

People tab > Moderators - Invite Moderators

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 This article is designated for all users.

About

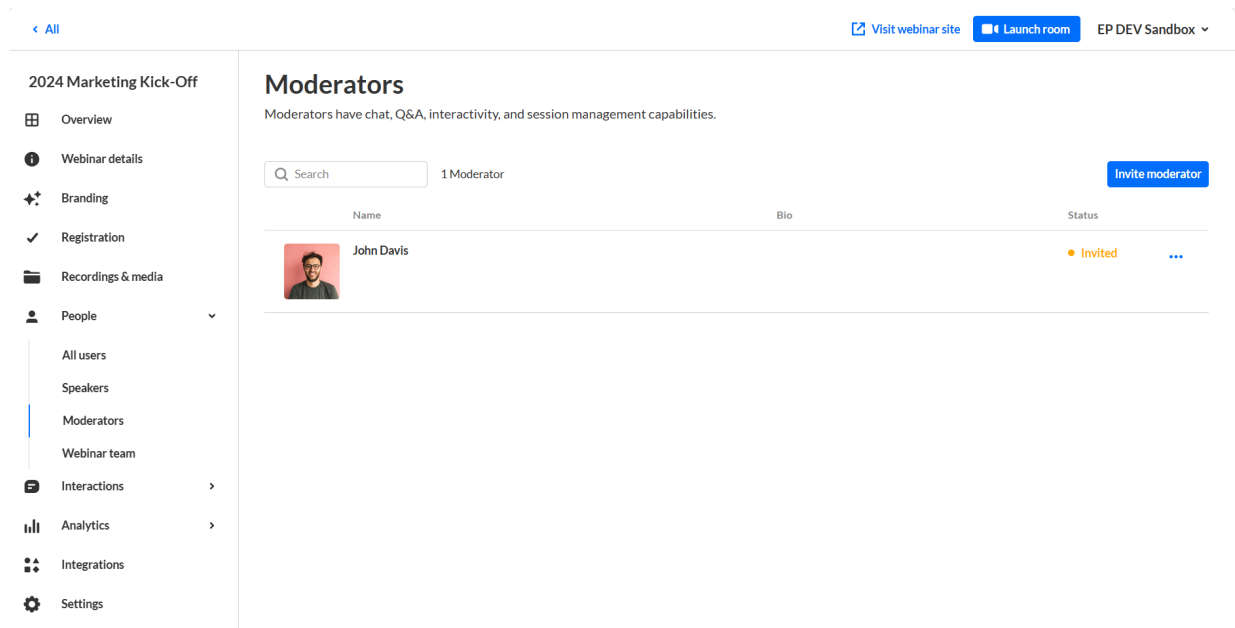
This article describes how to:

- Invite moderators to your webinar via email.
- Add moderators to the event *without sending them an invitation email*.
- 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.

Invite moderators to your webinar

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

The Moderators page displays.



The screenshot shows the 'Moderators' page interface. At the top right, there are buttons for 'Visit webinar site', 'Launch room', and 'EP DEV Sandbox'. The main content area has a title 'Moderators' and a subtitle 'Moderators have chat, Q&A, interactivity, and session management capabilities.' Below this is a search bar and a count '1 Moderator'. A table lists the moderators with columns for Name, Bio, and Status. One moderator, John Davis, is listed with a profile picture and a status of 'Invited'. An 'Invite moderator' button is located in the top right corner of the table area.

2. Click the blue **Invite moderator** button in the upper right corner of the screen. The Invite screen displays.
3. Type the moderator's email address (required), first and last names (required).
4. Choose whether (in addition to having a Moderator role) they will have the additional role of Speaker.
5. Add a profile image if desired (we recommend 500x500 px), title, company, and bio.

Invite

An email invitation will be sent in order to join the webinar.

Email (required)

First name (required)

Last name (required)

Additional webinar roles

Moderators have full access to interactive capabilities, while speakers have limited access.

Moderator Speaker

User details

Required size:
500x500 px

[Upload image](#)

Title

Company

Bio

0/2500

B *i* u ☰ ☷ 🔗


John has 20 years of experience in this field. Visit [ABC Company](#) to learn more about his role.

Cancel

Invite



- 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 webinar *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

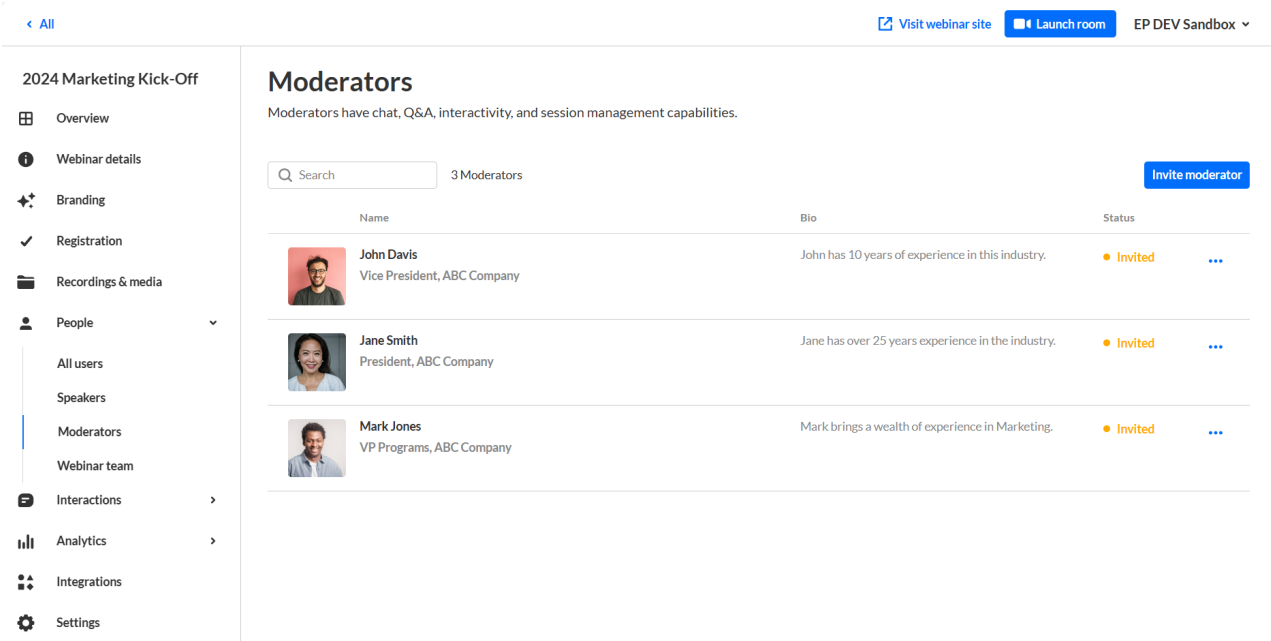
assigned, you cannot revert this action.

7. 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 webinar (including name, bio, and status) and monitor their progress through the registration process.



The screenshot displays the 'Moderators' section of a webinar interface. On the left is a navigation sidebar with options like Overview, Webinar details, Branding, Registration, Recordings & media, People, All users, Speakers, Moderators, Webinar team, Interactions, Analytics, Integrations, and Settings. The main content area is titled 'Moderators' and includes a search bar, a count of '3 Moderators', and an 'Invite moderator' button. Below this is a table with three rows of moderator information:

Name	Bio	Status
 John Davis Vice President, ABC Company	John has 10 years of experience in this industry.	Invited
 Jane Smith President, ABC Company	Jane has over 25 years experience in the industry.	Invited
 Mark Jones VP Programs, ABC Company	Mark brings a wealth of experience in Marketing.	Invited

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		<ul style="list-style-type: none"> Edit Re-send email ⓘ View analytics Remove
Registration	● Confirmed		
Registration	● Invited		

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).

@kaltura.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	⋮