


Team tab

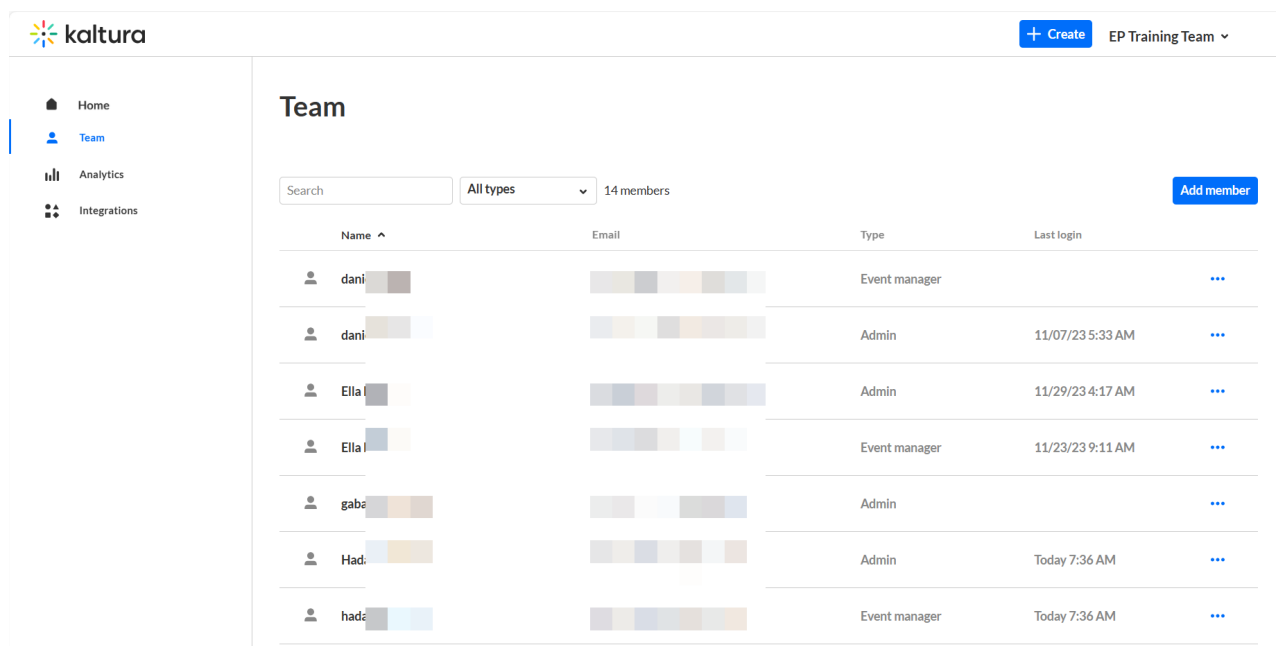
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 This article is designated for all users.

About

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

 The Team tab is only available to account owners/admin.



The screenshot shows the Kaltura interface for the 'EP Training Team'. On the left is a navigation sidebar with 'Home', 'Team', 'Analytics', and 'Integrations'. The main area is titled 'Team' and contains a search bar, a dropdown menu set to 'All types', and a '14 members' count. An 'Add member' button is in the top right. Below is a table of team members:

Name	Email	Type	Last login	
dani		Event manager		...
dani		Admin	11/07/23 5:33 AM	...
Ella		Admin	11/29/23 4:17 AM	...
Ella		Event manager	11/23/23 9:11 AM	...
gabe		Admin		...
Had		Admin	Today 7:36 AM	...
hade		Event manager	Today 7:36 AM	...

Add team members

You may add team members as fellow administrators to help manage webinars.

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

Add member[Cancel](#)[Add member](#)

Email (required)

First name (required)

Last name (required)

Type

Admin



Full access and editing capabilities within the account and all events

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 (which will give them full access and editing capabilities within the account and all webinars) or Event manager (which will give them full access and editing capabilities within the webinars they manage).
4. If you choose Event manager, an additional field displays - Assign events.

Add member[Cancel](#)[Add member](#)

Email (required)

First name (required)

Last name (required)

Type

Event manager



Full access and editing capabilities within the events they manage

Assign events

Add events







5. Expand the pull-down menu to see all the available events/webinars, then click the

boxes next to the webinars you would like this new team member to manage.

- 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 webinar.

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]	Event manager		...
 dani	[Redacted]	Admin	11/07/23	<div style="border: 1px solid #ccc; padding: 5px;"> Edit  Delete </div>
 Ella	[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]
Cancel ... Save

Email (required)

el [Redacted]

First name (required)

Last name (required)




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, this person will no longer have access to any webinar unless they are added as Event Manager to it.

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
 d[redacted]	[redacted]	Event manager	
 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