


Team tab

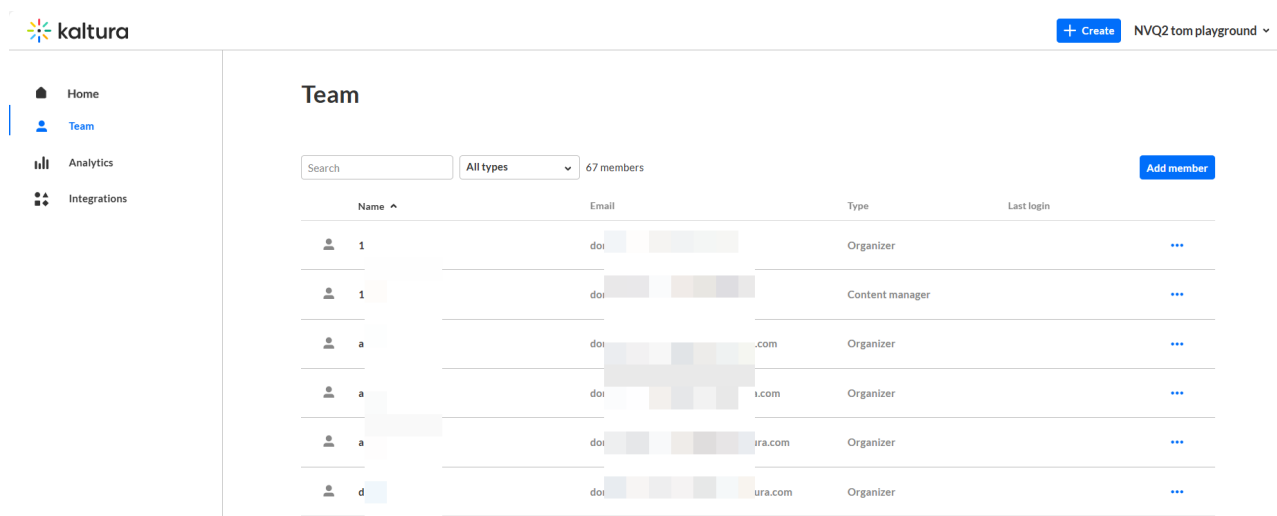
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 This article is designated for all users.







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 with the 'Team' tab selected. The left sidebar contains navigation options: Home, Team (selected), Analytics, and Integrations. The main content area is titled 'Team' and features a search bar, a dropdown menu for 'All types', and a count of '67 members'. An 'Add member' button is located in the top right corner. Below this is a table with columns for Name, Email, Type, and Last login. The table lists several team members, including two with ID '1', and several with names starting with 'a' and 'd', all with roles of 'Organizer' or 'Content manager'.

Name ^	Email	Type	Last login
 1	do[redacted]	Organizer	...
 1	do[redacted]	Content manager	...
 a	do[redacted].com	Organizer	...
 a	do[redacted].com	Organizer	...
 a	do[redacted].ra.com	Organizer	...
 d	do[redacted].ura.com	Organizer	...

Add team members

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

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

Add member

Email (required)

First name (required)

Last name (required)

Assign type

Admin

Full access and editing capabilities within the account, including all associated events, webinars, and classrooms.

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 (which will give them full access and editing capabilities within the account and all virtual classrooms), Organizer (which will give them full access and editing capabilities within the virtual classrooms they manage), or Content manager (which will give them the ability to create and manage the content of a virtual classroom, but will not give them access to analytics and reports).
4. If you choose Organizer or Content manager, an additional field displays - Assign events/webinars/classrooms.

Add member

Email (required)

First name (required)

Last name (required)

Assign type

Organizer



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

Assign events/webinars/classrooms

Search / Add events






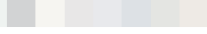











Cancel

Add member

- Expand the pull-down menu to see all the available virtual classrooms, then click the boxes next to the virtual classrooms 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 virtual classrooms.

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	11/07/23 4:11 AM	
 Ella 	 	Admin	11/29/23 4:11 AM	

Edit

Delete

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

Sa [redacted]
Organizer



Email (required)

dc [redacted] a.com

First name (required)

Sa

Last name (required)

s

Assign type

Organizer

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

Please note - If you change the type of team member this person will be from Admin to Organizer, this person will no longer have access to any virtual classrooms unless they are added as Organizer 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
[redacted]	[redacted]	Organizer	
[redacted]	[redacted]	Admin	11/07/23
[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