Webinars user roles

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

There are two types of Kaltura Webinars users - Admin and Event manager.

Admin is the platform admin; the one who has access to all configurations and webinars created for this account, adds/removes team members, and manages their user type.

Event manager manages specific webinar(s). The Event manager has full access only to webinars they manage and within them can manage and configure all the different capabilities, settings, content, and people. Event managers are also assigned as moderators on their webinars.

Persona	Main activities
Admin	- Create webinars on the account - View, edit, and delete **all** webinars on the account - Configure showcase and manage showcase publish - Manage team members and manage their user types - View account analytics (across webinars) - Create and manage account integrations

Event manager	• Create webinars • View **all** webinars on the account, but edit/delete only created/assigned webinars • Manage webinar details (title, description, data, etc.) and branding (logo, banner, theme) • Edit and publish registration page/form • Manage webinar users and assign additional webinar roles (i.e., speaker, moderator) on assigned webinars • Manage webinar team, add/remove additional event managers • Manage webinar interactions such as emails, notifications • View webinar(s) analytics and download reports for assigned webinars • Enable/disable integrations on created/assigned webinars

In addition to Admin and Event manager user types, there are also webinar roles such as Speakers and Moderators which have additional permissions.

Persona	Main activities
Speaker	• View and update profile information • Send polls/notifications during session
Moderator	• View and update profile information • Handle Q&A chats, moderate group chat, interactivity tab (send polls, message board). See Chat and Collaborate widget for more information.

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