



COMPASS

Visibility & Sharing

Four visibility levels — Private, Team, Client, Public — what each means, when to use each, and how email-gating works.

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Every guide in Compass has a **visibility** setting that determines who can view it. There are four levels, from most restrictive to most open: Private, Team, Client, and Public. This guide explains what each one means and when to use it.

The Four Visibility Levels

Private

- **Only you (the author) can view it.**
- Doesn't appear in your team's shared library
- Doesn't appear on your public site
- No URL works for anyone else

Use Private for drafts you're not ready to share, personal notes, or sensitive content (negotiation notes, private SOPs you don't want even teammates to see).

Team

- **Anyone signed in to your Compass organization can view it.**
- Appears in your team's shared library
- Doesn't appear on your public site
- No public URL — staff sign-in required to view

Use Team for internal SOPs, training material, advisor-only research, supplier notes you don't want clients seeing, anything operational.

Client

- **Anyone with the link can view it without signing in.**
- But the guide does NOT appear in the public index
- Doesn't get indexed by search engines (we set noindex headers)
- Best for: sharing a specific guide with a specific client without exposing it publicly

Use Client for unlisted content you want to share via direct link — a custom itinerary for one trip, a pricing breakdown for one client, a destination guide you don't want competitors finding via Google.

Public

- **Visible to everyone, indexed by search engines.**
- Appears in your public resource center
- Appears in your sitemap (search engines actively discovered it)
- Best for: marketing content, broad destination guides, content you want strangers to find via Google

Use Public for content where discovery is a goal — destination guides for SEO, "free tips" you want to attract new prospects with, or anything you want to show off as evidence of your expertise.

Changing Visibility

In the editor, the visibility setting is in the right-hand panel under **Visibility**. Pick one, save — the change takes effect immediately. You can change visibility any time without losing the guide's URL or analytics.

ADVISOR TIP

Moving from Public to Team or Private doesn't un-index from Google instantly. Google may keep showing the cached version for a few days to weeks. To accelerate removal, request URL removal via Google Search Console.

Sharing a Link

Top-right of the editor: click the **Share** button to copy a link.

- **Public guides** — get a shareable URL on your public site domain (e.g. `compass.urtravelpro.com/p/youragency/your-slug`)
- **Client guides** — same URL format; the link works for anyone without a login
- **Team guides** — URL works only for signed-in teammates

- **Private guides** — there's no shareable URL; only you can open it

Email Gating

You can optionally require viewers to enter an email address before reading a Client or Public guide. This captures leads from anyone who opens your shared guides — useful for lead generation. Email gating is set per-guide in the right-hand panel.

Sitemap & SEO

- **Public guides** appear in your sitemap and are indexed by Google
- **Client guides** have `noindex` headers — they won't appear in search results even if someone tries to discover them
- **Team and Private guides** never reach search engines (you must sign in to even see them)

You can disable sitemap inclusion at the org level in **Settings** → **Sitemap** if you want to keep your entire public site out of search engines (e.g., during early access).