

Kaltura Webcasting - Presenters Tab - Add/Edit Presenter Information

Last Modified on 08/07/2020 5:28 pm IDT

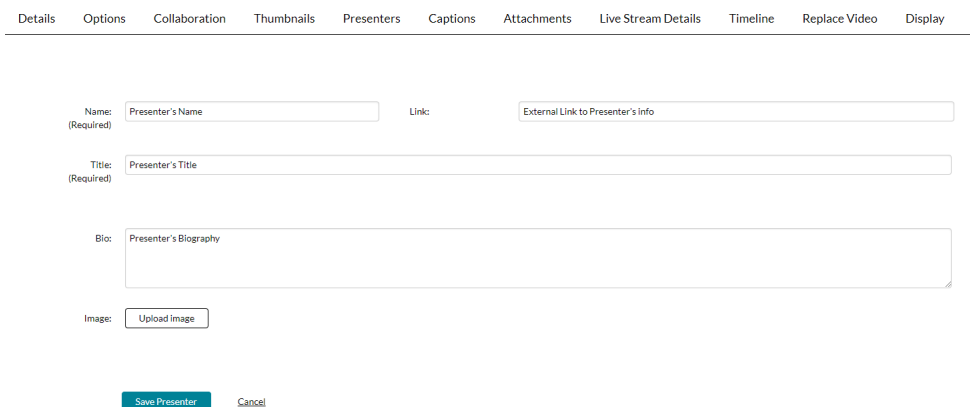
Use the Presenters tab to upload information about the people presenting at the event.

To add a presenter

1. In the Edit Event page, go to the Presenters tab and select Add a presenter.



The Presenters tab information is displayed.

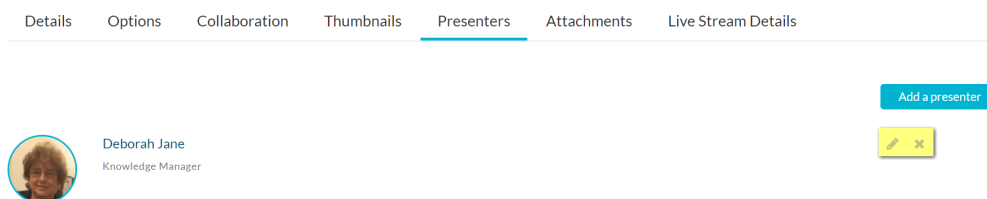


2. Add the following information:
 - a. Name of the presenter.
 - b. (Optional) Link - A link to an external page showcasing the presenter's information (for example, a LinkedIn profile)
 - c. Title of the presenter.
 - d. (Optional) A paragraph summarizing biography of the presenter.
 - e. (Optional) Choose Upload Image to upload the presenter's image.
3. Click **Save Presenter**.

The presenter's information is added to the Webcasting Event page and displayed to attendees and viewers of this webcast event on their event page.

Additional Actions in the Presenters Tab

- Edit the presenter's information by clicking the pencil next to the presenter's information.



- Click on the upload icon to replace the current image.



- Delete a presenter's information by clicking the X next to the presenter's information.
 - Click **Add a presenter** to add additional presenters.
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