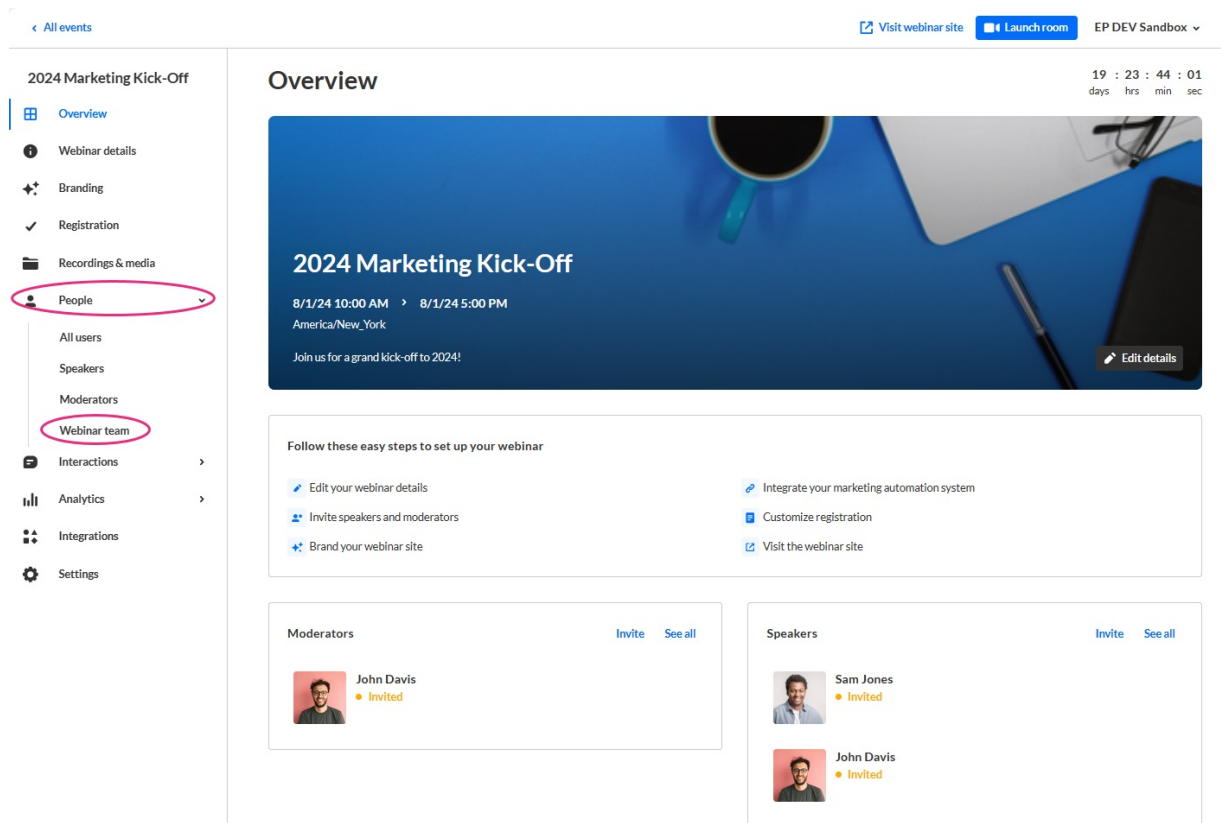


## People tab > Webinar team - Add team members to your webinar

The Webinar team page allows you to add team members to your webinar. You may also edit their information and remove them from the team using the Webinar team page.

### Add team members to your webinar

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



The screenshot shows the Kaltura Webinar team page for a webinar titled "2024 Marketing Kick-Off". The left sidebar contains a navigation menu with the following items: Overview (selected), Webinar details, Branding, Registration, Recordings & media, People (circled in red), All users, Speakers, Moderators (circled in red), Webinar team (circled in red), Interactions, Analytics, Integrations, and Settings. The main content area is titled "Overview" and displays the webinar details: "2024 Marketing Kick-Off", "8/1/24 10:00 AM - 8/1/24 5:00 PM", and "America/New\_York". Below the details, there is a section titled "Follow these easy steps to set up your webinar" with six steps: Edit your webinar details, Integrate your marketing automation system, Invite speakers and moderators, Customize registration, Brand your webinar site, and Visit the webinar site. At the bottom, there are two sections: "Moderators" and "Speakers". The "Moderators" section shows one member, John Davis, who is "Invited". The "Speakers" section shows two members, Sam Jones and John Davis, both of whom are "Invited".

The Webinar team page displays.

[All events](#)
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2024 Marketing Kick-Off

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Webinar details
Branding
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Recordings & media
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### Webinar team

3 members
[Add member](#)

Name ^	Email	Type	Last login
Daniel Schwartz	d	Event manager	12/18/23 3:41 AM
Jeremiah Jones	je	Event manager	
Samuel Davis	d	Event manager	

- Click the blue **Add member** button in the upper right corner of the screen. The Add member screen displays.

Add member



Member

Add member



Cancel

Save

3. Expand the pull-down menu to see all the available members, then click the boxes next to the team members you would like to add. This list is pre-populated at the account level. Once you have selected a team member, additional options display.
4. You may edit first and last name if desired.
5. The Event manager is automatically assigned a Moderator role. You may also designate them as a Speaker by checking the Speaker box.
6. You may add additional user details as follows:
  - Profile image (optional) - Click **Upload** (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 webinar site. Character limit: 2500

## Add member

### Member

SJ

Sam Jones

X

Replace member

▼

Webinar manager have full access and editing capabilities within this event.

### 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

**B**
*i*
u

☰

☰

🔗

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

Cancel

Save

7. Once finished, click **Save**.

## Edit team member information and remove team members

On the Webinar team page, you may also click the three blue dots to the right of Last login to access additional options.

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Search

3 members

Add member

Name	Email	Type	Last login
Daniel Schwartz	d	Event manager	12/18/23 3:41 AM
Jeremiah Jones	Je	Event manager	
Samuel Davis	d	Event manager	

Click Edit to edit the team member information or click Remove to remove them from the list.

Today 4:00 PM

11/09/23 6

Edit

Remove

```
[template("cat-subscribe")]
```