


# User guide for moderators and speakers

Last Modified on 09/27/2024 5:51 pm IDT

 This article is designated for all users.

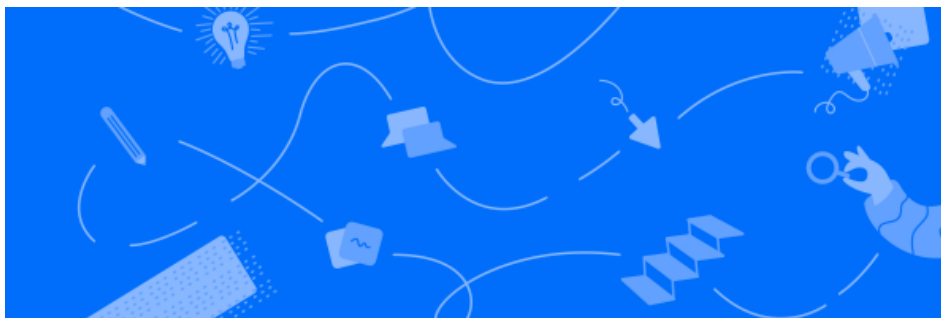
## About

This article describes the Kaltura Events experience for the moderator and the speaker.

 Depending on how the event was configured, moderators and speakers are required to login to the event in one of two ways - with an email and password OR with a login link via email (AKA "Magic Link"). This article describes both scenarios.

## Access the event site with an email and password

1. If you are invited to an event with email and password, you receive an email prompting you to create a password.



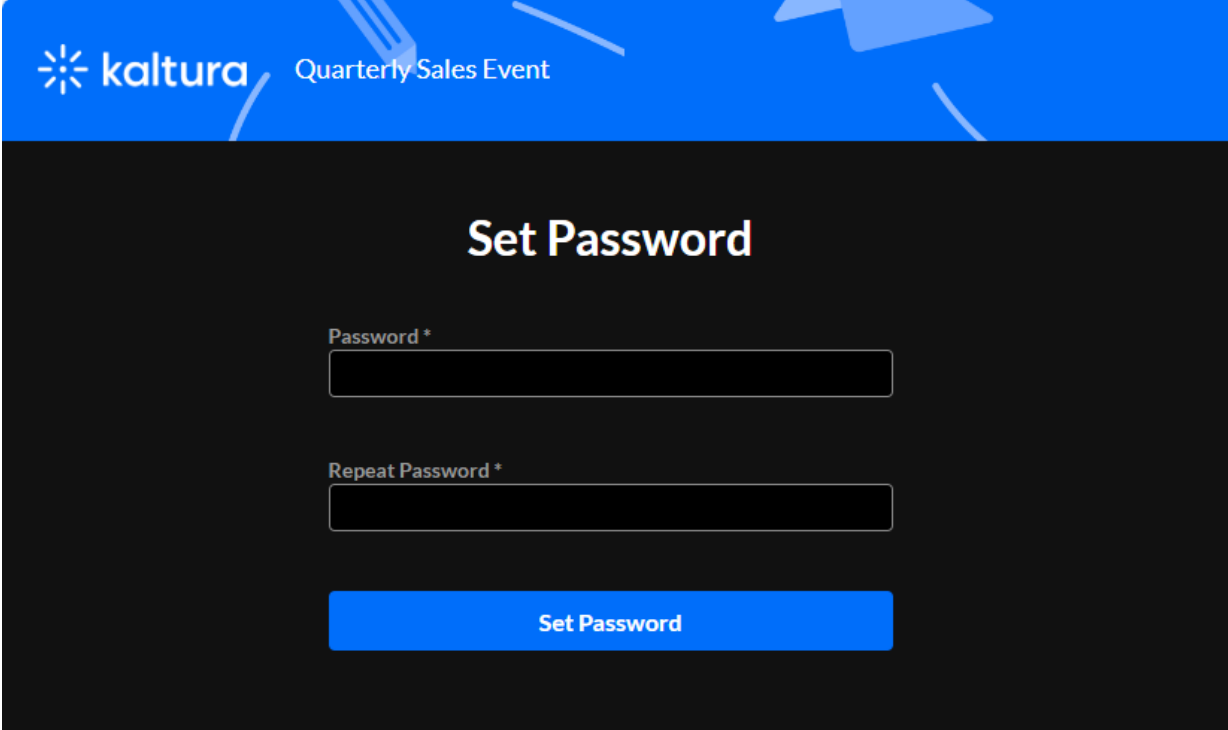
**Hi Jane!**


We are glad to invite you to Quarterly Sales Event, which is happening on October 13th 2023, 10:00 am at America/New\_York. We look forward to seeing you there.

To get you set up, please click on the link below to create your password.

[Set me up](#)

2. Click **Set me up**. The Set Password screen displays.



 Quarterly Sales Event

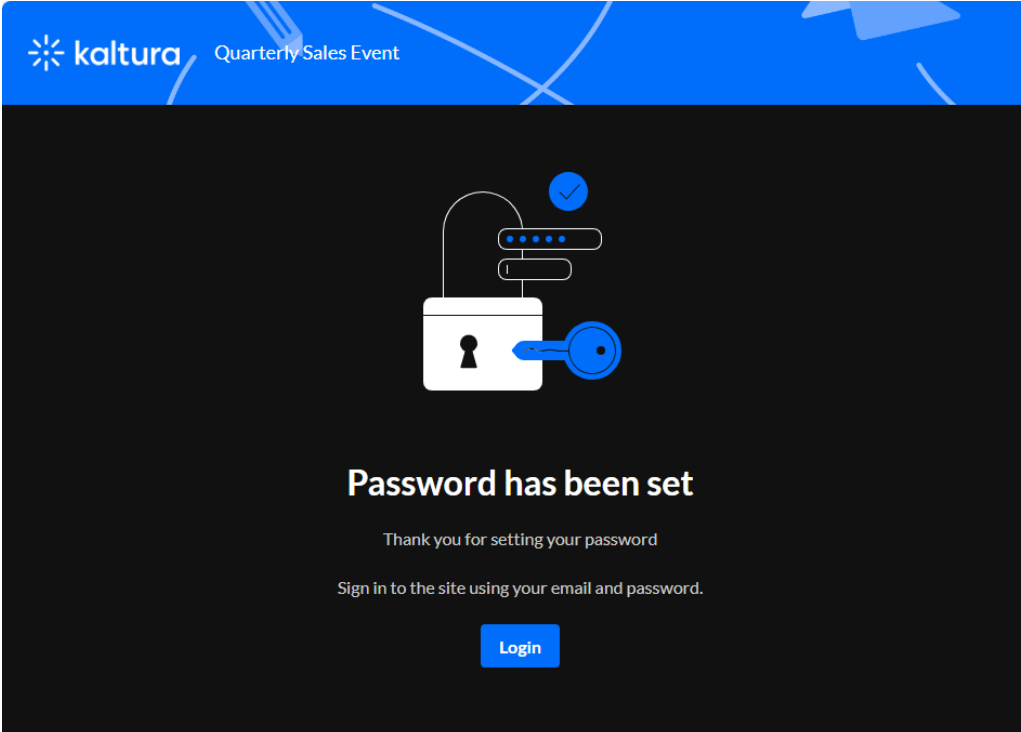
## Set Password


Password \*

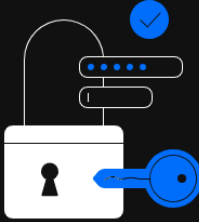
Repeat Password \*

**Set Password**

3. Type a password in the Password field to meet password requirements.
4. Type the password again in the Repeat Password field.
5. Click **Set Password**. You receive notification that the password has been set and you are prompted to sign into the site using your email and password.



 Quarterly Sales Event



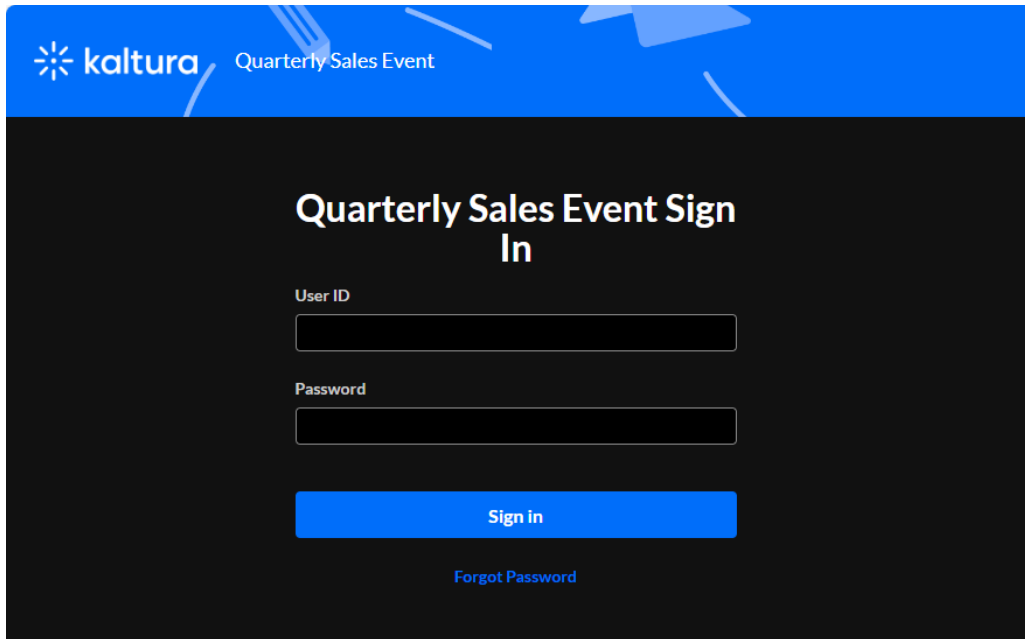
## Password has been set

Thank you for setting your password

Sign in to the site using your email and password.

**Login**

6. Click **Login**. The Login screen displays.



7. Type your User ID (email address) in the User ID field.
8. Type your password in the Password field.
9. Click **Sign In**. You are redirected to the event site.



10. If registration has been published, the **Register** button displays on the event site. Click **Register**. The Registration page displays.

## Registration

We're excited to have you attend our event. Please take a moment to fill out a few details about yourself and we'll see you soon.

### Personal Details

First name \*

Last name \*

Email \*

Country \*

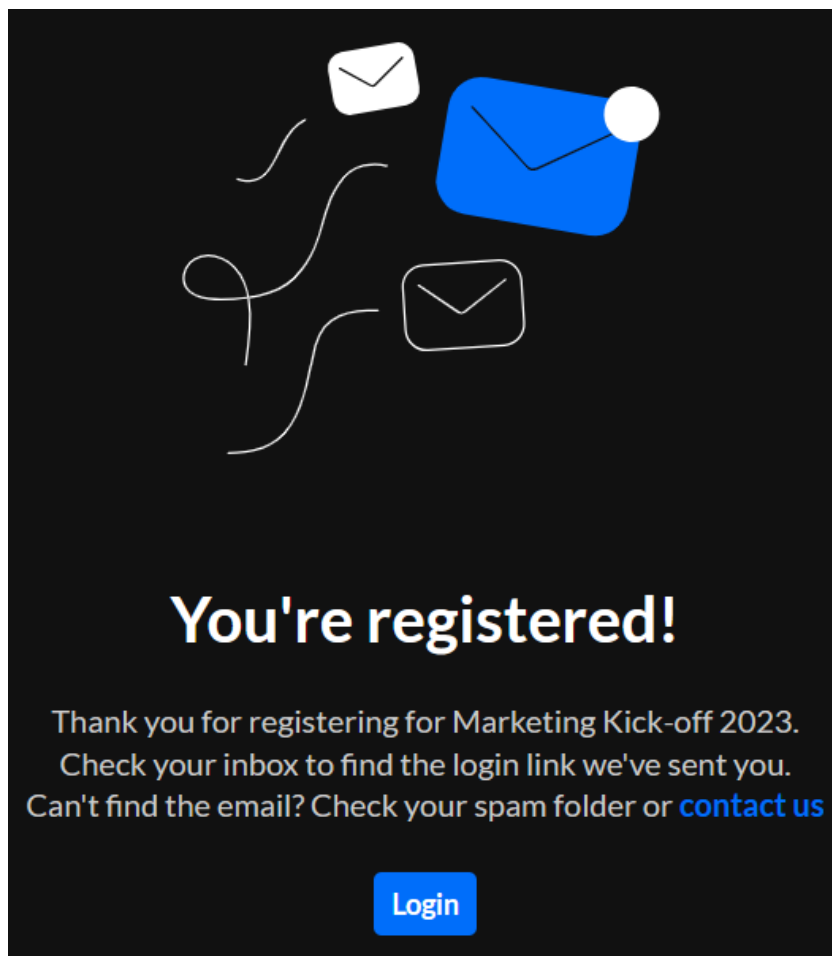
Job title

Company

By registering for this event, you confirm that you have read and agree to the [Terms and Conditions](#)

**Register**

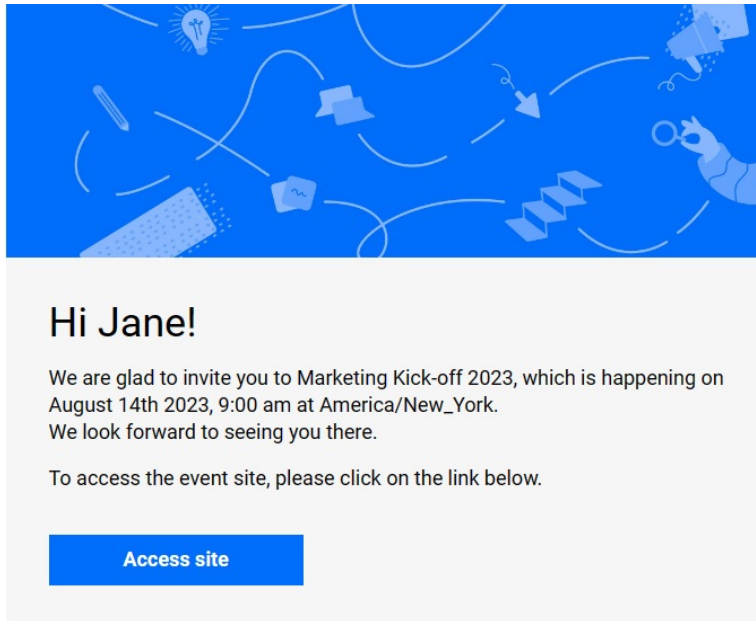
11. Type the required information (indicated with an asterisk). When finished filling out the registration form, click **Register**. A confirmation message displays.



12. Click **Login** to access the event site.

Access the event site with a login link via email (AKA "Magic Link")

1. If you are invited to an event via a login link, you receive an email prompting you to access the site.



2. Click **Access site**. You are redirected to the event site.



3. If registration has been published, the **Register** button displays on the event site. Click **Register**. The Registration page displays.

## Registration

We're excited to have you attend our event. Please take a moment to fill out a few details about yourself and we'll see you soon.

### Personal Details

First name \*

Last name \*

Email \*

Country \*

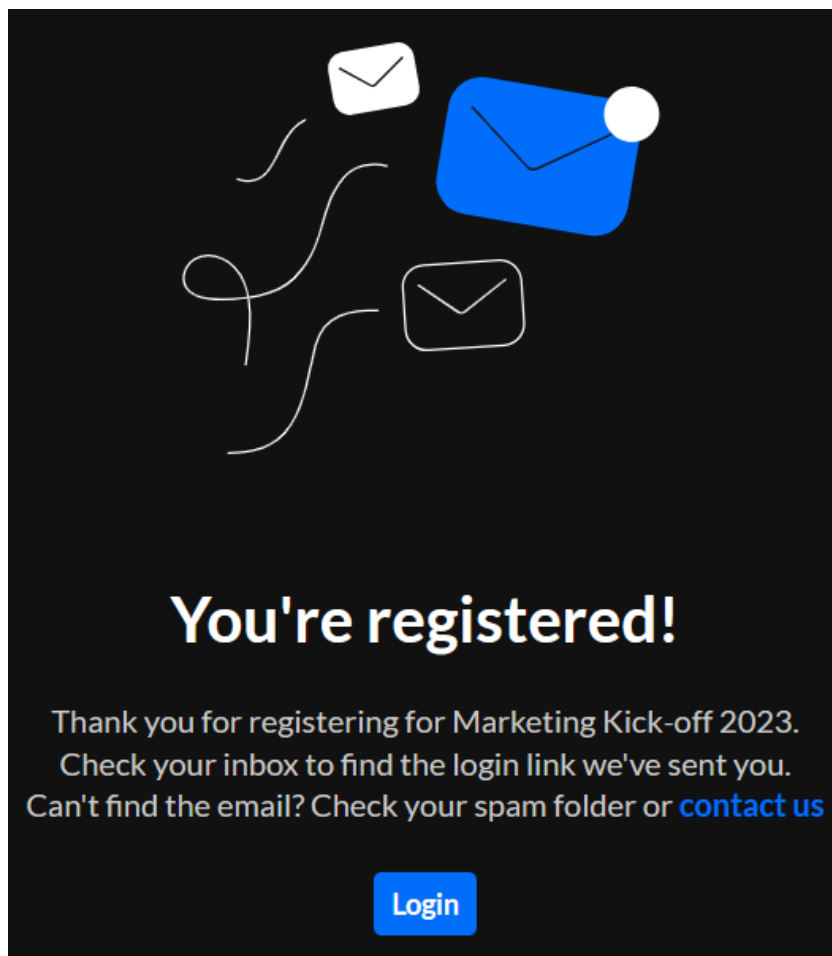
Job title

Company

By registering for this event, you confirm that you have read and agree to the [Terms and Conditions](#)

**Register**

4. Type the required information (indicated with an asterisk). When finished filling out the registration form, click **Register**. A confirmation message displays.



5. Click **Login** to access the event site.  
You are also sent a login link via email. Click **Visit event site** to access the event

site.



## Jane, thanks for registering!

Hi Jane,

You have registered to Marketing Kick-off 2023. We can't wait to see you participating in our valuable sessions and meet our inspiring speakers.

We look forward to seeing you on August 14th 2023, 9:00 am America/New\_York.

Want to explore more? Once you're logged in, visit the event site, it's all set and ready for you.

[Visit event site](#)

### Join a session

See [Getting to know your event site, session page, and lobby page](#).

### Access and use the Chat and Collaborate widget

See [Chat and Collaborate widget](#).

### DIY webcast - Activate your broadcast Studio

If you would like to activate your broadcast studio, add files to your playlist, and start broadcasting directly from a Kaltura room, see [Launch DIY Live Webcast](#).

### Access and use the Moderator app - For Moderators only

See [Moderator app](#).

### Interactive room - My capabilities and managing other's permissions - For Moderators only

See [User Permissions](#).