

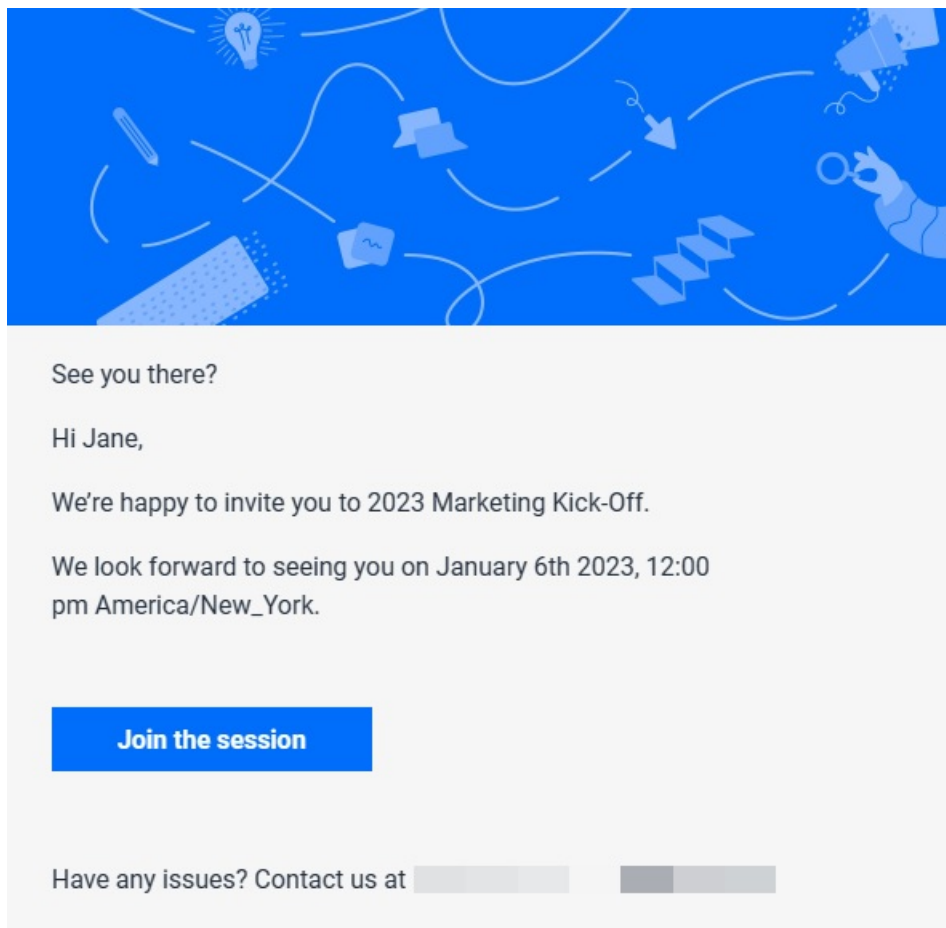
People tab > All users - Invite participants

This article describes how to:

- Invite participants to your webinar - individually or in bulk.
- Add participants to the event *without sending them an invitation email*.
- View a list of attendees for an upcoming webinar and monitor their progress through the registration process.

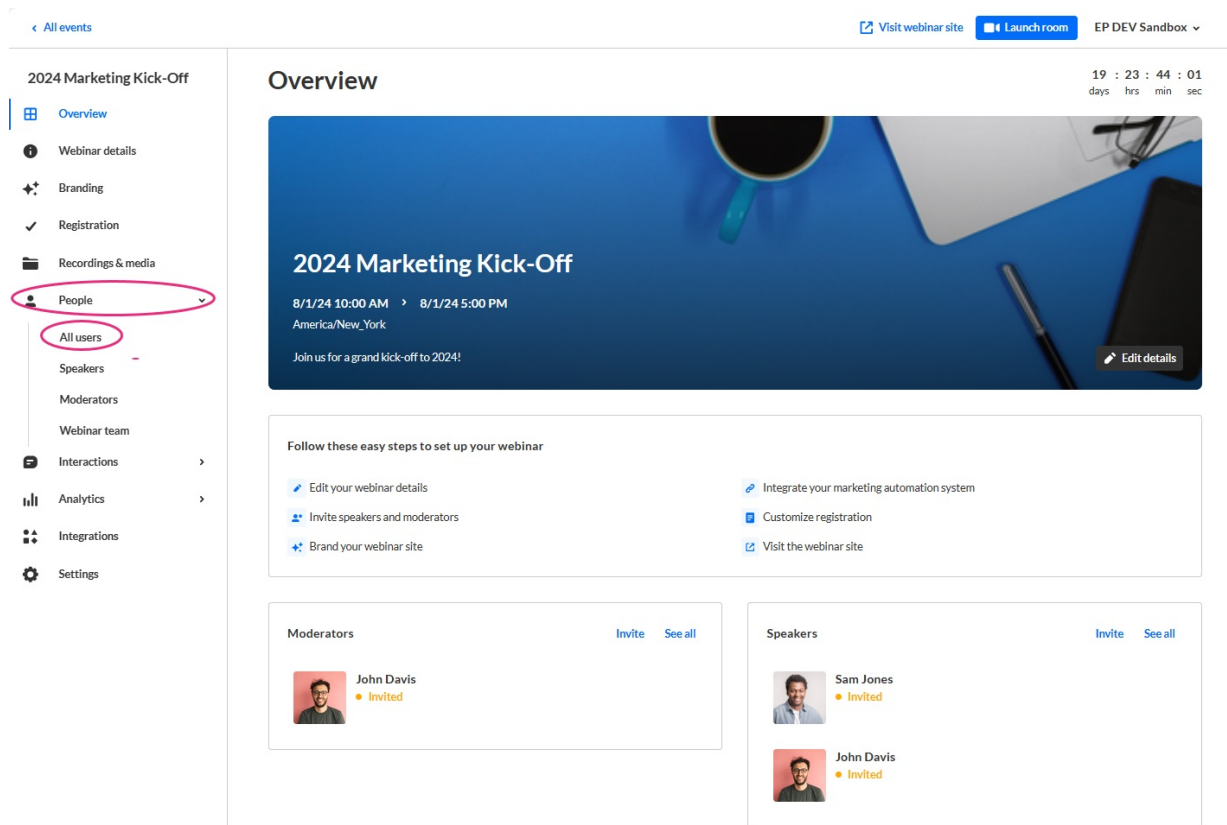
A participant can be invited to the webinar as a general attendee, speaker, and/or moderator who will be given advanced capabilities to host.

Following is one example of an invitation an attendee may receive.



Invite individual participants to your webinar

1. Navigate to the All users page; from the site page, click the People tab > All users.



2024 Marketing Kick-Off

Overview

8/1/24 10:00 AM - 8/1/24 5:00 PM
America/New_York

Join us for a grand kick-off to 2024!

Follow these easy steps to set up your webinar:

- Edit your webinar details
- Invite speakers and moderators
- Brand your webinar site
- Integrate your marketing automation system
- Customize registration
- Visit the webinar site

Moderators [Invite](#) [See all](#)

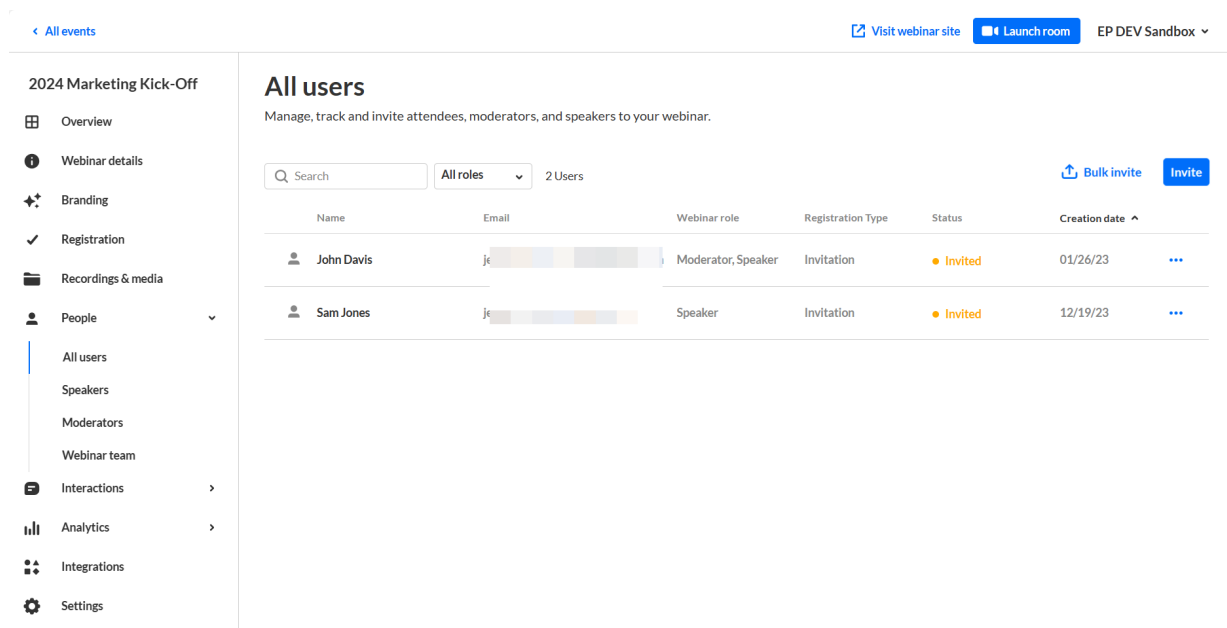
John Davis Invited

Speakers [Invite](#) [See all](#)

Sam Jones Invited

John Davis Invited

The All users page displays.



2024 Marketing Kick-Off

All users

Manage, track and invite attendees, moderators, and speakers to your webinar.

Search All roles 2 Users [Bulk invite](#) [Invite](#)

Name	Email	Webinar role	Registration Type	Status	Creation date
John Davis	je...	Moderator, Speaker	Invitation	Invited	01/26/23
Sam Jones	je...	Speaker	Invitation	Invited	12/19/23

2. Click **Invite**. The Invite screen displays.

Invite

An email invitation will be sent in order to join the webinar.

Email (required)

First name (required)

Last name (required)

Additional webinar roles

Moderators have full access to interactive capabilities, while speakers have limited access.

☐ Moderator ☐ Speaker

3. Type the participant's email address (required), first and last names (required), and choose whether (in addition to having a general attendee role) they will have the additional role(s) of Moderator and/or Speaker.

If you designate them as a Moderator and/or Speaker, additional fields display (highlighted in the box below), allowing you to add an image, title, company, and bio.

Invite

An email invitation will be sent in order to join the webinar.

Email (required)

eric.grant@kaltura.co

First name (required)

Eric

Last name (required)

Grant

Additional webinar roles

Moderators have full access to interactive capabilities, while speakers have limited access.

☒ Moderator ☐ Speaker

User details

Required size:
500x500 px

[Upload image](#)

Title

Company

Bio

0/2500

[Cancel](#)

[Invite](#)




4. Add additional user details for the speaker and/or moderator:

- Profile image (optional) - click **Upload image** (or **Replace** if one exists) to add/replace an image. Recommended size: 500x500px
- Title (optional field) - Job title of the user
- Company (optional field) - Company of the user
- Bio (optional field) - Short description for the user's profile page on the site.

Character limit: 2500

- Once finished, click **Invite** to send an invitation email, or click the down arrow to the right of the **Invite** button and choose **Invite without an email** to add this person to the event *without sending them an invitation email*.

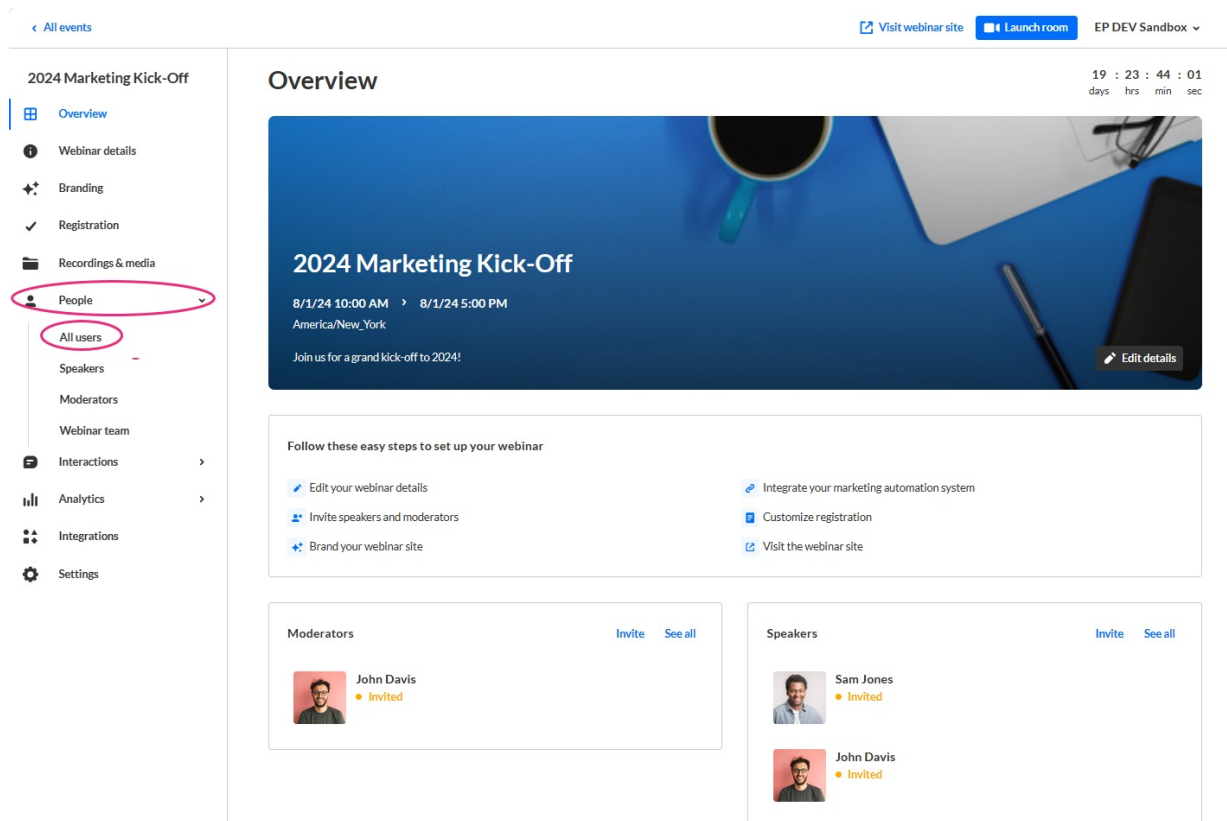
 Once you are ready to send them the invite, you can click the three blue dots to the right of Creation date and select the 'resend email' option on the Users page.

A notification asking you to confirm your action is displayed. Once the role is assigned, you cannot revert this action.

- Click **Invite** to confirm or click **Cancel** to cancel the action.
If you clicked **Invite**, a notification that the invite was successfully sent is displayed and the invitation you created will be sent to participants to complete the registration. If you clicked the down arrow to the right of the **Invite** button and chose **Invite without an email**, a notification that the invite was successfully sent is displayed and the person is added to the Users list as "Registered".

Invite participants to your webinar in bulk

- Navigate to the All users page; from the site page, click the People tab > All users.



The screenshot shows the Kaltura webinar management interface. On the left is a sidebar with a menu for '2024 Marketing Kick-Off'. The 'People' option is highlighted with a red circle, and its sub-option 'All users' is also highlighted with a red circle. The main content area is titled 'Overview' and shows webinar details for '2024 Marketing Kick-Off' on 8/1/24 from 10:00 AM to 5:00 PM in America/New_York. Below the details is a section 'Follow these easy steps to set up your webinar' with links for editing details, inviting speakers, branding the site, integrating marketing automation, customizing registration, and visiting the site. At the bottom, there are two panels: 'Moderators' and 'Speakers'. The 'Moderators' panel shows John Davis as 'Invited'. The 'Speakers' panel shows Sam Jones and John Davis, both as 'Invited'.

The All users page displays.

[All events](#)

[Visit webinar site](#)
[Launch room](#)
EP DEV Sandbox

2024 Marketing Kick-Off

Overview
Webinar details
Branding
Registration
Recordings & media
People
All users
Speakers
Moderators
Webinar team
Interactions
Analytics
Integrations
Settings

All users

Manage, track and invite attendees, moderators, and speakers to your webinar.

All roles 2 Users

[Bulk invite](#)
[Invite](#)

Name	Email	Webinar role	Registration Type	Status	Creation date
John Davis	je...	Moderator, Speaker	Invitation	Invited	01/26/23
Sam Jones	je...	Speaker	Invitation	Invited	12/19/23

2. Click Bulk invite. The Bulk invite screen displays.

Bulk Invite

.Upload a CSV file to invite multiple users at once

In the file, make sure these are separated by a comma for each user:

- Email address, first name, last name are mandatory
- Title, company name and Role (speaker/moderator) are optional

Download CSV template with examples to ease your work.

[Download CSV template](#)
[Cancel](#)
[Upload file](#)

3. Here you have three choices:

- Click **Download CSV template** to download a file that is already formatted and includes examples. Type the appropriate information for your users (email, first name, and last name are mandatory; role (speaker/moderator), title, and company are optional), save, then click **Upload file** to upload.

OR

- Click **Upload file** to upload your own CSV file (without using the pre-made template).

OR

- Click **Cancel** to cancel the action.

- If you chose to upload a file (either your own or using a pre-made template), you are asked to check your file.

Check your file

These are the two first rows of your file. If everything looks alright, you can click on 'Invite'. Invitation will be sent as an email to complete the registration

	A	B	C	D	E	F
1	Email	First Name	Last Name	Role	Title	Company
2	roger.walter@kaltura.com	Roger	Walter	Moderator	Product Manager	Kaltura

452 Users

[Upload File Again](#)

[Cancel](#)

[Invite all](#)

- If everything looks correct, click **Invite all**. You receive confirmation that the users are being invited. When the process is finished, you receive confirmation that the bulk invite has ended successfully.



Bulk invite has ended successfully

[Got it](#)

- Click **Got it** to close the confirmation message.

Troubleshooting - things to consider when using bulk invite

Special characters:

- Email addresses cannot contain special characters (e.g., `ü@kaltura.com/Noël@kaltura.com`).
- If your CSV contains special characters in any other field (name, title, etc.), it should be uploaded as CSV with UTF-8 encoding format.

Duplications:

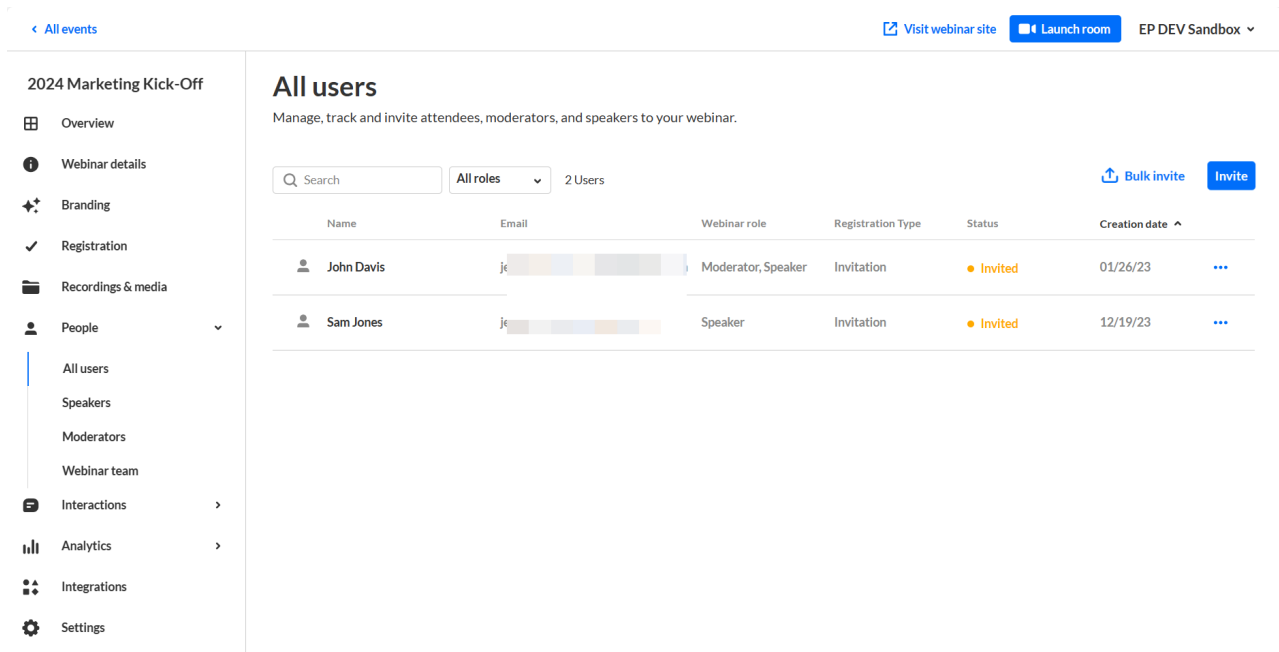
Make sure your list does not include duplicate email addresses.

Valid email addresses:

Make sure email addresses are valid (typos like ".con" will result in an error).

View a full list of attendees and monitor their progress through the registration process

Once you have sent your invitations, you can use the Users page to view the full list of attendees for your upcoming webinar (including name, email, role, status, and creation date) and monitor their progress through the registration process.



All users
Manage, track and invite attendees, moderators, and speakers to your webinar.

Search: All roles: ▼ 2 Users Bulk invite Invite

Name	Email	Webinar role	Registration Type	Status	Creation date
John Davis	je...	Moderator, Speaker	Invitation	Invited	01/26/23
Sam Jones	je...	Speaker	Invitation	Invited	12/19/23

You can use the search and filter options to locate specific attendees easily.

Once an attendee is registered, you can edit attendee information (if user has attended/participated in webinar), block, delete, and view analytics by clicking the three blue dots to the right of the creation date.

Speakers page

The Speakers page allows you to view a full list of speakers for your upcoming webinar (including name, bio, and status) and monitor their progress through the registration process. You may also invite new speakers directly from the Speakers page. See [Kaltura Webinars - Invite Speakers to Your Event](#).

Moderators page

The Moderators page allows you to view a full list of moderators for your upcoming webinar (including name, bio, and status) and monitor their progress through the registration process. You may also invite new moderators directly from the Moderators page. See [Kaltura Webinars - Invite Moderators to Your Event](#).

