

Events Team tab

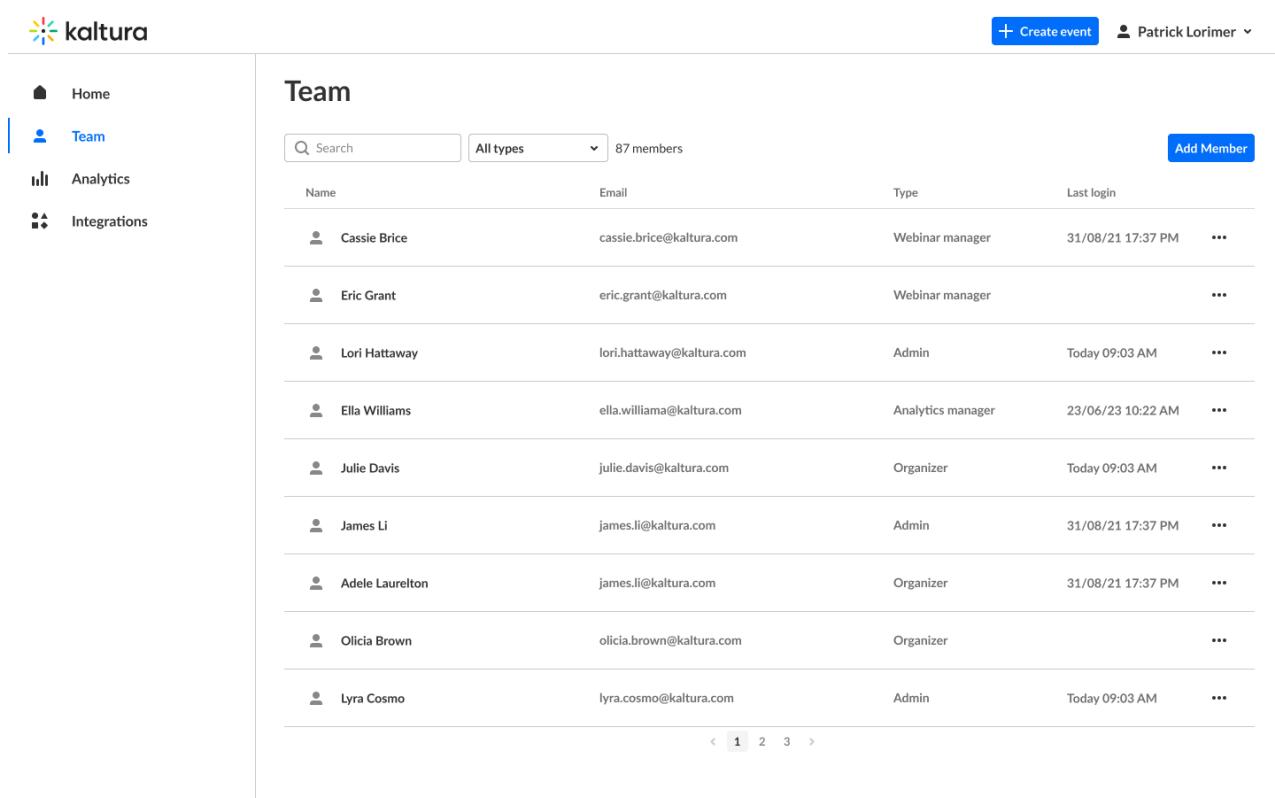
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 This article is designated for all users.

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 Interface Overview](#).



Name	Email	Type	Last login
Cassie Brice	cassie.brice@kaltura.com	Webinar manager	31/08/21 17:37 PM
Eric Grant	eric.grant@kaltura.com	Webinar manager	
Lori Hattaway	lori.hattaway@kaltura.com	Admin	Today 09:03 AM
Ella Williams	ella.williams@kaltura.com	Analytics manager	23/06/23 10:22 AM
Julie Davis	julie.davis@kaltura.com	Organizer	Today 09:03 AM
James Li	james.li@kaltura.com	Admin	31/08/21 17:37 PM
Adele Laurelton	james.li@kaltura.com	Organizer	31/08/21 17:37 PM
Olicia Brown	olicia.brown@kaltura.com	Organizer	
Lyra Cosmo	lyra.cosmo@kaltura.com	Admin	Today 09:03 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.
 - o **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.
 - o **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

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

Assign events/webinars/classrooms

-  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](#)

6. 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 [REDACTED]	[REDACTED]	Organizer		
dani [REDACTED]	[REDACTED]	Admin	11/07/23	Edit [REDACTED] Delete
Ella [REDACTED]	[REDACTED]	Admin	11/29/23	

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

E [REDACTED] ...
Admin

Email (required)

el [REDACTED]

First name (required)

E

Last name (required)

Bl [REDACTED]

Type

Admin

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

Organizer

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

Assign events/webinars/classrooms

Search / Add events



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	...
da [REDACTED]	[REDACTED]	Organizer		...
d. [REDACTED]	[REDACTED]	Admin	11/07/23	
El [REDACTED]	[REDACTED]	Admin	Today 1:32 PM	...

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](#)