VERBARIA / YOUR ROOM, EXPLAINED

The Team user guide

From your first invitation to a shared piece ready to publish.

For subscription owners, brand leads, and writers. Updated October 6, 2026.

A team has two layers: seats for people, and brand rooms for shared work. The owner manages the subscription and invitations. A Writer or Lead receives access to specific brands and pieces through an explicit assignment. Personal writing stays personal unless you choose shared work.

Your first steps

1. Owner: open Team, check the five-seat roster, and invite a writer by email.

2. Writer: sign in with the invited email address so the reserved seat becomes Active.

3. Owner: confirm a brand's shared brief, enable its room, and assign the active member as Writer or Lead.

4. Owner or Lead: begin a piece in that room and choose its assigned writer.

5. Writer: save the work, request review, and follow the approval and publishing controls for that version.

Find your way

This is the complete offline guide. Use the chapter links below, the PDF bookmarks, or the current online guide when a screen changes.

01 / Understand your five seats

02 / Invite a writer

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04 / Assign people and choose their role

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Questions and recovery steps

Current online guide: https://verbaria.com/teams/guide

Account actions require sign-in. A guide link does not invite a person, change permissions, purchase a seat, or publish writing. Follow the current labels, permissions, and messages in your account.

01 / Understand your five seats

The Team plan is $249 per month with five included seats. The owner counts as seat 1, leaving four seats for other people. Seat numbers describe roster positions, not different permission levels.

1. Read the roster

Team shows each position as owner, Active, Invited, or Available. The count includes the owner plus active members and pending invitations. For example, you and two invited writers use 3 of 5 seats, leaving 2 available.

2. Know who controls it

Only the subscription owner invites, resends invitations, revokes pending invitations, or removes members. A brand Lead can coordinate work in an assigned room but does not manage the subscription.

3. Check the account you are in

An admin account labeled Full access can still have one personal seat. That is different from an active Team subscription. The Team page explains the current account's access; Plan & billing shows the actual plan.

Pending invitations reserve seats. Extra seats require a separate price confirmation; use the current amount shown in the app. A roster position does not automatically grant access to every brand.

Open: People and seats

Open: Plan & billing

02 / Invite a writer

Start on Team. The owner sees Your team seats and an Invite a writer link above the roster. The same seat controls remain available in Plan & billing.

1. Enter their email

Choose Invite a writer, enter the address the person will use to sign in, and select Send invitation. Check spelling before sending. The account owner already has the first seat.

2. Wait for their first sign-in

The new row reads Invited and its seat is reserved. The person follows the invitation and signs in with that same email address. The row becomes Active after sign-in. They use their own account; they do not share the owner's login.

3. Recover an invitation

Use Resend beside an Invited row if the email is missing. If the app says the email did not send, the invitation can still be saved. The person can open verbaria.com/login and use the invited address. Revoke releases a pending seat.

An invitation is the first step. The owner must still assign the active member to a shared brand room. A person already subscribed on their own plan may be refused a redundant seat; follow the explanation shown rather than creating duplicate paid access.

Open: Invite a writer

03 / Prepare the shared brand room

A brand is the identity and audience the work serves. A shared room uses a deliberately chosen brief, so the team has common guidance without automatically receiving your private drafts or personal facts.

1. Choose the brand

On Team, find the brand you want to work on. Open Shared brand brief and access. Review what the brand stands for, its reader, voice and editorial expectations, approved facts, and examples.

2. Enable and save the room

The owner selects Enable explicit team assignments for this brand, then Save brand workspace. This is an intentional sharing choice. Review the approved material before enabling it.

3. Open the brand

Choose Open this brand. The shared brief stays visible in the room. Later changes to guidance can make earlier reviews outdated; confirm the new brief and request a fresh review where needed.

Seat access, brand access, and piece assignment are separate decisions. Enabling one brand does not open every other brand.

Open: Team rooms

Open: Your foundation

04 / Assign people and choose their role

Inside a brand room, choose People & permissions near the top to reach People and publishing permissions. New invitations start on the Team seat roster.

1. Choose an active member

The owner uses the Active team member selector. If someone is missing, check that their invitation is Active and that they signed in with the invited email address. Pending invitations cannot yet be assigned.

2. Choose Writer or Lead

Writer is for a person working on their assigned pieces. Lead is for someone coordinating and reviewing work in this brand. Select the role and use Assign team member. Existing assignments can be edited in the same section.

3. Set publication permissions deliberately

Writers normally submit for approval. An owner or assigned Lead can grant direct publication for that brand using May publish directly for this brand. Check this only when that person should have that authority.

Removing a brand assignment changes access to that room. Removing a team seat changes membership in the owner's subscription. Review the specific control before using it.

Open: Open Team to choose a brand

05 / Know what each person can see and do

The same room looks different depending on your role. Work and permissions are checked again when you open or save a piece.

1. Owner

Manages seats, brand sharing and role assignments, the shared brief, reviews, and publishing permissions. Can see shared work in their brand. The owner is accountable for the subscription.

2. Lead

Coordinates assigned brands, confirms guidance, reviews work, requests changes, reassigns pieces, and manages allowed publishing permissions. Leads do not buy or remove subscription seats.

3. Writer

Works on assigned pieces and their own brand voice understanding, questions, and development goals. Can see their own development information and limited aggregate work counts. Other writers' private development details and unrelated brands are not opened by having a seat.

My writing is the personal foundation. Your voice in this brand is a separate adaptation. Each writer controls their own voice preferences; the team does not silently rewrite that personal foundation.

06 / Start a piece and keep the work organized

For team work, begin inside the shared brand room. This connects the piece to its brand, writer, review process, and publishing permissions.

1. Use Begin a piece

Enter a working title, choose a format, and select the assigned writer if you are an owner or Lead. Open the writing room. Writers begin work with themselves as the writer.

2. Find the work again

Work in this brand lists shared pieces for the owner or Lead. Writers see Your assigned work. Open the piece from that list to continue. Regular Projects organize drafts, notes, research, and materials; a project is not a replacement for team permissions.

3. Keep personal and shared work clear

A draft you start in a personal workspace does not become a shared team piece just because you have a Team seat. Use the shared room when the piece should use the team's brief and approval flow.

Open: Team rooms

Open: Projects

07 / Write, save, and use assistance intentionally

The editor is where you make the piece yours. The shared brief, the writer's confirmed brand adaptation, and the intention for the piece give the work context.

1. Read the brief and ask questions

In Your voice in this brand, record voice preferences, examples, learning, and questions. Acknowledge the current brief after reading it. Importing personal preferences is an explicit choice, and the resulting brand adaptation stays separate.

2. Choose assistance for this piece

The review area below the editor includes your intention and an Enable AI assistance for this piece control. Use help when needed, review its proposed changes, and check facts and meaning before keeping them. Available actions and usage depend on the account's plan.

3. Save before review

Review and publication refer to a saved version. Save your edits, then use the review refresh control to load the latest work before requesting review, approving, or publishing. If a conflict message appears, reload the section and check the current version before trying again.

Open: Writing lessons and tools

08 / Review work and develop the writer

Review considers the piece's purpose, reader, brand direction, and recorded writing. Feedback is a starting point for judgment, not a grade or a substitute for the person reading the work.

1. Use the review section

Below the editor, review the saved work's context and guidance. The writer can respond to findings and keep confirmed learning for the brand. An owner or Lead can review the shared work and request changes.

2. Make goals concrete

In the brand room, add a development goal that describes a writing skill and record progress with examples. Keep goals focused on the work you can see. Aggregate work counts describe activity, not effort or quality.

3. Read development reports

Choose Development report as an owner or Lead, or My development here as a writer. My writing holds personal voice preferences and goals. Named reports follow brand permissions; a writer's private work is not automatically shared with peers.

Open: My writing

09 / Understand the writing record

The writing record describes the saved wording and assistance recorded by Verbaria. It belongs to a particular version of a piece.

1. Read its evidence and limits

Use the version's writing record to review recorded AI assistance, writer changes, and what the system cannot determine. A record is not an AI detector, proof of who wrote every word, or a quality score.

2. Download a readable copy

Where the writing record offers them, use PDF, Word, or copy to keep or share the readable record. This export documents the record; it is different from exporting the piece's manuscript.

3. Refresh after changes

A later edit creates different wording. Check that the record and approval refer to the version you are actually sharing or publishing. Do not present an earlier record as evidence about a newer draft.

10 / Approve, publish, or schedule

Open Publish from the shared editor's Review and publication section, or follow a piece from Distribution. Permissions and approvals apply to the saved version.

1. Complete the review decision

Writers who need approval submit for review. The owner or Lead reviews the saved work and approves it or requests changes. Direct publication is available only where the brand permission allows it.

2. Check version and destination

Refresh after editing. Changes to wording, the shared brief, or other relevant context can invalidate an earlier approval. Review the destination, title, body, and available integration settings before selecting publication or scheduling.

3. Check the outcome

Read the result or schedule status shown by the app. A saved draft, approval, or scheduled time alone is not proof that an external site received it. If delivery fails, follow the error shown and check the destination before retrying.

Exporting a piece gives you a file. Publishing sends it to the chosen destination. Use the appropriate action for your intention.

Open: Distribution

Open: Integration settings

11 / Find the right place in the app

Use the navigation for the task in front of you. You do not need every area for every piece.

1. Home, Projects, and Browse drafts

Home helps you resume work. Projects group drafts with notes, research, outlines, and materials; they can be renamed or archived. Browse drafts keeps individual pieces within reach. Brand selection changes the context, so check the active brand before starting.

2. Foundation, Authority Map, and Pulse

Foundation holds audience, point of view, and brand direction. Authority Map connects topics, pillars, reader questions, and pieces. Pulse supplies research you can review. Check sources and choose what fits; opening these areas is not the same as approving or publishing their suggestions.

3. Learn, Team, and Settings

Learn holds craft lessons, tools, glossary entries, and these guides. Team handles shared rooms and the roster for owners. Plan & billing is the authoritative place for plan, renewal, usage-related access, and subscription changes.

Open: Home

Open: Learn

When something is unclear

I see Team, but no invitation form. Why?

Seeing the room does not necessarily mean your account owns a Team subscription. Check Your account and Team seats, then Plan & billing. The owner of an active Team subscription gets the roster and invitation form. A Full access admin account can still have one personal seat. A Lead or Writer asks the subscription owner for invitations.

I invited someone. Why are they not in the brand's selector?

An invitation reserves a seat. The person must sign in with the invited email so it becomes Active. Then the owner assigns them inside the chosen brand room. They do not get access to all brands automatically.

All five positions are occupied. What now?

Check for old pending invitations that can be revoked. If another seat is needed, the app shows its price before asking for confirmation. Paid-seat availability can depend on the billing provider; follow the actual message in the app.

Does every writer have to buy a Solo plan?

No. A team seat uses the owner's subscription. Members use their own sign-in. If someone already has their own subscription, the app explains why a redundant seat cannot be added.

Can a person see another writer's private drafts?

A seat does not open unrelated personal work. Shared access depends on brand role and piece assignment. The owner and assigned Leads coordinate shared brand work; Writers work on assigned pieces and their own development.

Why did an approval become outdated?

It refers to a saved version and its context. Relevant edits or changed guidance need a refreshed review and approval before the new version can publish.

What if I remove a member?

The removal confirmation explains the effect. They keep their account and writing but stop using your subscription. Their access to team work depends on current membership and brand assignment.

For help with a specific problem, include the page and the message you see. Contact Verbaria support.