


People tab > Event team - Add team members to your event

Last Modified on 09/09/2024 2:37 pm IDT


 This article is designated for all users.

About

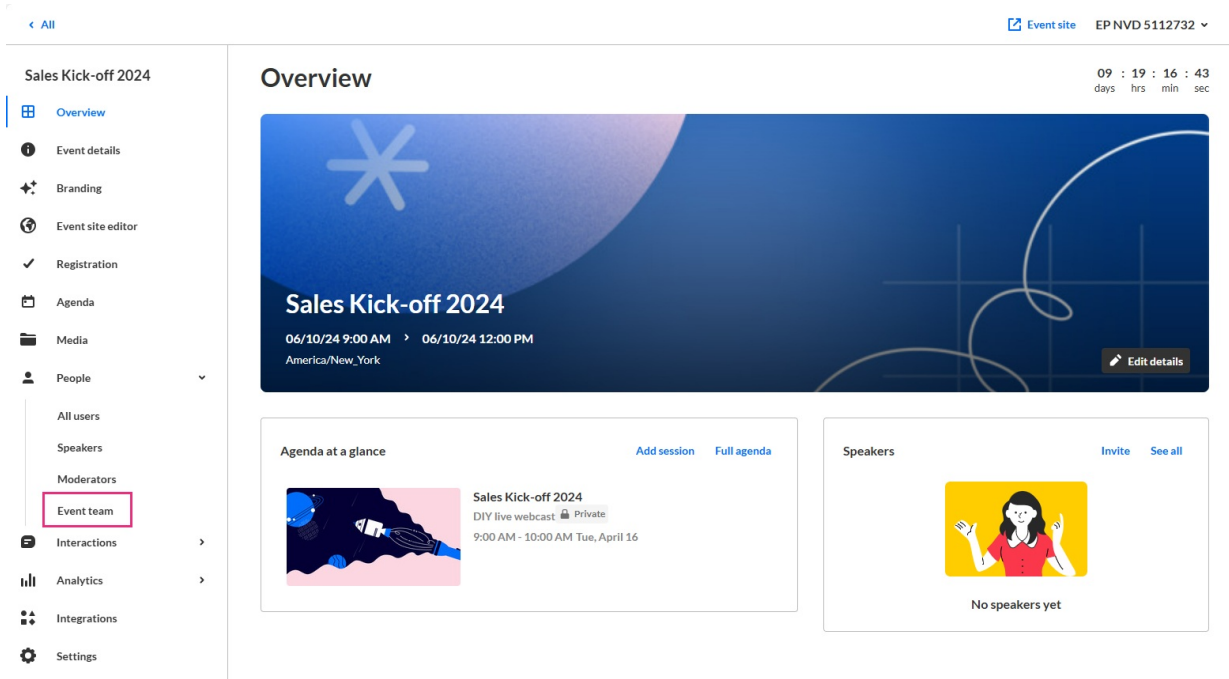
The Event team page allows you to add team members to your event. You may also edit their information and remove them from the team using the Event team page.

 The admin must create users before they can be added to, edited, or removed from the event.

Add team members to your event

 Admin and Organizers may add Organizers and Content managers; Content managers may only add other Content managers.

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



The screenshot shows the Kaltura Event team page for "Sales Kick-off 2024". The page is divided into a left sidebar and a main content area. The sidebar contains a navigation menu with the following items: Overview (selected), Event details, Branding, Event site editor, Registration, Agenda, Media, People (expanded), All users, Speakers, Moderators, Event team (highlighted with a red box), Interactions, Analytics, Integrations, and Settings. The main content area is titled "Overview" and displays the event details: "Sales Kick-off 2024" from "06/10/24 9:00 AM" to "06/10/24 12:00 PM" in "America/New_York". Below the overview, there are two sections: "Agenda at a glance" showing a session titled "Sales Kick-off 2024" (DIY live webcast, Private) from 9:00 AM to 10:00 AM on Tuesday, April 16, and "Speakers" which currently shows "No speakers yet".

The Event team page displays.











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- Overview
- Event details
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 - Speakers
 - Moderators
 - Event team
- Interactions >
- Analytics >
- Integrations
- Settings

Event team

Q Search 87 Members Add member

Name	Email	Type	Last login	
 Cassie Brice	cassie.brice@kaltura.com	Content manager	31/08/21 17:37 PM	⋮
 Eric Grant	eric.grant@kaltura.com	Content manager		⋮
 Lori Hattaway	lori.hattaway@kaltura.com	Organizer	Today 09:03 AM	⋮
 Ella Williams	ella.williams@kaltura.com	Organizer	23/06/23 10:22 AM	⋮
 Julie Davis	julie.davis@kaltura.com	Organizer	Today 09:03 AM	⋮
 James Li	james.li@kaltura.com	Organizer	31/08/21 17:37 PM	⋮
 Adele Laurelton	james.il@kaltura.com	Organizer	31/08/21 17:37 PM	⋮
 Olicia Brown	olicia.brown@kaltura.com	Organizer		⋮
 Lyra Cosmo	lyra.cosmo@kaltura.com	Content manager	Today 09:03 AM	⋮
 Sandra Sullivan	sandra.sullivan@kaltura.com	Content manager	Today 09:03 AM	⋮

1 2 3 >

2. Click the blue **Add member** button in the upper right corner of the screen. The Add member screen displays.

Add member



Member

Cancel

Save

3. Expand the pull-down menu to see all the available members, then click the boxes next to the team members you would like to add. This list is pre-populated at the account level. Once you have selected a team member, additional options display.
4. You may edit first and last name if desired.
5. The Event manager and Content manager is automatically assigned a Moderator role. You may also designate them as a Speaker by checking the Speaker box.
6. You may add additional user details as follows:
 - Profile image (optional) - Click **Upload** (or **Replace** if one exists) to add/replace 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

Add member

Member

DS Daniel Schwartz **X** Replace member ▼

Event manager have full access and editing capabilities within this event.

Email (required)

d: .com

First name (required)

Daniel

Last name (required)

Schwartz

Additional event roles

Moderator Speaker

User details

Required size:
500x500 px

[Upload image](#)

Title

Vice President

Company

ABC Company

Bio

B *i* u **☰** **☰** [🔗](#)

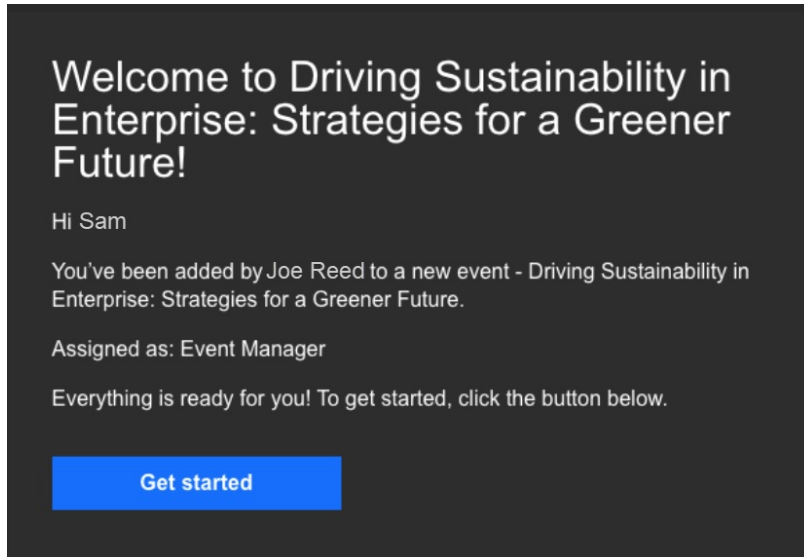
Daniel has over 15 years of experience in his field. Visit [ABC Company](#) to learn more about his role.

[Cancel](#)


[Save](#)

7. Once finished, click **Save**. The new team member will receive an email notifying them that they've been added to the event. That email will also specify which role they've been assigned and provide them with a link to the event overview page.

Following is an example of an email a user received when added as an Event manager to an event:















Edit team member information and remove team members

 Admin and Event managers may remove Event managers and Content managers.

On the Event team page, you may also click the three blue dots to the right of Last login to access additional options.











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Event team

87 Members
Add member

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Click Edit to edit the team member information or click Remove to remove them from the list.

