

Team tab

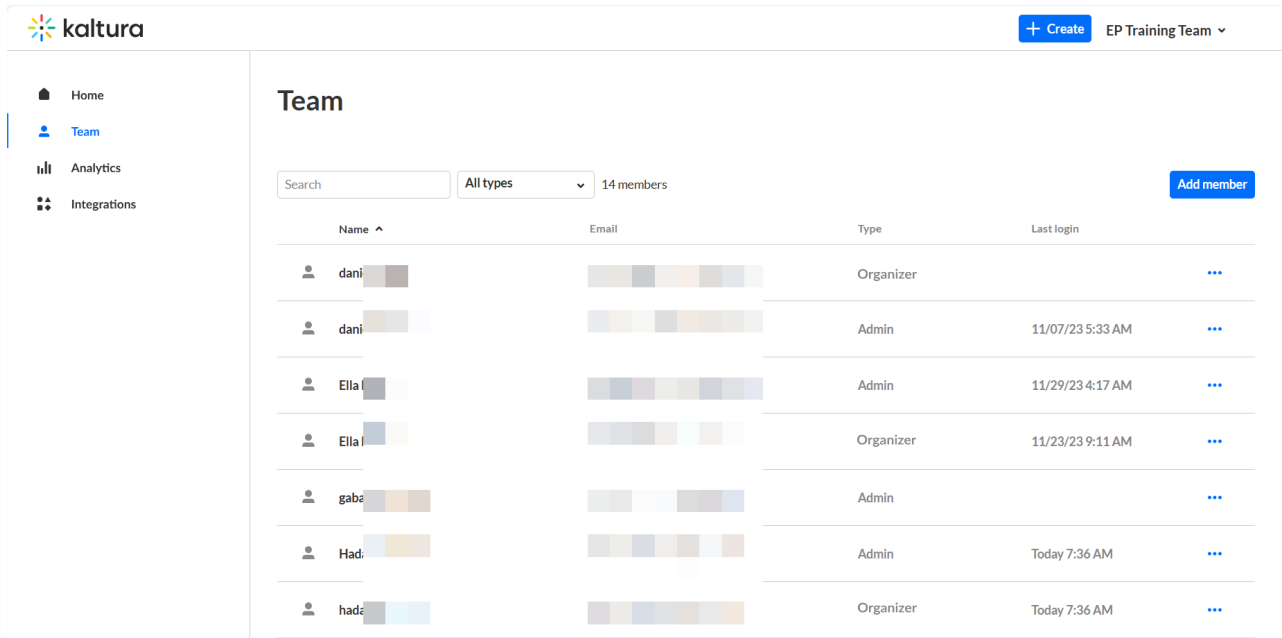
Last Modified on 09/09/2024 2:20 pm IDT

 This article is designated for all users.

About

The Team tab allows account owners/admin to add team members, edit team member information, and delete team members.

The Team tab is accessible via the Kaltura Events Home page and is only available to account owners/admin. To learn more about the other tabs on the Kaltura Events Home page, see [Kaltura Events - Account setup](#).



The screenshot shows the Kaltura interface for the 'Team' tab. On the left is a navigation sidebar with 'Home', 'Team' (selected), 'Analytics', and 'Integrations'. The main area is titled 'Team' and contains a search bar, a dropdown for 'All types', and a count of '14 members'. An 'Add member' button is in the top right. Below is a table with columns for Name, Email, Type, and Last login. Each row includes a user profile picture and a three-dot menu icon.

Name	Email	Type	Last login
dani		Organizer	
dani		Admin	11/07/23 5:33 AM
Ella		Admin	11/29/23 4:17 AM
Ella		Organizer	11/23/23 9:11 AM
gaba		Admin	
Had		Admin	Today 7:36 AM
had		Organizer	Today 7:36 AM

Add team members

You may add team members as fellow administrators to help manage the virtual events.

1. Click **Add member**. The Add member screen displays.

Add member

Email (required)

First name (required)

Last name (required)

Type



Full access and editing capabilities within the account and all events

Cancel

Add member

2. Enter email address, first, and last name of the new team member. These are all required fields.
3. Choose the type of team member this person will be.
 - **Admin** - The platform admin; the one who has access to all configurations and events created for this account, adds/removes team members, and manages their user type.
 - **Organizer** - manages specific event(s). The Organizer has full access only to events they manage and within them can manage and configure all the different

capabilities, settings, content, and people. Organizers are also assigned as moderators on their events.

- **Content manager** - manages content of a specific event(s). Responsible for curating, organizing, and managing the content that will be presented during the event. Content managers cannot create events and do not have access to the full user list, analytics, and reports.

For more information, see [Event user roles](#).

4. If you choose Organizer or Content manager, an additional field displays - Assign events.
5. Start entering the event name to search or expand the Assign events pull-down menu to see available events, then click the boxes next to the events you would like this new team member to manage.

Add member

Email (required)

First name (required)

Last name (required)

Type

Organizer

Full access and editing capabilities within their events, webinars, and classrooms.

Assign events/webinars/classrooms

Search / Add events

-  Demystifying Marketing Automation
-  Leadership Panel: The New & Improved Customer Experience
-  Marketing for Gen-Z: The right way
-  Summit 2021
-  Summit 2022
-  Summit 2023
-  Video in education
-  Video in virtual event

Cancel




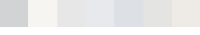








Add member


- Once you are finished entering information and making your selections, click **Add member**.

The new team member will receive an email notifying them that a new Kaltura Events account has been created for them. That email will also contain a link to login.

Edit team member information

Once a team member is added, you can search for them and edit their information by clicking the three blue dots to the right of their name and choosing Edit.

Name ^	Email	Type	Last login
 dani 	 	Organizer	
 dani 	 	Admin	11/07/25 4:17 AM
 Ella 	 	Admin	11/29/25 4:17 AM

Edit 

Delete

The Edit team member screen displays. Make desired changes and click **Save**. You may also click **Cancel** to cancel the action.

 
Admin ...

Email (required)


First name (required)

Last name (required)

Type

▼

Full access and editing capabilities within the account and all events

 Please note - If you change the type of team member this person will be *from Admin to Event manager* or *from Admin to Content manager*, the Assign events field displays. You may search for existing events or expand the Assign events pull-down menu to see available events, then click the boxes next to the events you would like this person to manage (similar to the flow when you add a new Event manager or Content manager).

Type

▼




Full access and editing capabilities within their events, webinars, and classrooms.

Assign events/webinars/classrooms

▼

Delete team member

Once a team member is added, you can search for them and delete them from the list by clicking the three blue dots to the right of their name and choosing Delete.

Name ^	Email	Type	Last login
 de [redacted]	[redacted]	Organizer	
 d: [redacted]	[redacted]	Admin	11/07/23
 El [redacted]	[redacted]	Admin	Today 1:32 PM

[Edit](#)
[Delete](#)

You are asked to confirm your action. Click **Delete** to confirm or **Cancel** to cancel the action.

Delete user

E [redacted] will no longer have access to the event platform. Are you sure you would like to proceed?

[Cancel](#)

[Delete](#)

[template("cat-subscribe")]