

## Add team members to your event

Last Modified on 11/09/2025 3:40 pm IST

 This article is designated for all users.

### About

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



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



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

### 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 Team members page; from the Event page, click the People tab > Team members.

← All

Event site Patrick Lorimer

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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 Team members page displays.

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



Settings

Team members

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.li@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 ...

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

**Add member** ...

---

**Member**  

Add 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 Organizer 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


**D\$ Daniel Schwartz**
✕
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   

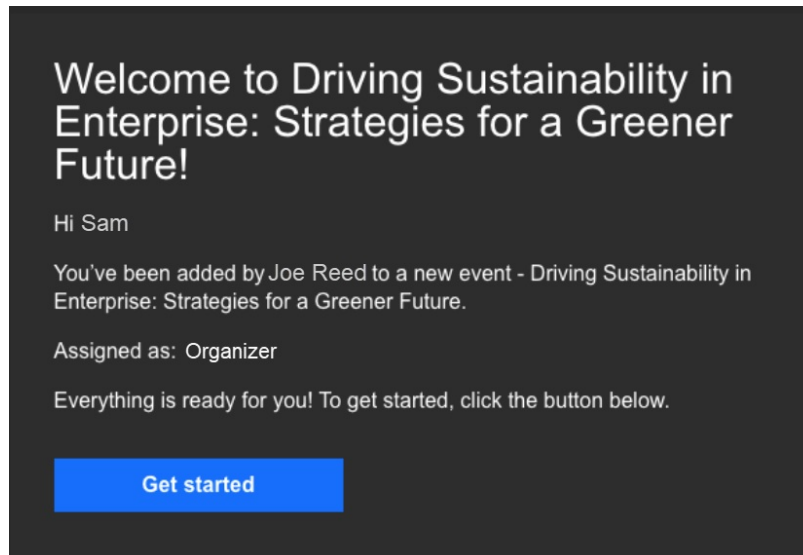
Daniel has over 15 years of experience in his field. Visit [ABC Company](#) to learn more about his role.

[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 Organizer to an event:



## Edit team member information and remove team members



Admin and Organizers may remove Organizers and Content managers.

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











[← All](#)
[Event site](#)
Patrick Lorimer ▾

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- Overview
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  - All users
  - Speakers
  - Moderators
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- Analytics >
- Integrations
- Settings

## Team members

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.li@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
>

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

Today 4:00 PM

⋮

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Edit

Remove