

People tab > Webinar team - Add team members to your webinar

Last Modified on 09/09/2024 3:19 pm IDT

 This article is designated for all users.

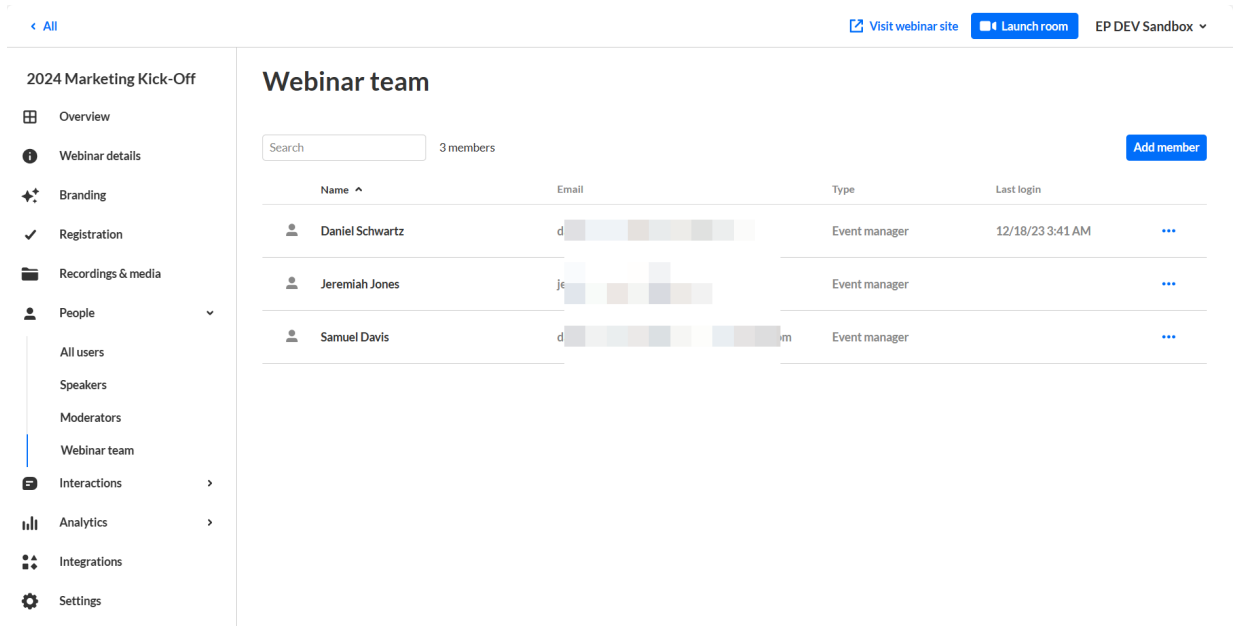
About

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




Add team members to your webinar

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

The Webinar team page displays.



The screenshot shows the 'Webinar team' page. At the top right, there are links for 'Visit webinar site', 'Launch room', and 'EPDEV Sandbox'. The main content area has a search bar and '3 members' text. Below is a table with columns: Name, Email, Type, Last login, and a three-dot menu icon. The table lists three members: Daniel Schwartz, Jeremiah Jones, and Samuel Davis, all with the role of 'Event manager'. The last login for Daniel Schwartz is 12/18/23 3:41 AM. An 'Add member' button is located in the top right corner of the table area.

Name ^	Email	Type	Last login	
 Daniel Schwartz	d...	Event manager	12/18/23 3:41 AM	...
 Jeremiah Jones	je...	Event manager		...
 Samuel Davis	d...	Event manager		...

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 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 webinar site. Character limit: 2500

Add member

Member

SJ Sam Jones **X** Replace member ▼

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

Email (required)

_____.com

First name (required)

Sam

Last name (required)

Jones

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

Vice President

Company

ABC Company

Bio

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

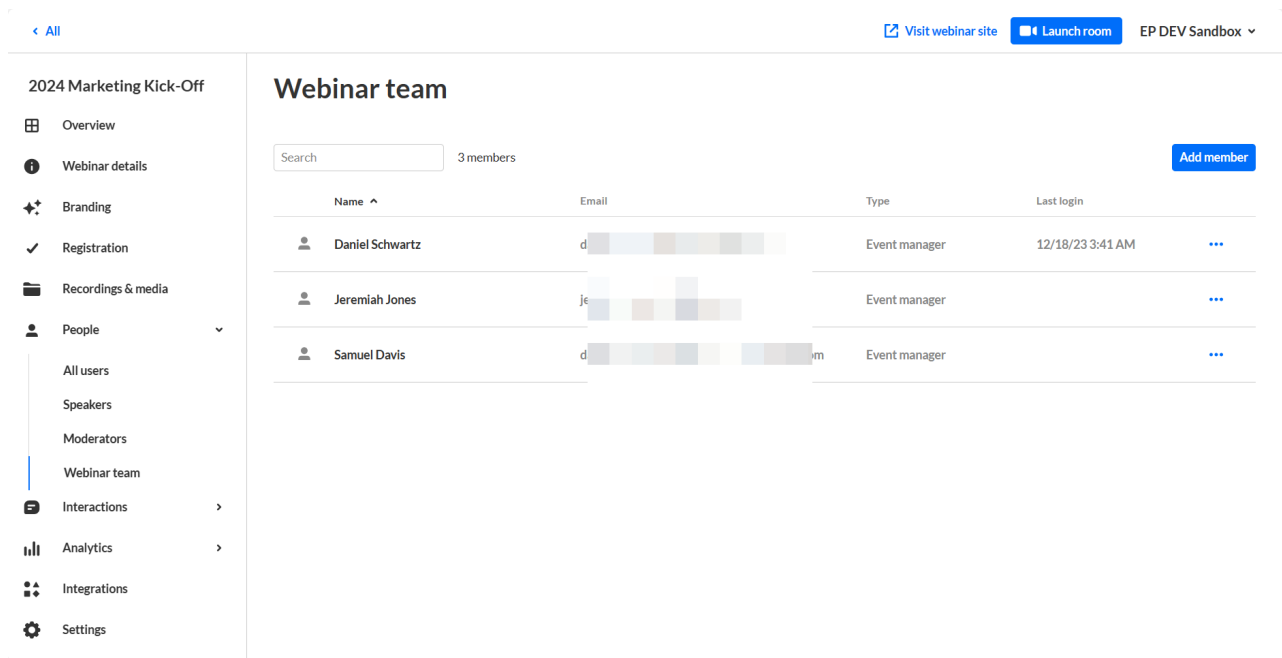
Cancel

Save

7. Once finished, click **Save**.

Edit team member information and remove team members

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



2024 Marketing Kick-Off

Webinar team

Search 3 members [Add member](#)

Name ^	Email	Type	Last login
Daniel Schwartz	d...	Event manager	12/18/23 3:41 AM
Jeremiah Jones	je...	Event manager	
Samuel Davis	d...m	Event manager	

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



Today 4:00 PM

11/09/23

Edit

Remove