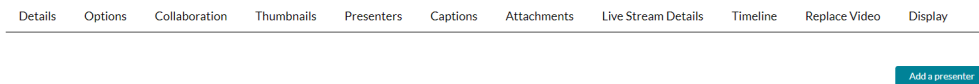# Kaltura Webcasting – Presenters Tab – Add/Edit Presenter Information
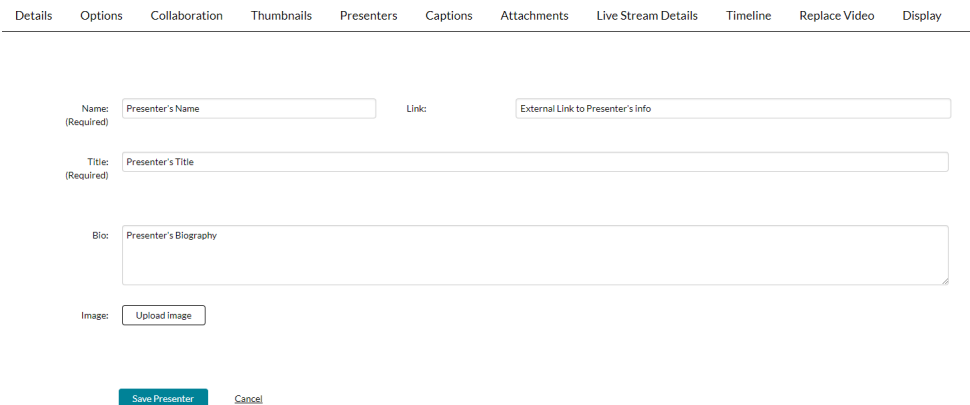
Last Modified on 08/07/2020 5:28 pm IDT

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.

![Kaltura logo]

Add a presenter

Deborah Jane
Knowledge Manager

- 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.