kaltura

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

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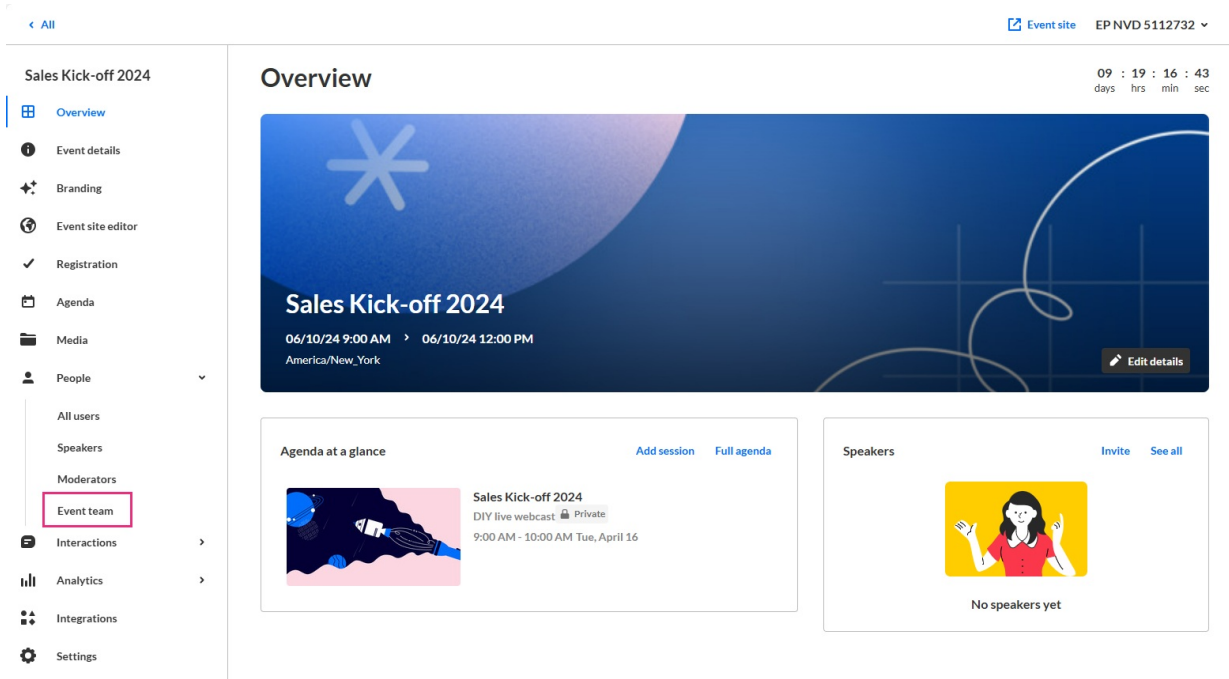👥 **This article is designated for all users.**

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 Event team page displays.

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

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

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:

Welcome to Driving Sustainability in Enterprise: Strategies for a Greener Future!

Hi Sam

You've been added by Joe Reed to a new event - Driving Sustainability in Enterprise: Strategies for a Greener Future.

Assigned as: Event Manager

Everything is ready for you! To get started, click the button below.

Get started
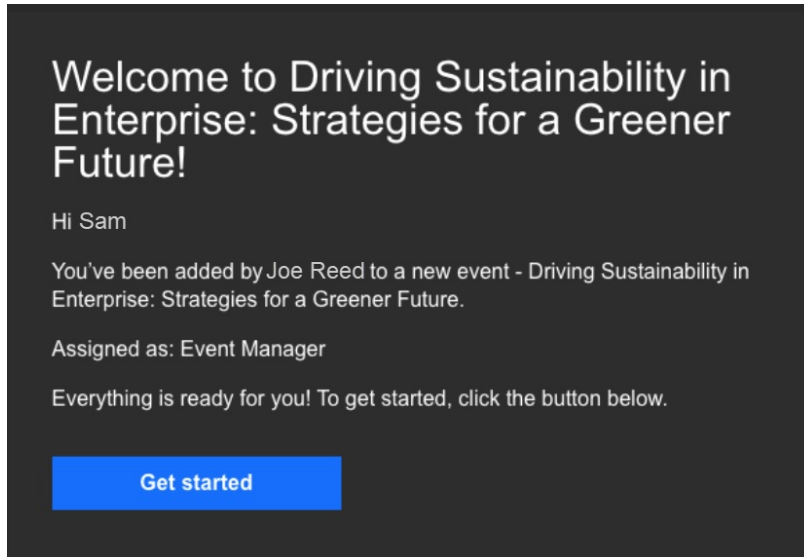
Edit team member information and remove team members

💡 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.

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

Today 4:00 PM

Edit

Remove

11/09/23