

Invite moderators to your event

Last Modified on 12/02/2025 6:08 pm IST

 This article is designated for all users.

About

This article describes how to:

- Invite moderators to your event via email. Note - you may also invite moderators to your event via the All users page.
- Add moderators to the event *without sending them an invitation email*. (Only available if the event organizer chose for attendees to enter the event via a login link. Please see [Login link](#) for more information.)
- View a list of moderators for an upcoming event and monitor their progress through the registration process.
- Perform additional actions on moderators per registration status.



When inviting moderators to a single session event, those moderators are automatically assigned to the event as moderators.



The screens shown here represent a multi-session event. The same actions apply when working with single session.

Invite moderators to your event

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

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Event site

Patrick Lorimer

Virtually Live!

Overview

Event details

Branding

Event site editor

Registration

Agenda

Media

People

All users

Speakers

Moderators

Team members

Interactions

Analytics

Integrations

Settings

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 videofying 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 Moderators page displays.

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Moderators

Moderators have chat, Q&A, interactivity, and session management capabilities.

10 Moderators
Invite moderator

Name ▾	Bio	Status
 Julian Lang Director of Marketing Strategy, Kaltura		Registered ⋮
 Celine Garnier Content marketing specialist, Kaltura		Registered ⋮
 Laura Steven Head of Global Campaigns, Kaltura		Registered ⋮
 Brian Dennis Director of Marketing, Kaltura		Invited ⋮
 James Li Digital Marketing Manager, Kaltura		Invited ⋮
 James Steven Digital Marketing Manager, Kaltura		Registered ⋮

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- Click the blue **Invite moderator** button in the upper right corner of the screen. The Invite screen displays.

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


English ▼

Additional event roles

☒ Moderator ☐ Speaker

User details

Required size:
500x500 px

 Upload image

Title

Company

Bio

B *i* u ☰ ☰ 🔗

Cancel

Invite



3. Type the moderator's email address (required), 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.

5. Choose whether (in addition to having a Moderator role) they will have the additional role of Speaker.
6. Click **Upload image** to add an image (optional). Recommended size: 500x500 px
7. Add a title, company, and bio (all are optional).
8. 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*.



Once you are ready to send them the invite, you can click the three blue dots to the right of Status and select the 'resend email' option on the Moderators page.

A notification asking you to confirm your action is displayed. Once the role is assigned, you cannot revert this action.

9. Click **Invite** to confirm or click **Cancel** to cancel the action.

If you clicked **Invite**, a notification that the invite was successfully sent is displayed and the invitation you created will be sent to participants to complete the registration. If you clicked the down arrow to the right of the **Invite** button and chose **Invite without an email**, a notification that the invite was successfully sent is displayed and the person is added to the Moderators list as "Registered".

View a full list of moderators and monitor their progress through the registration process

Once you have sent your invitations, you can use the Moderators page to view the full list of moderators for your upcoming event (including name, bio, and status) and monitor their progress through the registration process.

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 James Steven Digital Marketing Manager, Kaltura		● Registered ⋮

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You can use the search option to locate specific moderators easily.

Perform additional actions on moderators per registration status

You can click the three blue dots to the right of Status 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



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 Moderators 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).

altura.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	...
altura.com	Attendee	Registration	● Attended	10/09/21	...