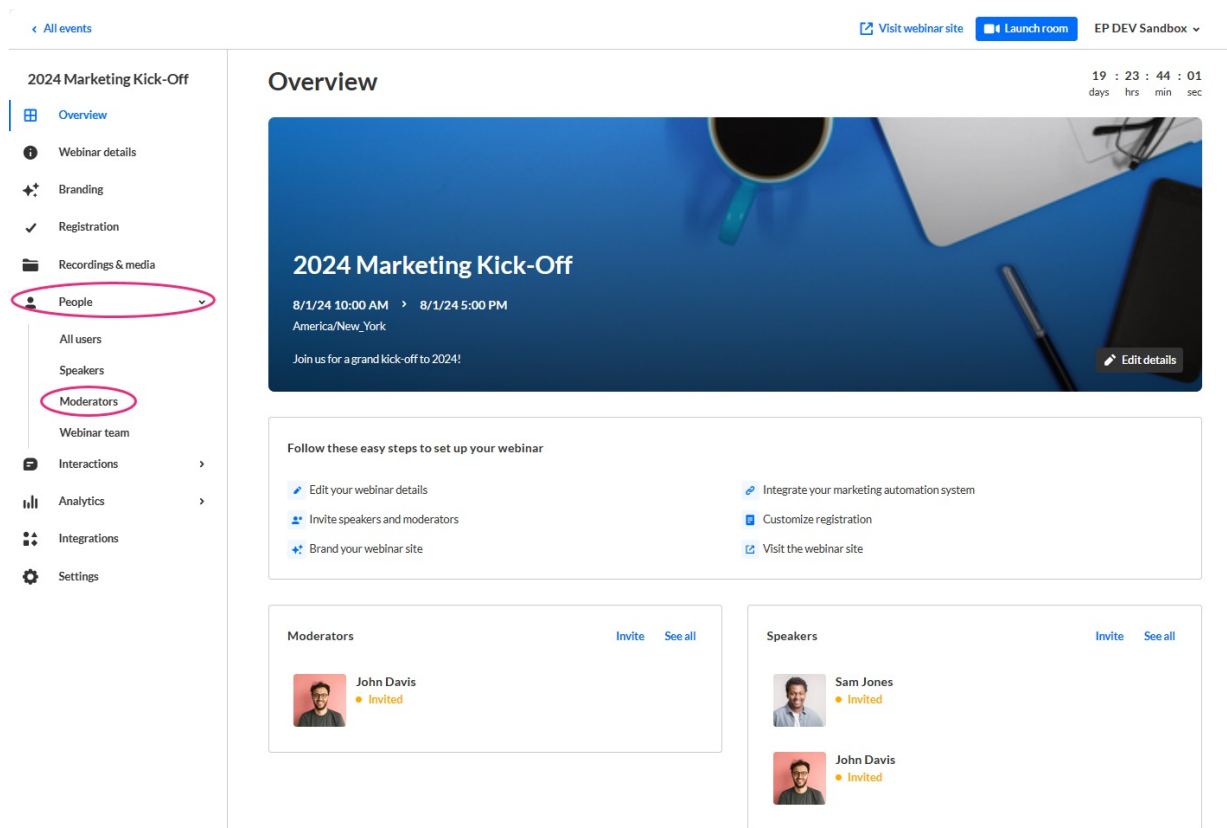


People tab > Moderators - Invite Moderators

This article describes how to invite moderators to your webinar.

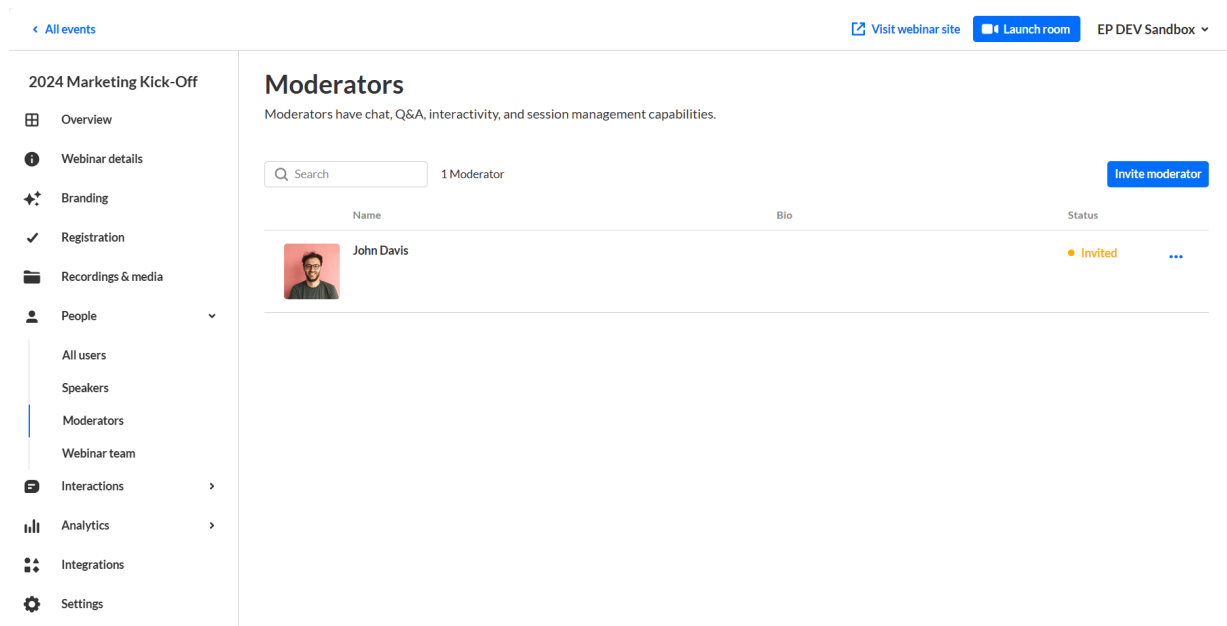
Invite moderators to your webinar

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



The screenshot shows the Kaltura webinar management interface for a webinar titled "2024 Marketing Kick-Off". The left sidebar contains a navigation menu with the following items: Overview, Webinar details, Branding, Registration, Recordings & media, People, All users, Speakers, Moderators, Webinar team, Interactions, Analytics, Integrations, and Settings. The "People" tab is selected, and the "Moderators" sub-tab is highlighted. The main content area displays the "Overview" page, which includes a banner for the webinar, a list of steps to set up the webinar, and sections for Moderators and Speakers. The Moderators section shows one moderator, John Davis, with a status of "Invited". The Speakers section shows two speakers, Sam Jones and John Davis, both with a status of "Invited".

The Moderators page displays.



The screenshot shows the Kaltura webinar management interface for the same webinar, but now displaying the "Moderators" page. The left sidebar is the same as in the previous screenshot. The main content area displays the "Moderators" page, which includes a search bar, a count of "1 Moderator", and a table of moderators. The table has columns for Name, Bio, and Status. The table contains one row for John Davis, with a status of "Invited". There is an "Invite moderator" button in the top right corner of the table.

2. Click the blue **Invite moderator** button in the upper right corner of the screen. The Invite screen displays.
3. Type the moderator's email address (required), first and last names (required).
4. Choose whether (in addition to having a Moderator role) they will have the additional role of Speaker.
5. Add a profile image if desired (we recommend 500x500 px), title, company, and bio.

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

User details

Required size:
500x500 px

[Upload image](#)

Title

Company

Bio

0/2500

B *i* u   


John has 20 years of experience in this field. Visit [ABC Company](#) to learn more about his role.

Cancel

Invite



- 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 webinar *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 Status and select the 'resend email' option on the Moderators 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 Moderators list as "Registered".

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

Once you have sent your invitations, you can use the Moderators page to view the full list of moderators for your upcoming webinar (including name, bio, and status) and monitor their progress through the registration process.

< 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

Moderators

Moderators have chat, Q&A, interactivity, and session management capabilities.

3 Moderators
Invite moderator

Name	Bio	Status	
 John Davis Vice President, ABC Company	John has 10 years of experience in this industry.	Invited	⋮
 Jane Smith President, ABC Company	Jane has over 25 years experience in the industry.	Invited	⋮
 Mark Jones VP Programs, ABC Company	Mark brings a wealth of experience in Marketing.	Invited	⋮

You can use the search option to locate specific moderators easily.

You can click the three blue dots to the right of Status to access additional options per registration status.

