

## People tab > All users - Invite attendees to your event

Last Modified on 05/19/2025 4:43 pm IDT

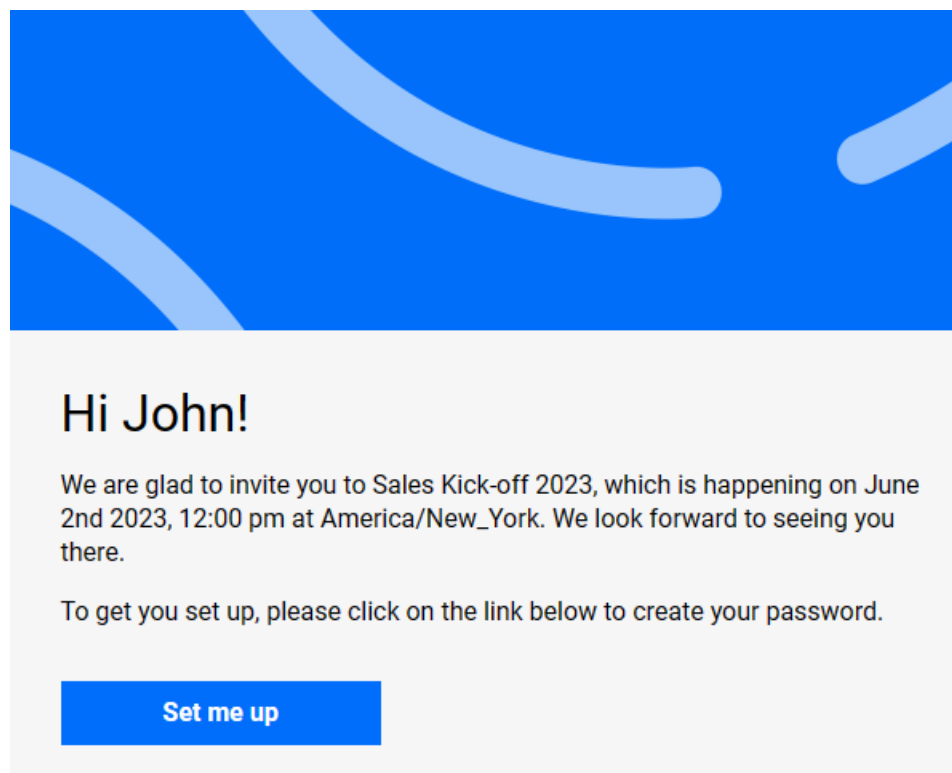
 This article is designated for all users.

### About

This article describes how to:

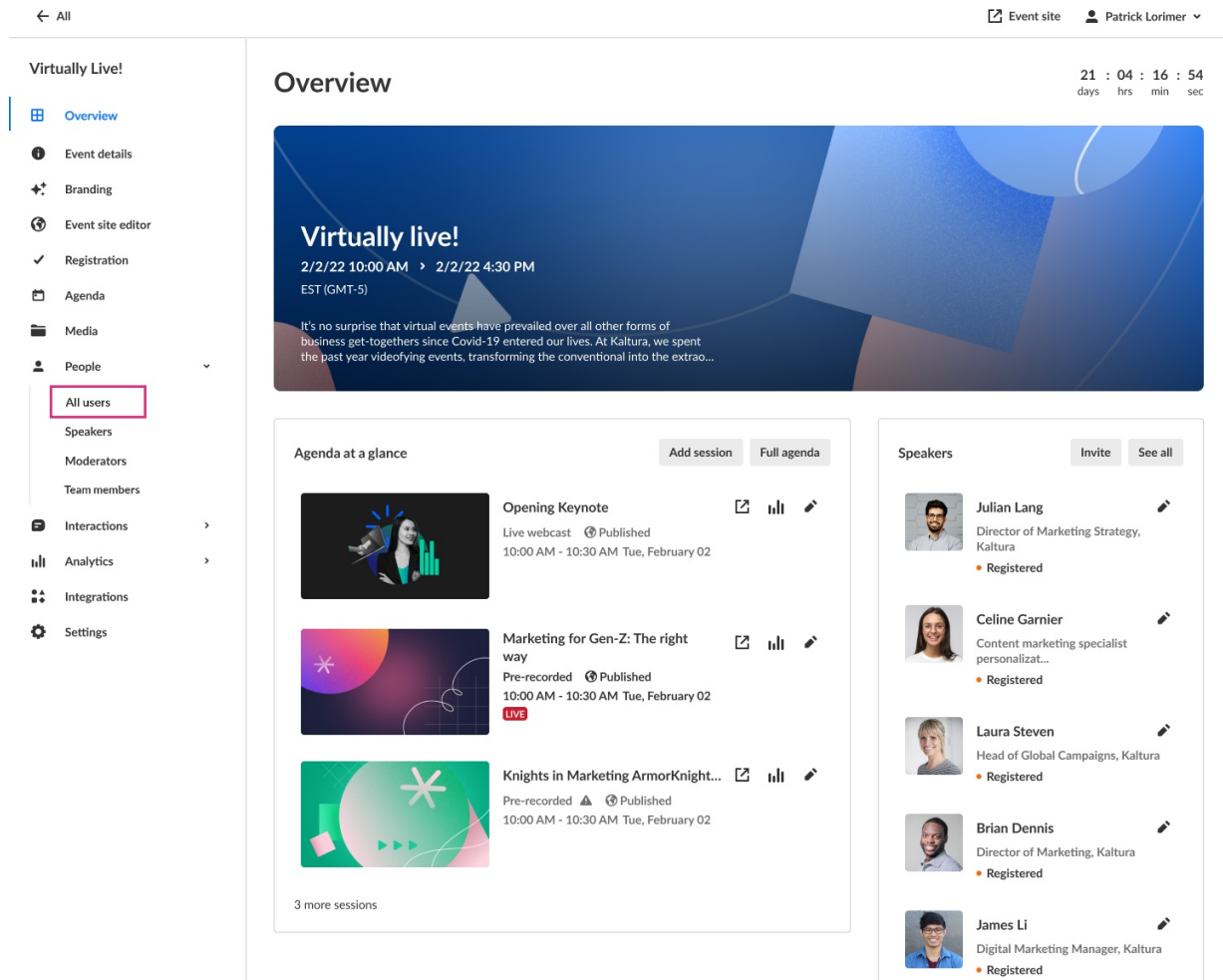
- Invite attendees to your event via email. An invitation will be sent as an email to complete the registration. You may do this individually or in bulk.
- Add participants to the event *without sending them an invitation email* - individually or in bulk. Once you're ready, simply use the "Resend Email" option to send the invites.
- View a list of attendees for an upcoming event and monitor their progress through the registration process
- Perform additional actions on attendees per registration status.
- Manage event access for "closed" Single sign on (SSO) event - using custom event template only.

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



## Invite individual participants to your event

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



The screenshot displays the Kaltura event management interface. On the left is a sidebar with a 'Virtually Live!' header and a list of navigation items: Overview (selected), Event details, Branding, Event site editor, Registration, Agenda, Media, People (expanded), All users (highlighted with a red box), Speakers, Moderators, Team members, Interactions, Analytics, Integrations, and Settings. The main content area is titled 'Overview' and features a large banner for a 'Virtually live!' event on 2/2/22 from 10:00 AM to 4:30 PM EST. Below the banner is an 'Agenda at a glance' section with three sessions: 'Opening Keynote' (Live webcast, Published, 10:00 AM - 10:30 AM Tue, February 02), 'Marketing for Gen-Z: The right way' (Pre-recorded, Published, 10:00 AM - 10:30 AM Tue, February 02, marked LIVE), and 'Knights in Marketing ArmorKnight...' (Pre-recorded, Published, 10:00 AM - 10:30 AM Tue, February 02). To the right of the agenda is a 'Speakers' section with a list of five speakers: Julian Lang (Director of Marketing Strategy, Kaltura, Registered), Celine Garnier (Content marketing specialist, Registered), Laura Steven (Head of Global Campaigns, Kaltura, Registered), Brian Dennis (Director of Marketing, Kaltura, Registered), and James Li (Digital Marketing Manager, Kaltura, Registered). Each speaker entry includes a profile picture, name, title, organization, and a 'Registered' status indicator. At the top right of the main area, there is a timer showing 21 days, 04 hours, 16 minutes, and 54 seconds remaining.

The All users page displays.

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[Event site](#)
Patrick Lorimer ▾

Virtually Live!

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## All users

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

All roles ▾

255 Users

Bulk Invite
Invite

Name ▾	Email	Event role	Registration type	Status	Creation date ▾	
Eric Grant	eric.grant@kaltura.com	Organizer Speaker, Moderator	Registration	<span>Blocked from chat</span>	10/09/21	⋮
Lori Hattaway	lori.hattaway@kaltura.com	Moderator	Registration	<span>Registered</span>	10/09/21	⋮
Ella Williams	ella.williams@kaltura.com	Attendee	Registration	<span>Attended</span>	10/09/21	⋮
Julie Davis	julie.davis@kaltura.com	Attendee	Registration	<span>Attended</span>	10/09/21	⋮
James Li	james.li@kaltura.com	Organizer Moderator	Registration	<span>Unregistered</span>	10/09/21	⋮
Adele Laurelton	adele.laurelton@kaltura.com	Speaker	Registration	<span>Invited</span>	10/09/21	⋮
Liam Gibson	liam.gibson@kaltura.com	Attendee	Registration	<span>Invited</span>	10/09/21	⋮
Sandra Sullivan	sandra.sullivan@kaltura.com	Attendee	Registration	<span>Blocked</span>	10/09/21	⋮

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

## Invite

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This invitation will add the person to the event. Depending on event settings, they may need to take additional steps to join.

Email (required)

First name (required)

Last name (required)

Language

English 

Additional event roles

☐ Moderator ☐ Speaker

---

Cancel

Invite



3. Type the attendee's email address (required) and first and last names (required).
4. Select the appropriate language to set the language for this person and send them a localized version of the invitation.



Looking for more information about this feature? Feel free to contact your Kaltura representative.

- Choose whether (in addition to having a general attendee role) they will have the additional role(s) of Speaker and/or Moderator.

If you designate them as a Speaker and/or Moderator, additional fields display (highlighted in red below).

## Invite

This invitation will add the person to the event. Depending on event settings, they may need to take additional steps to join.

Email (required)

First name (required)

Last name (required)

Language

Additional event roles

☒ Moderator ☐ Speaker

### User details

Required size:  
500x500 px

 Upload image

Title

Company

Bio

**B** *i* u   

Cancel

Invite



- Additional user details for the speaker and/or moderator are:

- Profile image (optional) - Click **Upload image** to add 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 event site. Character limit: 2500
7. 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*.



If you chose 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 All users page.

You receive confirmation that the invite was sent successfully.

## Invite participants to your event in bulk

1. Navigate to the All users page; from the Event page, click the All users tab.

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## Overview


21 : 04 : 16 : 54  
days hrs min sec

### Virtually live!

2/2/22 10:00 AM > 2/2/22 4:30 PM  
EST (GMT-5)


It's no surprise that virtual events have prevailed over all other forms of business get-togethers since Covid-19 entered our lives. At Kaltura, we spent the past year videoifying events, transforming the conventional into the extrao...

Agenda at a glance
Add session
Full agenda




#### Opening Keynote

Live webcast Published  
10:00 AM - 10:30 AM Tue, February 02



#### Marketing for Gen-Z: The right way

Pre-recorded Published  
10:00 AM - 10:30 AM Tue, February 02  
LIVE




#### Knights in Marketing ArmorKnight...

Pre-recorded Published  
10:00 AM - 10:30 AM Tue, February 02


3 more sessions

Speakers
Invite
See all




#### Julian Lang

Director of Marketing Strategy, Kaltura  
Registered




#### Celine Garnier

Content marketing specialist personalizat...  
Registered




#### Laura Steven

Head of Global Campaigns, Kaltura  
Registered



#### Brian Dennis

Director of Marketing, Kaltura  
Registered



#### James Li

Digital Marketing Manager, Kaltura  
Registered

The All users page displays.

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## All users

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All roles ▾
255 Users
Bulk Invite
Invite

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 Lori Hattaway	lori.hattaway@kaltura.com	Moderator	Registration	<span>Registered</span>	10/09/21 <span>⋮</span>
 Ella Williams	ella.williams@kaltura.com	Attendee	Registration	<span>Attended</span>	10/09/21 <span>⋮</span>
 Julie Davis	julie.davis@kaltura.com	Attendee	Registration	<span>Attended</span>	10/09/21 <span>⋮</span>
 James Li	james.li@kaltura.com	Organizer Moderator	Registration	<span>Unregistered</span>	10/09/21 <span>⋮</span>
 Adele Laurelton	adele.laurelton@kaltura.com	Speaker	Registration	<span>Invited</span>	10/09/21 <span>⋮</span>
 Liam Gibson	liam.gibson@kaltura.com	Attendee	Registration	<span>Invited</span>	10/09/21 <span>⋮</span>
 Sandra Sullivan	sandra.sullivan@kaltura.com	Attendee	Registration	<span>Blocked</span>	10/09/21 <span>⋮</span>

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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 fields are separated by a comma for each user:

- Email address, first name, last name are mandatory
- Title, company name, language 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; company, title, language, and role (speaker/moderator) 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.
4. 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	G	H
1	Email	First Name	Last Name	Company	Title	Language	Speaker	Moderator
2	roger.walker@kaltura.com	Roger	Walker	Kaltura	Manager	en	yes	no

3 users

 Upload file again

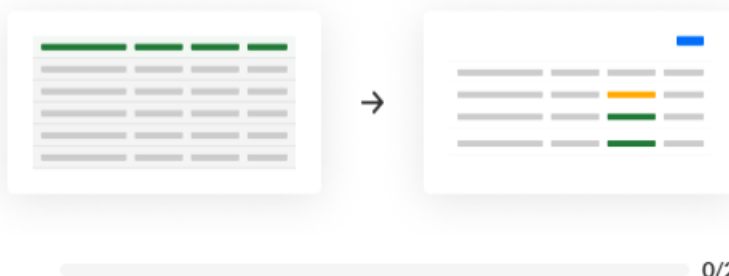
Cancel

Invite 

- If everything looks correct, click **Invite** to send an invitation email, or click the down arrow to the right of the **Invite** button and choose **Invite without sending email** to add these people to the event *without sending them an invitation email*. You receive confirmation that the users are being invited.

## Users are being invited

While we work on your invites, you can close this window and continue working. Just make sure not to refresh the page.



Continue working

When the process is finished, you receive confirmation that the bulk invite has ended successfully.



**Bulk invite has ended successfully**

Got it

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



The following languages are maintained by Kaltura and are fully supported:

English

German

French

Spanish (ES)

Dutch

Russian

Portuguese (Brazilian)

Japanese

Chinese (Simplified)

Chinese (Traditional)

Finnish

The following languages are available but not maintained on an ongoing basis:

Italian (Last updated: 2021)

French Canadian (Last updated: 2021)

Korean (Last updated: 2021)

Arabic

Catalan

Danish

Serbian

Swedish

## Troubleshooting - things to consider when using bulk invite

## Special characters:

- Email addresses cannot contain special characters (e.g., `üü@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 All users page to view the full list of attendees for your upcoming event (including name, email, role, status, and creation date) and monitor their progress through the registration process.

← All
Event site Patrick Lorimer ▾

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

All roles ▾ 255 Users

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

Name ▾	Email	Event role	Registration type	Status	Creation date ▾	
Eric Grant	eric.grant@kaltura.com	Organizer Speaker, Moderator	Registration	Blocked from chat	10/09/21	⋮
Lori Hattaway	lori.hattaway@kaltura.com	Moderator	Registration	Registered	10/09/21	⋮
Ella Williams	ella.williams@kaltura.com	Attendee	Registration	Attended	10/09/21	⋮
Julie Davis	julie.davis@kaltura.com	Attendee	Registration	Attended	10/09/21	⋮
James Li	james.li@kaltura.com	Organizer Moderator	Registration	Unregistered	10/09/21	⋮
Adele Laurelton	adele.laurelton@kaltura.com	Speaker	Registration	Invited	10/09/21	⋮
Liam Gibson	liam.gibson@kaltura.com	Attendee	Registration	Invited	10/09/21	⋮
Sandra Sullivan	sandra.sullivan@kaltura.com	Attendee	Registration	Blocked	10/09/21	⋮

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

## Perform additional actions on attendees per registration status

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

Registration	● Registered	10/09/21	⋮
Registration	● Participated		
Registration	● Confirmed		
Registration	● Invited		

Edit  
Re-send email ⓘ  
View analytics  
Remove

Registration Status	Options
Attended	Edit, View analytics, and Remove
SSO login	Edit, View analytics, and Remove
Invited	Edit, Re-send the email (invitation), and Remove
Registered	Edit, Re-send email (registration confirmation), View analytics, and Remove
Unregistered	N/A
Blocked	Edit and View Analytics



For information on removing users versus completely deleting them from the system, please see [Remove users](#).



If a user has already accessed the Event site, opened the Chat and Collaborate widget, and agreed to the widget's terms of use, one additional option displays for Attended users in addition to those listed above - **Block from chat**. Using this option, you can block the user from sending messages in the Chat and Collaborate widget.



If you chose for your attendees to log into your event via email (AKA Magic Link), one additional option displays for Invited and Registered users in addition to those listed above - **Generate login link**. Using this option, you can copy and send attendees the login link.

Hovering over the registration status in the All users page reveals a higher granularity of status which may include the following:

Registration Status	Detailed Status
Registered	Registered
Invited	Invited by team member
Invited	Invited by team member to register
Registered	Confirmed email
Registered	Registered no confirmation required
Attended	Pre-event visit
Attended	During-event visit
SSO login	SSO login
Unregistered	Unregistered
Blocked	Blocked

In our example below, the registration status is Attended, but when hovering over the registration status, we can see this participant visited the site before the event started (i.e., Pre-event visit).

akaltura.com	Event manager, Speaker, Moderator	Registration	● Blocked from chat	10/09/21	...
y@kaltura.com	Moderator	Registration	● Registered Pre-event visit	10/09/21	...
@kaltura.com	Attendee	Registration	● Attended	10/09/21	...
kaltura.com	Attendee	Registration	● Attended	10/09/21	...

## Speakers page

The Speakers page allows you to view a full list of speakers for your upcoming event (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 Events - Invite Speakers to Your Event](#).

## Moderators page

The Moderators page allows you to view a full list of moderators for your upcoming event (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 Events - Invite Moderators to Your Event](#).

## Manage event access for "closed" Single sign on (SSO) event



See [Closed events](#) for more information. Closed events are available only when using SSO and a "closed" group setup via a custom event template.

If you are hosting a "closed" Single sign on (SSO) event, you can use the All users page to manage access for your attendees. For these types of events, an additional tab displays on the All users page - **Event access**.

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[Event site](#)
Patrick Lorimer ▾

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All users
**Event access**

















All roles ▾
255 Users
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Name ▾	Email	Event role	Registration type	Status	Creation date ▾	
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Sandra Sullivan	sandra.sullivan@kaltura.com	Attendee	Registration	<span>Blocked</span>	10/09/21	⋮

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Click the Event access tab. The Event access page displays.

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**All users**
 Closed event








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

 Users   **Event access**

All groups ▾   17 Groups

[Access settings](#)

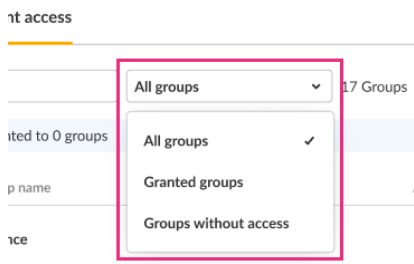
Access granted to 0 groups

Group name	Access granted	Size	Last update	
 Finance		22	11/07/23	<a href="#">Grant access</a>
 Product		23	11/07/23	<a href="#">Grant access</a>
 HR		8	11/07/23	<a href="#">Grant access</a>
 Sales		11	11/07/23	<a href="#">Grant access</a>
 Dev		67	11/07/23	<a href="#">Grant access</a>
 Security		8	11/07/23	<a href="#">Grant access</a>
 IT		8	11/07/23	<a href="#">Grant access</a>

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## Filter groups

Filter for all groups, groups that have been granted access to the closed event, and for groups without access to the event. Click to expand the filter pull-down menu and select appropriate filter.



## Search for group names

Search for a specific group name from the full list. Type your search criteria in the Search field and press Enter.

Users **Event access**

All

Access granted to 0 groups

## Grant access to the event

Click the **Grant access** button next to the group name to which you would like to grant event access.

← All

[Event site](#)
Patrick Lorimer ▾

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### All users 🔒 Closed event

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

Users **Event access**

All groups ▾
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Access granted to 0 groups

	Group name	Access granted	Size	Last update	
	Finance		22	11/07/23	<a href="#">Grant access</a>
	Product		23	11/07/23	<div style="border: 2px solid #e91e63; padding: 2px;"><a href="#">Grant access</a></div>
	HR		8	11/07/23	<a href="#">Grant access</a>
	Sales		11	11/07/23	<a href="#">Grant access</a>
	Dev		67	11/07/23	<a href="#">Grant access</a>
	Security		8	11/07/23	<a href="#">Grant access</a>
	IT		8	11/07/23	<a href="#">Grant access</a>

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You receive confirmation that the group was granted access to the event and Remove access displays next to the group name.

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Closed event

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

Users **Event access**


All groups ▾

17 Groups

[Access settings](#)

Access granted to 1 groups [View all](#)

Group name	Access granted	Size	Last update	
 Finance		22	11/07/23	<a href="#">Grant access</a>
 Product		23	11/07/23	<a href="#">Remove access</a>
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 Security		8	11/07/23	<a href="#">Grant access</a>
 IT		8	11/07/23	<a href="#">Grant access</a>

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## Remove access from the event

Click the **Remove access** button next to the group name from which you would like to remove event access.

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Closed event

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

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All groups ▾

17 Groups

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Access granted to 1 groups [View all](#)

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 Dev		67	11/07/23	<a href="#">Grant access</a>
 Security		8	11/07/23	<a href="#">Grant access</a>
 IT		8	11/07/23	<a href="#">Grant access</a>

&lt; 1 2 3 &gt;

You receive confirmation that access was removed from this group and Grant access displays next to the group name.

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Patrick Lorimer

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**All users** Closed event

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IT		8	11/07/23	<a href="#">Grant access</a>

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## Access settings

Enable/disable the option to invite or publish registration for additional users outside of the synced IdP groups.

1. Click **Access settings**. The Access settings screen displays.

### Access settings

Besides the selected groups, you can **Invite** or **Publish** the **Registration** for additional SSO users. Switch off the **Additional users** option to disable this option.

☒ **Additional users** i

Cancel

Save

2. If you would like to enable the option of inviting or publishing registration for additional users outside of the synced IdP groups, turn the toggle switch to the "on" (default) position. If you would like disable the option of inviting or publishing registration for additional users outside of the synced IdP groups, turn the toggle switch to the "off" position.

3. Once you've made your selection, click **Save**. You receive confirmation that access settings were successfully saved.
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