer; when posting directly, the post goes out as you see it.

Sharing – two routes

How the post goes out depends on whether you've connected your own LinkedIn (**My settings** → **Connect LinkedIn**).

LinkedIn connected	The button is **Approve and post**. One click and the post goes out on your own profile – with the campaign photo, if there is one. The status becomes **Posted**, and **View** opens it on LinkedIn.
Not connected	The button is **Copy and open LinkedIn**. Sayweek copies the finished text (with hashtags and the legal line) and opens LinkedIn's post composer with the text in a new tab. You post it there, come back and mark it as posted.

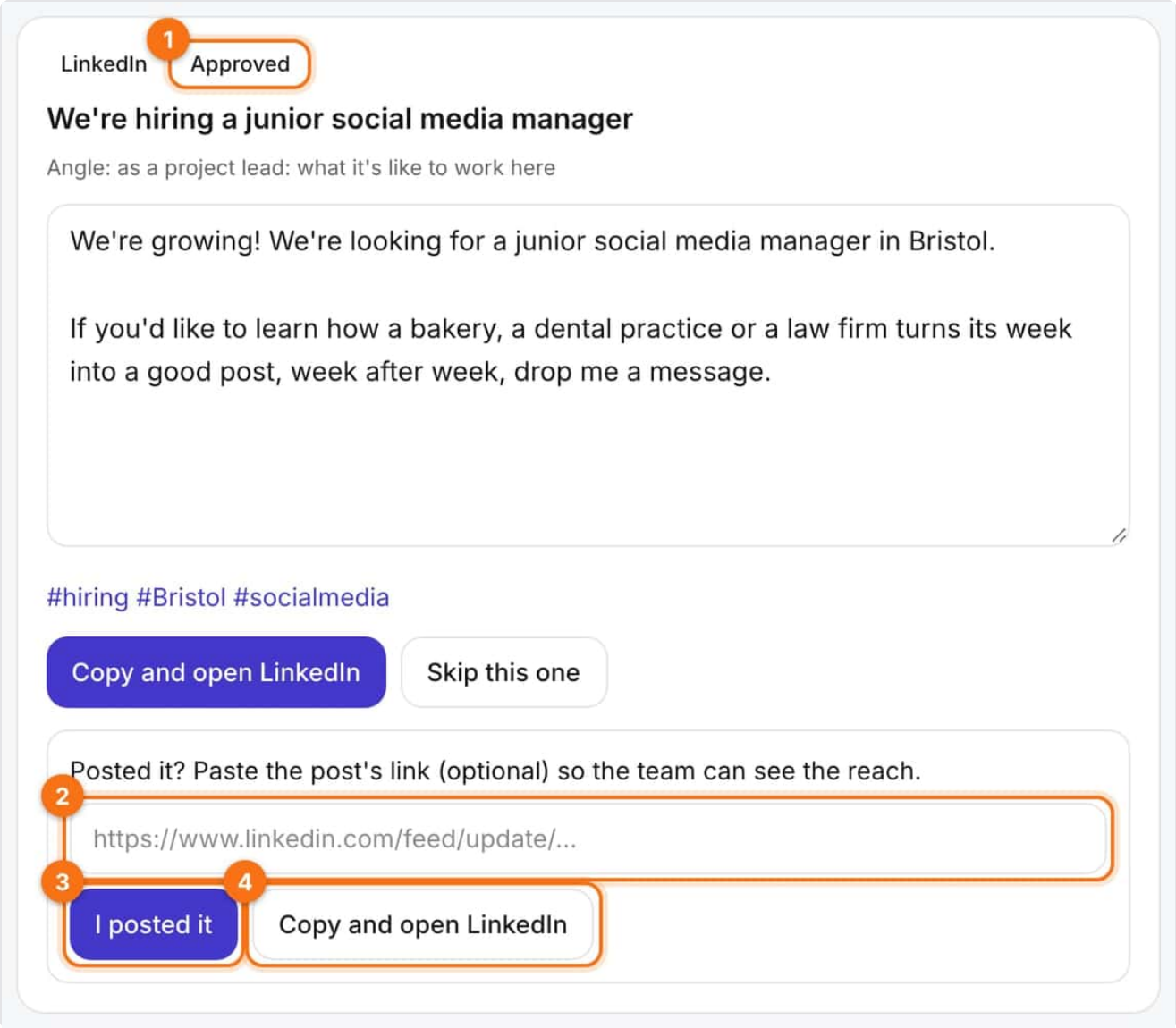


Figure 8 – After sharing by hand: paste the post's link (optional) and click I posted it.

1	**Approved**	You've approved the post but haven't marked it as posted yet.
2	**The post's link**	"Posted it? Paste the post's link (optional) so the team can see the reach." The link must start with https://.
3	**I posted it**	The status becomes **Posted** ("Thanks for sharing!").
4	**Copy and open LinkedIn**	If you closed LinkedIn in the meantime, copy and open it again from here.

i If the company assigned your personal X, Threads or Bluesky account to your profile, you can get separate drafts for those too. The button is then **Copy and open**, or – when the account is in the company's Postiz – the direct posting button.

Company posts and job openings shared with the team

Besides campaigns, the company can share a finished company post with the team (**Share with the team**), or ask you to share an open role during a hiring campaign. You get your own version of it on this page, just like a campaign post – in the app, as a push notification, on Telegram (if you linked it) and by e-mail. Share it, edit it or **Skip this one** – the choice is always yours.

Posted, skipped, closed

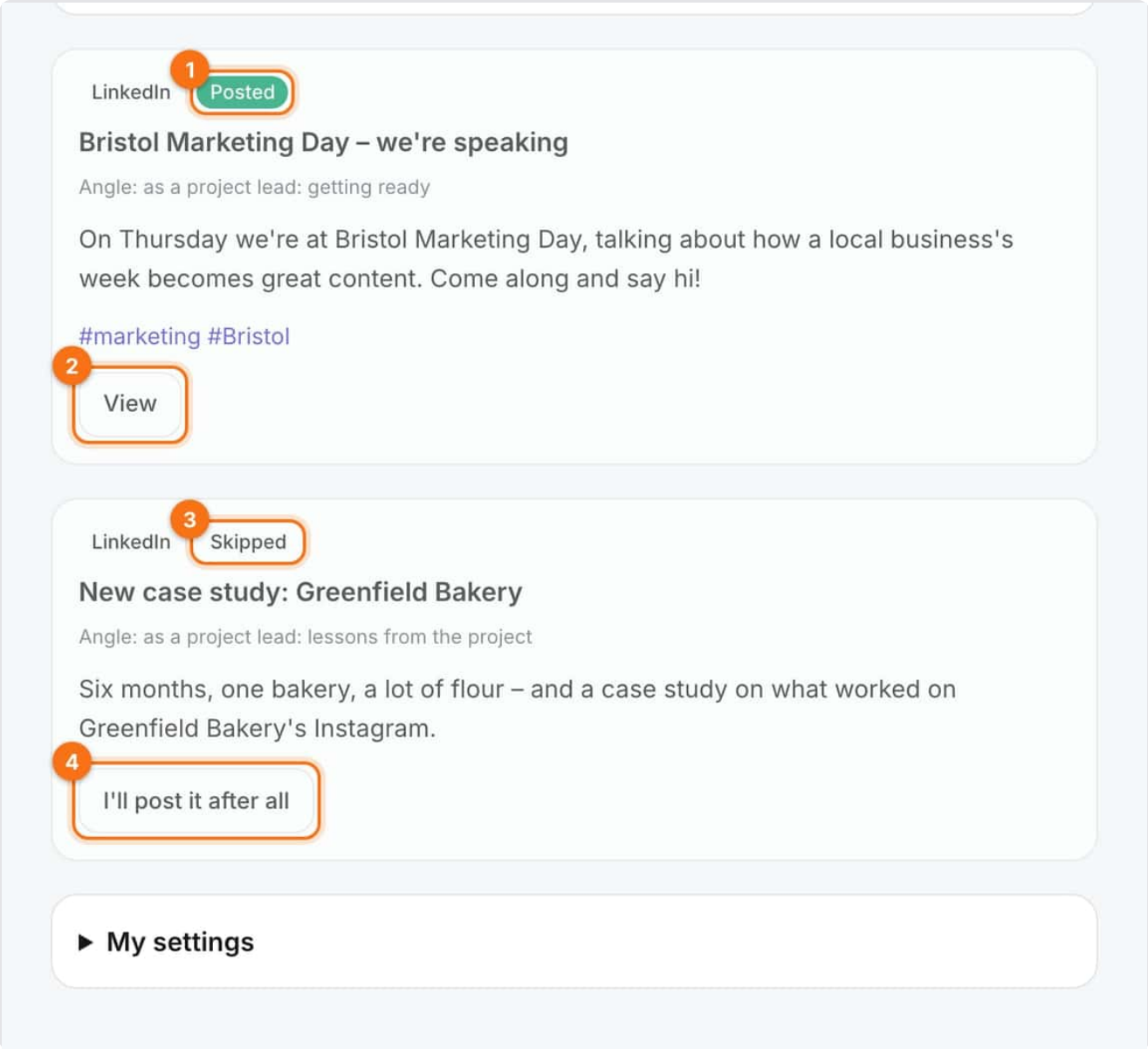


Figure 9 – Posted and skipped posts: older ones stay at the bottom of the list.

1	**Posted**	A shared post can no longer be edited.
2	**View**	Opens the post on LinkedIn (if you added its link or posted it directly).
3	**Skipped**	You didn't share it – that's fine, nobody gets a warning about it.
4	**I'll post it after all**	Brings a skipped post back to **Ready for review** while the campaign is running.

When the company closes the campaign, any post you haven't shared shows **Campaign closed**: the card stays, faded, but can no longer be shared (“This campaign has ended.”).

> **Note**
> If direct posting fails (e.g. your LinkedIn sign-in has expired), the status becomes **Couldn't post** with the error message. You can still share the post by hand: Sayweek copies the text and opens LinkedIn.

04 My settings and your own LinkedIn

/sajat → My settings

At the bottom of your page, under **My settings**, you connect your LinkedIn and change your role, language, tone and whether you get your own versions of company news.

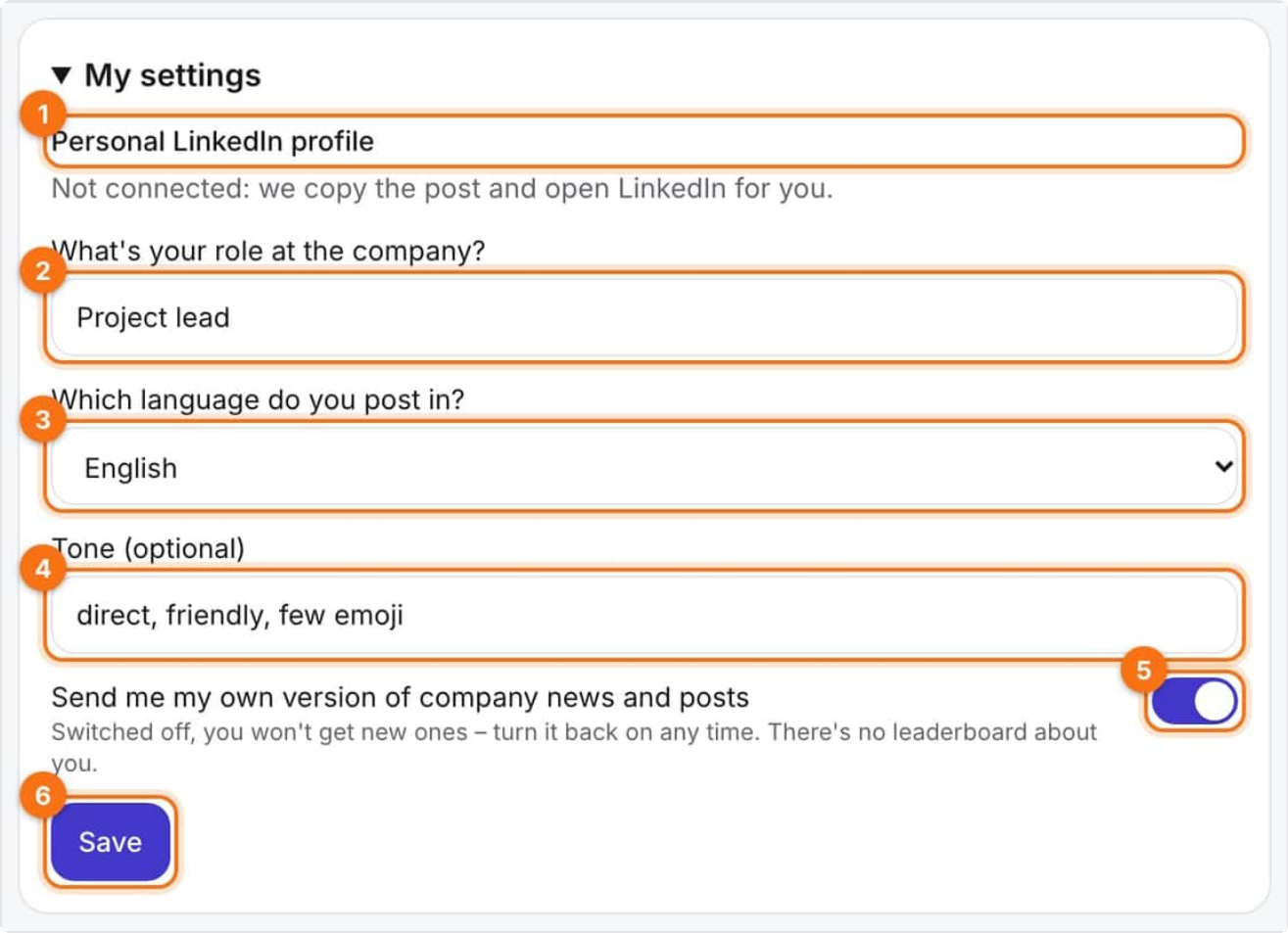


Figure 10 – My settings: LinkedIn, role, language, tone and the switch for your own versions.

1	**Personal LinkedIn profile**	"Not connected: we copy the post and open LinkedIn for you." – or once connected: "Connected: {name} – approved posts go out directly." The **Connect LinkedIn** button only shows when the direct LinkedIn connection is switched on in Sayweek.
2	**What's your role at the company?**	The basis of your angle – update it when your job changes.
3	**Which language do you post in?**	The language of your posts.
4	**Tone (optional)**	E.g. "direct, informal, few emoji". A short, one-line description.
5	**Send me my own version of company news and posts**	On by default. Switched off, you get no new drafts – turn it back on any time. There's no leaderboard about you; the switch saves straight away.

6	**Save**	Saves your role, language and tone.

Connecting LinkedIn

1. Open **My settings** and click **Connect LinkedIn**.
2. Sign in on LinkedIn's own page and allow Sayweek to post on your behalf.
3. You're back on your page: “LinkedIn connected: {name}”. From now on your post cards show **Approve and post**.

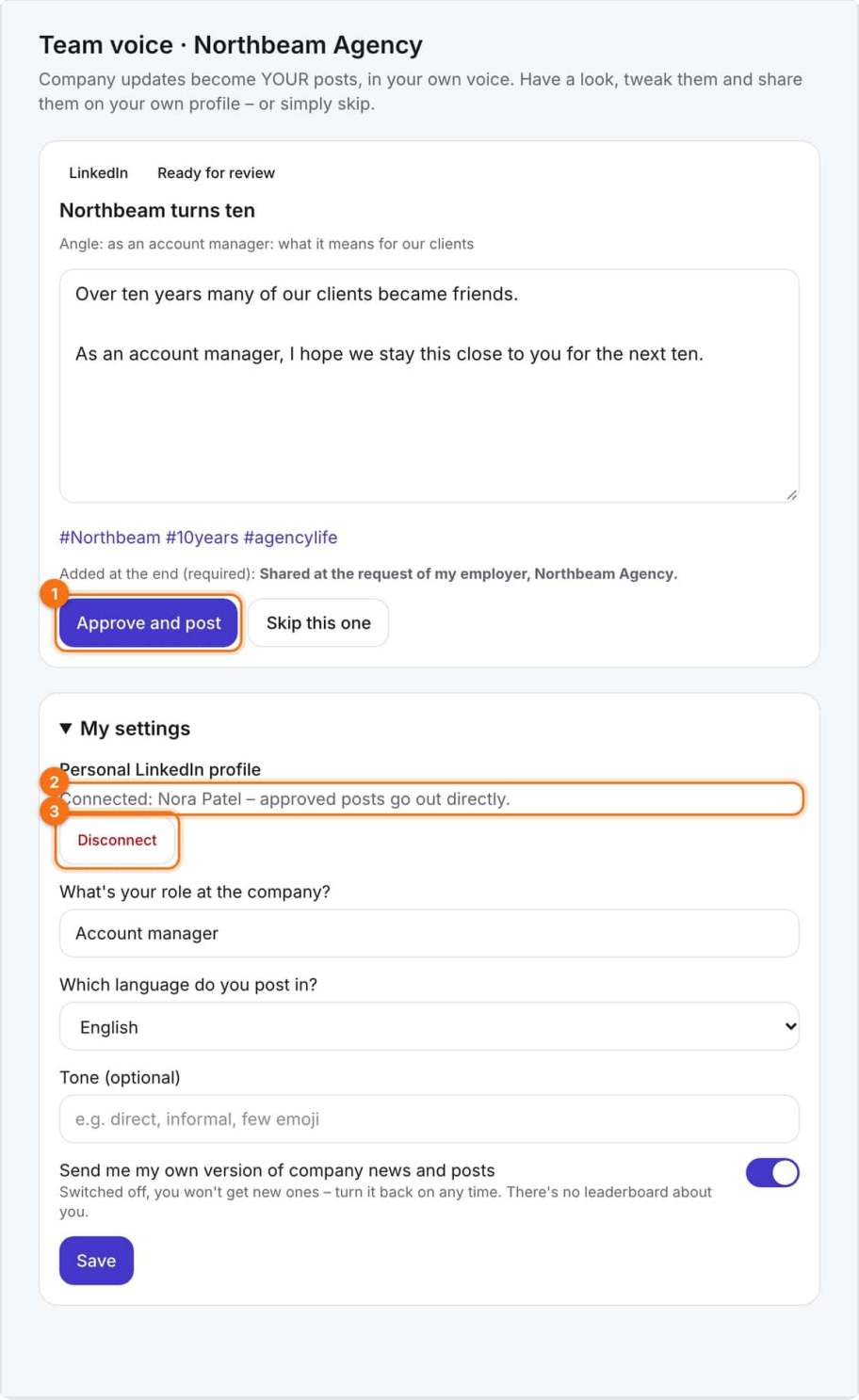


Figure 11 – With LinkedIn connected: Approve and post shares directly on your profile.

1	**Approve and post**	Shares the post on your own LinkedIn with one click.
2	**Connected: {name}**	Which LinkedIn profile is connected.
3	**Disconnect**	Deletes your LinkedIn sign-in from Sayweek (with its access tokens). Your posts then go out by copying and opening LinkedIn again; you can reconnect any time.

i Sayweek only posts on your connected LinkedIn when you click **Approve and post** – never on its own, on a schedule or on the company's behalf. The sign-in is yours alone: it can only be used for your own Team voice posts, can't be linked to the company's channels, and owners and editors don't see or manage it among the company's LinkedIn connections.

05 What does your employer see?

Privacy in Team voice

A fair question: if you post on your own profile at the company's request, what does the company see of it? This chapter lists exactly what an owner or editor sees on the **Team voice** page – and what they don't.

The Colleagues list

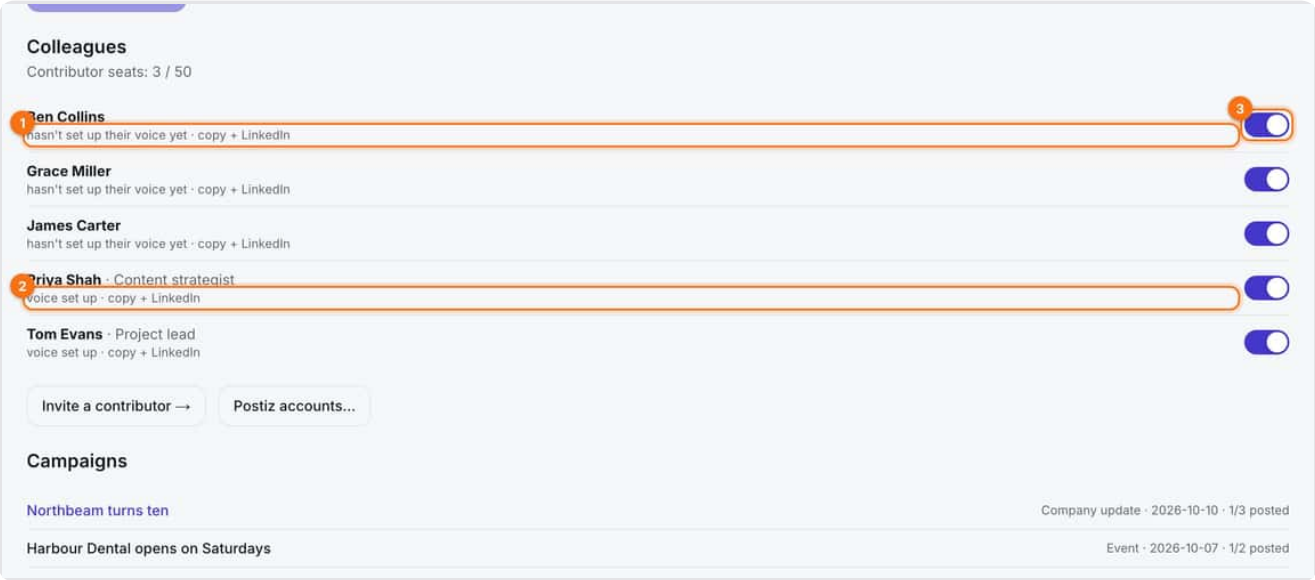


Figure 12 – The owner's and editor's view: the workspace members with their Team voice status.

1 **Hasn't set up their voice yet**	If you haven't filled in **Show us how you write** yet. Every member of the workspace is on this list – the owner, the editors and the viewers too. Each row also shows whether your own LinkedIn is connected (“own LinkedIn connected” / “copy + LinkedIn”).
2 **Voice set up**	You've set up your voice – but this list doesn't show the old posts you pasted or your answers.
3 **Takes part**	An owner or editor can take you out of (or back into) campaigns with this switch. When it's off, you get no new drafts.

The Campaign board

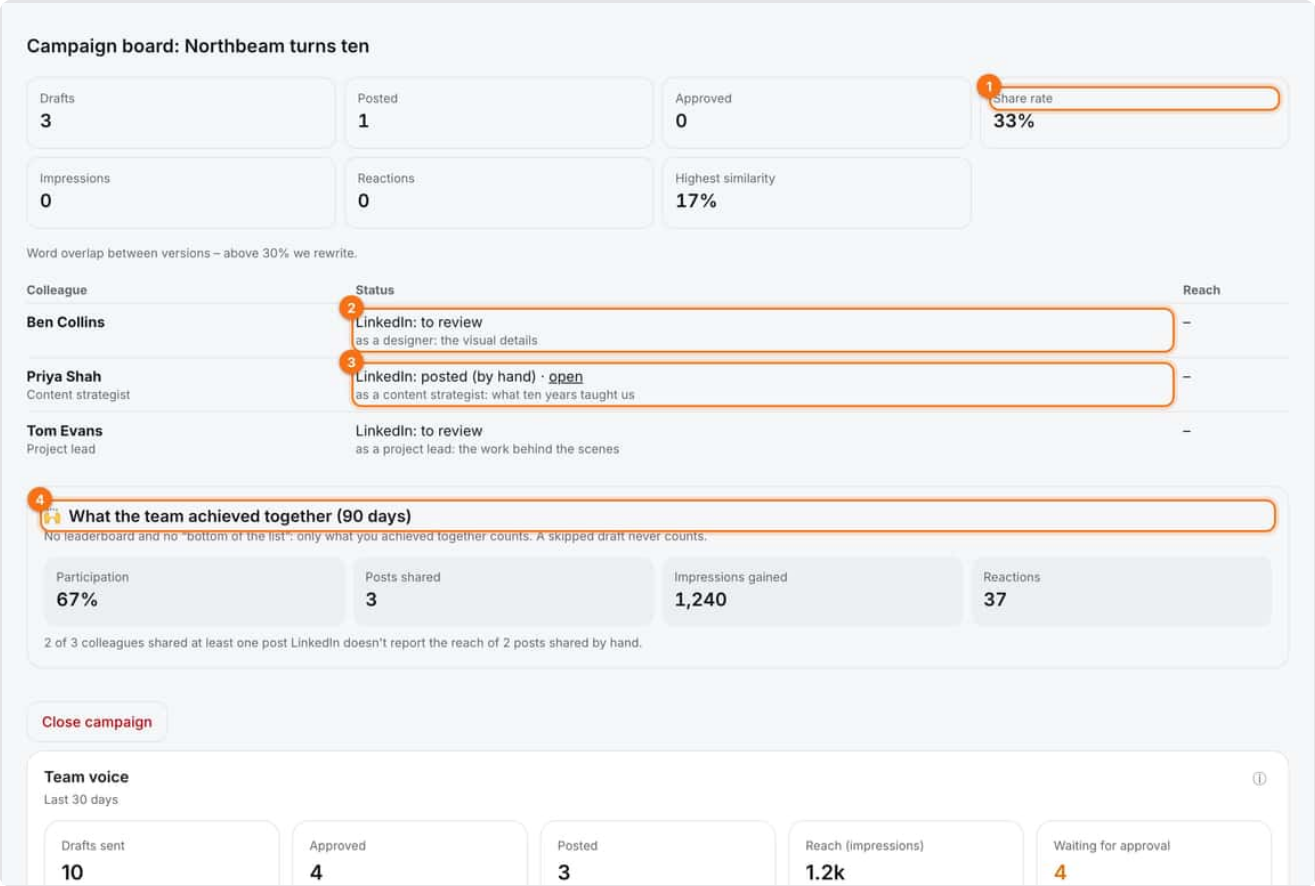


Figure 13 – The campaign board: totals, each colleague's status and what the team achieved together.

1 **Totals**	Number of drafts, posted, approved and skipped posts, share rate, impressions, reactions and the highest similarity between versions.
2 **To review**	Per colleague and channel, the status: **to review**, **approved**, **posted**, **skipped** or **error**, and the angle.
3 **Posted**	For a shared post also how it went out (**directly**, **via Postiz** or **by hand**) and, if there is a link, an **open** link. For direct posts, the reach too.
4 **What the team achieved together (90 days)**	Participation, posts shared, impressions gained and reactions – for the team as a whole, without names or ranks. There's no leaderboard, and a skipped post never counts.

Below the board, the **Team voice** statistics card sums up the last 30 days, and its **By colleague** table shows per person how many drafts they received, approved, posted, skipped and still have pending, plus impressions and reactions.

In short: what's visible and what isn't

Visible	Your name and role; whether you set up your voice; whether your LinkedIn is connected; per post the status (skipped too), the angle, how it was shared and the post's link; for posts shared directly the number of impressions and reactions.
Not visible on the board	The old posts you pasted for your voice; your answers; your LinkedIn password; anything else on your LinkedIn profile, your messages or connections.

Reach data	For posts you shared directly (with LinkedIn connected), Sayweek fetches impressions, reactions and comment counts about every 12 hours for 30 days after posting. There's no such data for posts shared by hand.

i Your own LinkedIn sign-in stays yours: it doesn't appear among the company's LinkedIn connections in the direct publishing part of **Settings**, can't be linked to a company channel and can't be used for anyone else's posts. The board only shows whether it's connected. **Disconnect** on your own page deletes the sign-in from Sayweek; if you like, you can also remove the Sayweek app in your own LinkedIn settings.

06 As an editor or a viewer

Day-to-day use of the workspace

As an editor you do all the day-to-day work of the workspace; as a viewer you can look at everything. The features themselves are described in detail in the user manual – this chapter only covers what depends on your role.

Editor: the day-to-day work

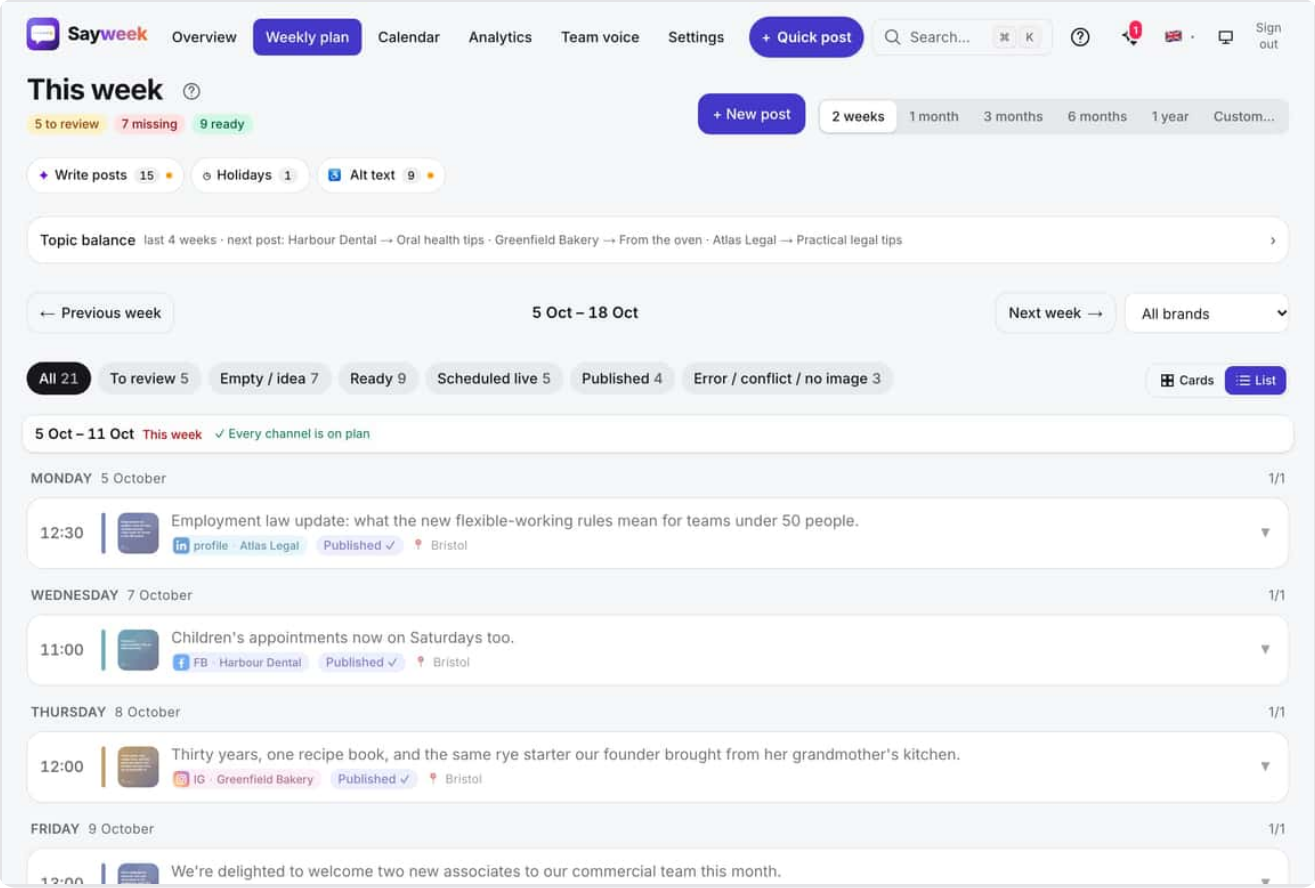


Figure 14 – As an editor you see and edit the same weekly plan as the owner.

- **Weekly plan** and **Calendar**: write and rewrite posts, images, times, approvals. With **Two-step approval** on, your approval only submits the post; it goes out with an owner's approval.
- **The post editor**: the actions sit in a full-width bar at the bottom of the window. On the left the save state and – if something is still missing – the **N more things needed** chip; on the right delete, **Save as draft**, **Publish now** and **Approve and schedule**. **Save as draft** saves without approving or scheduling, even while something still blocks the post; on a phone it's in the **More actions** menu. As an editor **Publish now** is locked – hovering it says: "Only an owner of this workspace can publish right away."
- **Ideas, brands, channels, rules, sources**: edit them freely.
- **Team voice**: start a campaign (**News box** → **Send to colleagues**), close it (**Close campaign**), and share your own posts via the **/sajat →** button – as an editor you can take part too.

- You can create **client approval links** too (**Settings → Client approval**) and answer the client's comments on the post.
- **Emergency brake**: pull it when something's wrong – only an owner can release it.
- **Quick post** (header button or **P**): as an editor, "now" means the earliest allowed time – the post goes out in about 6 minutes, and an owner can still stop it. With two-step approval the button is **Send for approval**.
- **Compliance check**: for a regulated brand, blockers in the editor stop approval; approving with warnings logs your name in the compliance audit trail.
- **Networking, client stories, newsletter, hiring mode**: you can use them like an owner (approving a newsletter needs owner or editor rights).
- **Task apps** (Google Tasks, Microsoft To Do, Todoist, Apple Reminders): connect your own account – you see only your own to-dos, and approval to-dos only reach people allowed to approve.
- You can't: publish right away (**Publish now**), manage the team or the subscription, set up keys, webhooks or white-label, or remove a connection.

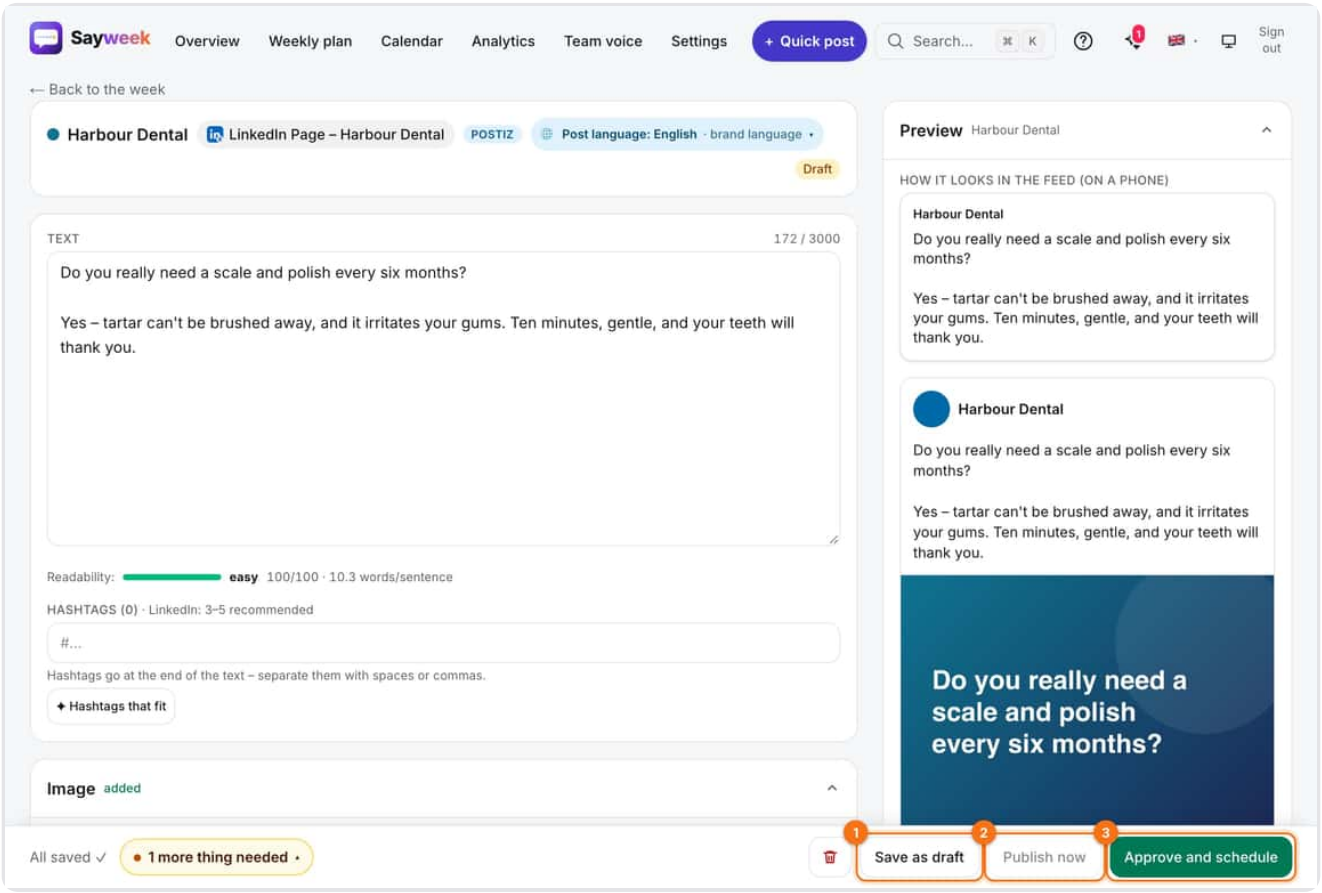


Figure 15 – The post editor as an editor: the action bar at the bottom of the window.

1	**Save as draft**	Saves the text and the time – no approval, no scheduling; it stays a draft.
2	**Publish now**	Locked for editors: only an owner can send a post out right away.
3	**Approve and schedule**	Approves the post and sets it for its time (with two-step approval it submits it to an owner).

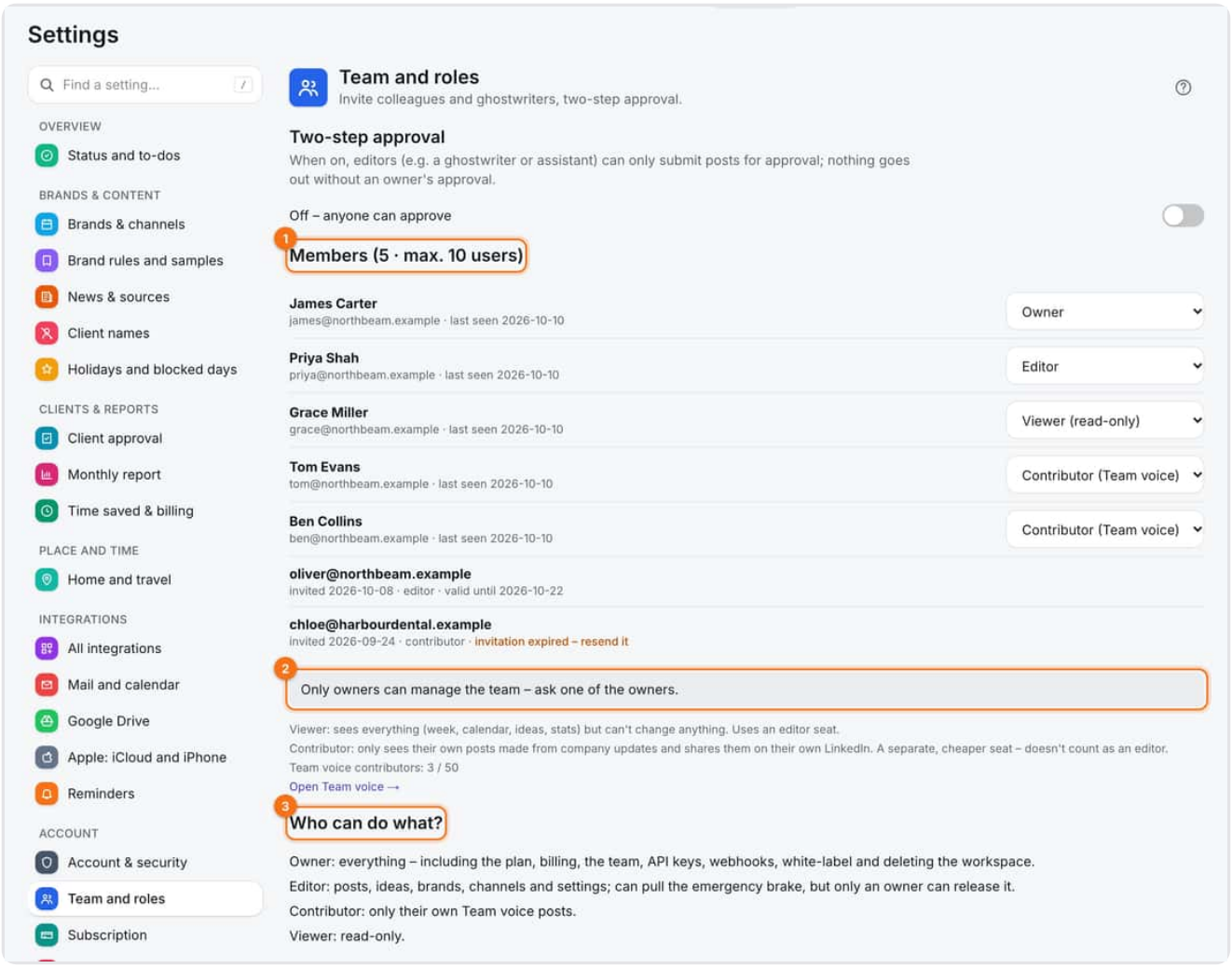


Figure 16 – The Team and roles page as an editor: you see the members, only owners can manage them.

1	**Members**	The workspace's members with role and last sign-in; pending invitations too, with their expiry (“valid until …” or “invitation expired – resend it”).
2	**Owners only**	“Only owners can manage the team – ask one of the owners.”
3	**Who can do what?**	A one-line summary of each role.

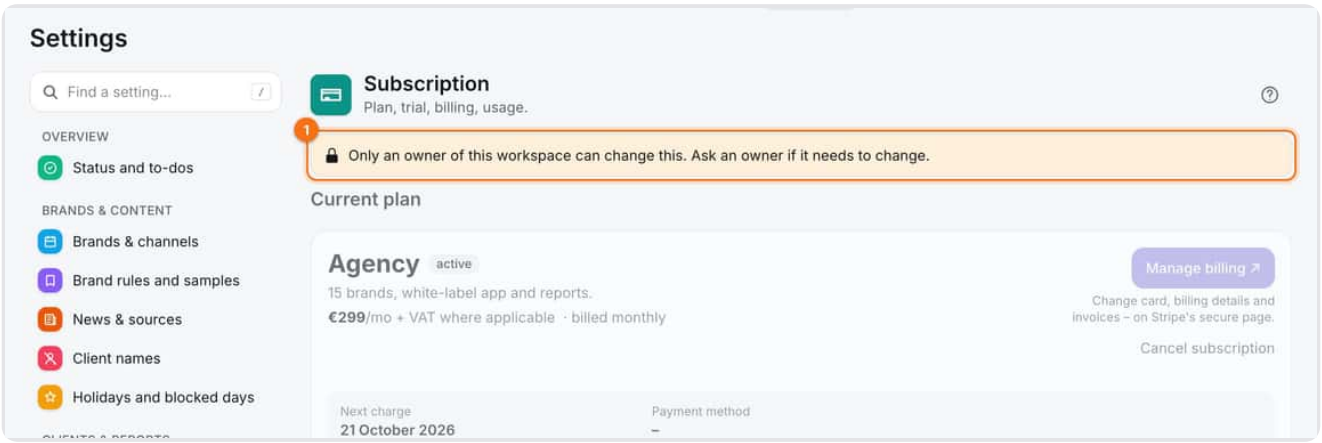


Figure 17 – An owner-only setting as an editor: visible, but locked with an explanation.

1	**Locked section**	“Only an owner of this workspace can change this. Ask an owner if it needs to change.” The fields are visible but can't be changed.

Your step in an approval chain

If the workspace uses an approval chain (e.g. editor check → owner → client), you get a push notification and an e-mail when a post reaches your step. The post's **Approval chain** card marks it with **Your turn**.

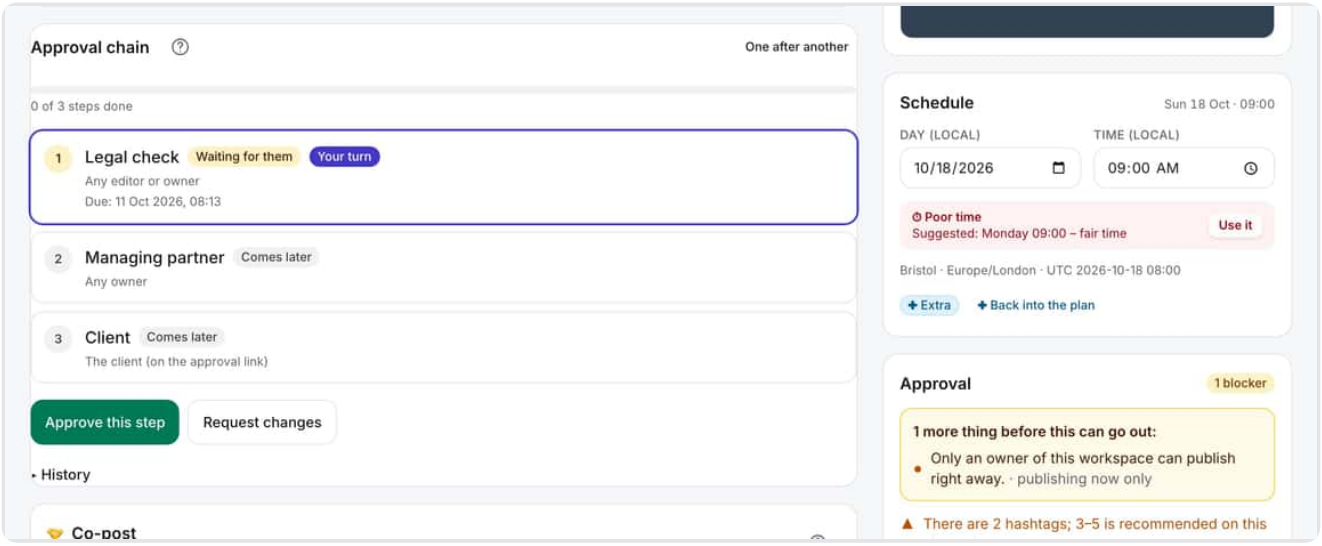


Figure 18 – The approval chain on a post: the first step is yours – Approve this step or Request changes.

- **Approve this step** passes the post on to the next step; the post is scheduled only after the final one. **Request changes** ends the round with your note – once fixed, the chain starts again.
- Your approval holds for the content you saw: if the text or the image changes afterwards, your step waits for approval again. A step with a deadline sends a reminder before it passes; after that a stand-in can decide it too.
- **Coming soon:** approving from Slack or Microsoft Teams – the cards in your team channel will have **Approve**, **Request changes** and **Open** buttons, with the same checks as in the app.

Offline mode

Lost the connection on the train? Sayweek keeps the next three weeks of posts on your device: the bar at the bottom (“No internet connection.”) opens **Offline mode**, where you can **Edit** posts and **Approve (when syncing)**. Everything syncs when you're back online, and the server checks each approval again with the usual rules (and your role).

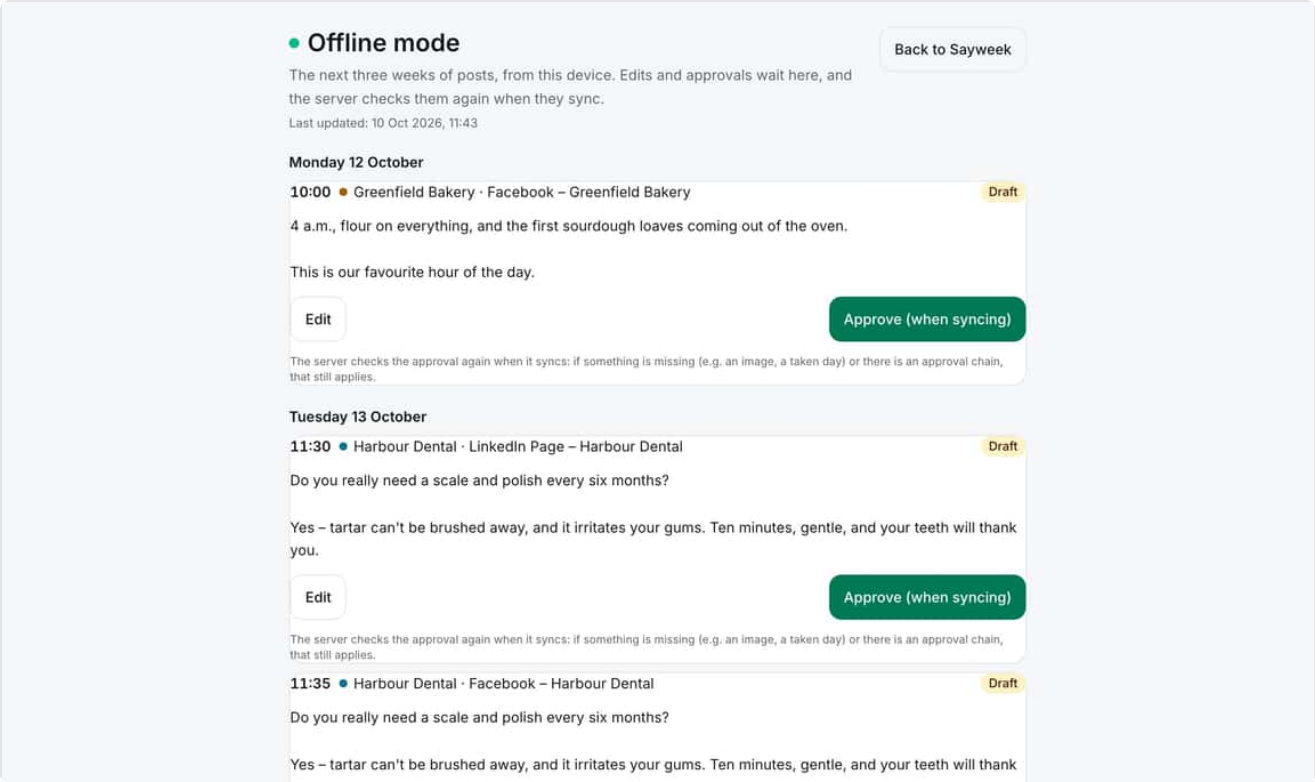


Figure 19 – Offline mode: the coming weeks' posts, saved on this device.

> **i** The offline copy belongs only to your account on that device and is deleted when you sign out. Open Sayweek once online on the device first – that's when the posts are saved.

Viewer: see everything, change nothing

As a viewer you can browse the whole workspace: weekly plan, calendar, ideas, analytics, settings. In the settings, editable sections show this above them: “You have read-only access: you can look, but not change anything.”

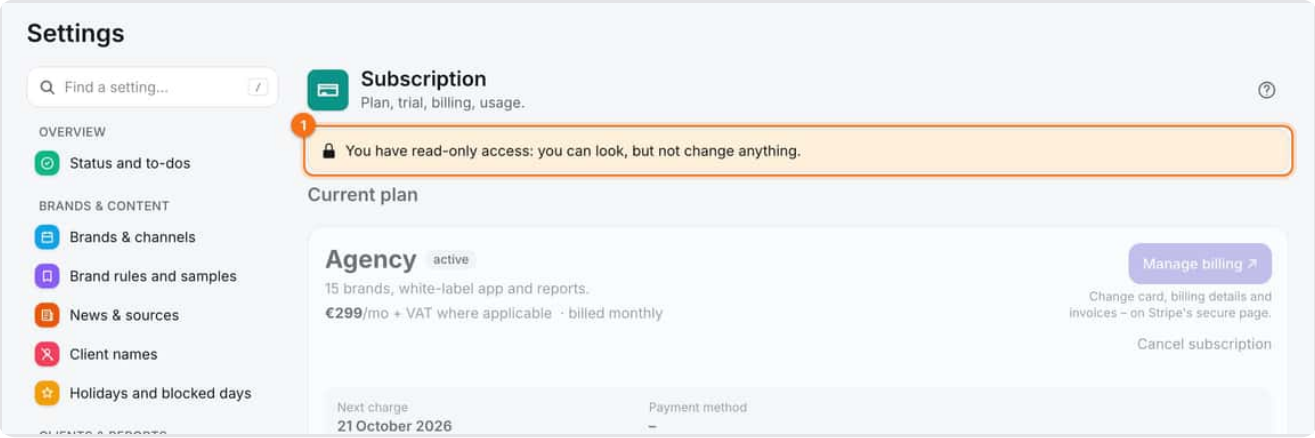


Figure 20 – The viewer's view: everything visible, changes locked.

1	**Viewer note**	The explanation is always above a locked section.

> ! **Note**
> The app doesn't hide every button from viewers on every page (e.g. in the weekly plan). If you try to save or change something as a viewer, Sayweek refuses with: “You have read-only access to this workspace – an owner or editor can change this.” Nothing changes.

> i As a viewer you can't share posts in Team voice either. If a campaign still writes a draft for you (by default every active member gets one), ask an owner or editor to take you out with the **Takes part** switch.

07 Notifications, language and leaving

For everyone

How Sayweek tells you when there's something to do, how to set the language, and what happens when you leave the team.

Notifications

Contributor	When your post is ready: an email (“Your post about … is ready”, with a **See my post** button) and, if you allowed it in the Sayweek phone app, a push notification. If you haven't reviewed it after a day, you get one reminder (“Your post is still waiting: …”) – no more, and none for a closed campaign.
Editor, viewer, owner	Push notifications in the phone app about workspace events (e.g. a client approved a post or asked for changes). Contributors don't get these.
Editor, owner: connection expiry	7 days and 1 day before a social connection that can't renew itself runs out, and when it has expired: e-mail, push and your own linked Telegram chat – so someone reconnects it in time.

Language

Set the interface language with the flag button (in the header of the **/sajat** page, or in the app header as an editor or viewer). Your account remembers it too: emails and notifications arrive in that language. The language of **your posts** is separate – as a contributor, **Which language do you post in?** decides it.

Signing out

Sign out (in the **/sajat** header) signs you out on this device. As an editor or viewer, **Sign out everywhere** on the **Settings → Account & security** page signs you out of every device.

If you leave the team

- You can't remove yourself from the workspace: ask an owner to remove you with **Remove** on the **Settings → Team and roles** page.
- Once removed, you're signed out on every device right away and your account is deleted – together with your Team voice profile (voice, samples) and your drafts.
- Posts you already shared on LinkedIn stay on your profile – you manage those on LinkedIn.
- Your own LinkedIn sign-in is deleted together with your account.

08 Frequently asked questions

FAQ

The most common questions, from the invitation to sharing a post.

Q I didn't get the invitation email. What now?

Check your spam folder. The invitation also works without the email: go to the Sayweek sign-in page and sign in with your invited address (with Google, Microsoft, or sign up with it using a password).

Q After signing in I ended up in a new, empty workspace instead of the team's.

You probably didn't sign in with the invited address. Sign out and sign in with the address the invitation was sent to. If that address already belongs to another workspace, ask for an invitation to a different address.

Q Do I have to share every post?

No. **Skip this one** is there for exactly that, and skipping never counts against you – there is no leaderboard, and the team results only count what was shared.

Q Can the company post in my name without me knowing?

Not through Team voice: a post only goes out when you click **Approve and post** (or **I posted it** after sharing by hand). The company can't use your connected LinkedIn sign-in for other posts; if you no longer need it, **Disconnect** deletes it.

Q Why don't I see the Connect LinkedIn button?

The button only appears when Sayweek's direct LinkedIn connection is switched on. Until then, share your posts with **Copy and open LinkedIn** – it works just the same, with one extra click.

Q Why is my colleague's post about the same update so different?

On purpose: Sayweek makes sure the versions aren't word-for-word alike (it rewrites a version above 30% word overlap), because LinkedIn penalises many identical posts. Everyone writes from their own angle.

Q Where do I change my password as a contributor?

The **/sajat** page has no account settings. Use **Forgot password?** on the sign-in page – you'll get an email link to set a new password.

Q I'm an editor. Why doesn't my approved post go out?

Two-step approval is probably on: your approval then only submits the post, and an owner has to approve it too. Publishing right away (**Publish now**) is for owners only as well.