

## Kaltura Webcasting - Presenters Tab - Add/Edit Presenter Information

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

Add a pr

To add a presenter

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

Details Options Collaboration Thumbnails Presenters Captions Attachments Live Stream Details Timeline Replace Video Display

The Presenters tab information is displayed.

Details	Options	Collaboration	Thumbnails	Presenters	Captions	Attachments	Live Stream Details	Timeline	Replace Video	Display
	Name: (Required)	Presenter's Name			Link:	External Link to	o Presenter's info			
	Title: (Required)	Presenter's Title								
	(Required)									
	Bio:	Presenter's Biography								
	Image:	Upload image								li li
		Save Presenter	Cancel							

- 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.



Details	Options	Collaboration	Thumbnails	Presenters	Attachments	Live Stream Details	
	Deborah Jan Knowledge Man						Add a presenter

• 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.