Team tab

This article is designated for all users.

About

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

The Team page is accessible via the Kaltura Events Account Home page and is only available to account owners/admin. For information on accessing the Team page and to learn more about the other tabs available on the Kaltura Events Account Home page, see Kaltura Events - Account setup.

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.
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.
   - **Event manager** - manages specific event(s). The Event manager has full access only to events 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 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 roles.
4. If you choose Event manager 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.

6. Once you are finished entering information and making your selections, click **Add member**. The new team member will receive an invitation via email to sign up for and join the event.

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.

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

> ⚠ 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).

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.

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

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