

People tab > Team - Add team members to your virtual classroom

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 This article is designated for all users.

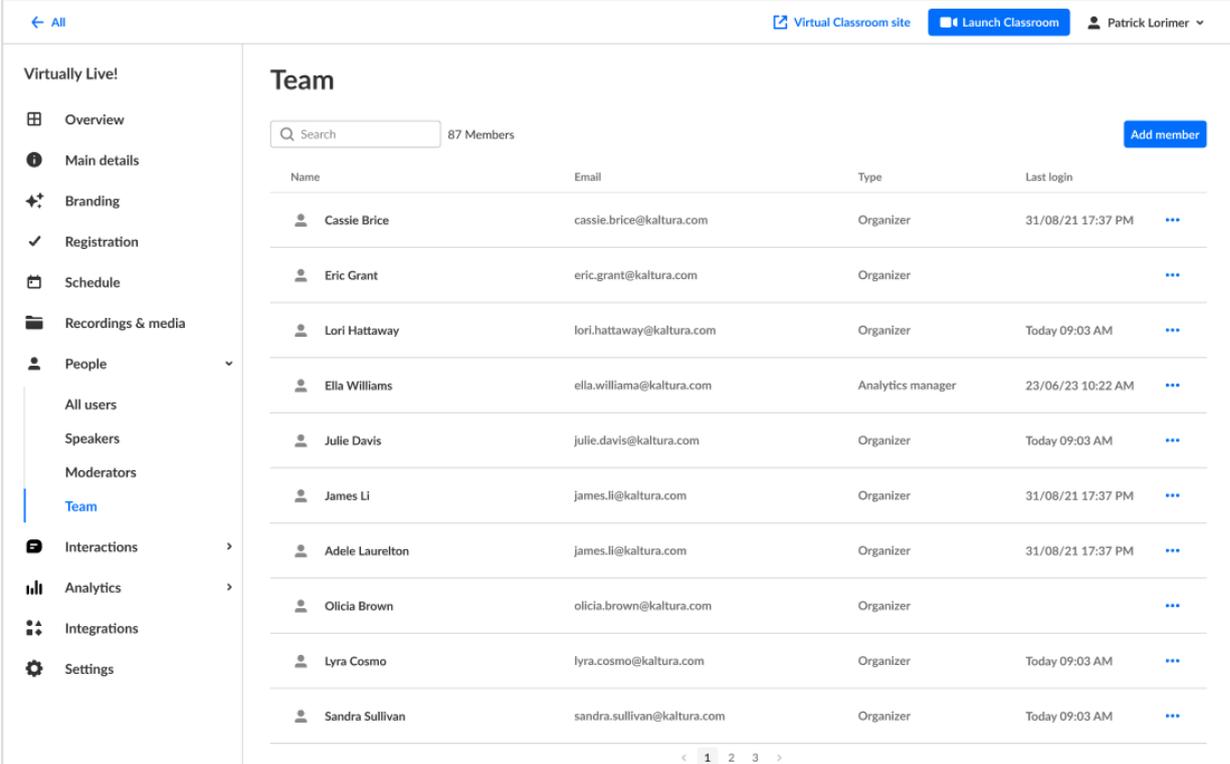
About

The Team page allows you to add team members to your virtual classroom. You may also edit their information and remove them from the team using the Team page.

Add team members to your virtual classroom

1. Navigate to the Team page; click the People tab > Team page.

The Team page displays.



The screenshot shows the Kaltura interface for the 'Team' page. On the left is a navigation sidebar with options like Overview, Main details, Branding, Registration, Schedule, Recordings & media, People (selected), Interactions, Analytics, Integrations, and Settings. The main content area is titled 'Team' and shows a list of 87 members. A search bar is at the top left of the list, and an 'Add member' button is at the top right. The table below lists members with columns for Name, Email, Type, and Last login.

Name	Email	Type	Last login
Cassie Brice	cassie.brice@kaltura.com	Organizer	31/08/21 17:37 PM
Eric Grant	eric.grant@kaltura.com	Organizer	
Lori Hattaway	lori.hattaway@kaltura.com	Organizer	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	Organizer	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	Organizer	Today 09:03 AM
Sandra Sullivan	sandra.sullivan@kaltura.com	Organizer	Today 09:03 AM

2. Click the blue **Add member** button in the upper right corner of the screen. The Add member screen displays.

Add member



Member

Cancel

Save

3. Expand the pull-down menu to see all the available members, then click the boxes next to the team members you would like to add. This list is pre-populated at the account level. Once you have selected a team member, additional options display.
4. You may edit first and last name if desired.
5. The Organizer is automatically assigned a Moderator role. You may also designate them as a Speaker by checking the Speaker box.
6. You may add additional user details as follows:
 - Profile image (optional) - Click **Upload** (or **Replace** if one exists) to add/replace an image. Recommended size: 500x500px
 - Title (optional field) - Job title of the user

- Company (optional field) - Company of the user
- Bio (optional field) - Short description for the user's profile page on the virtual classroom site. Character limit: 2500

Add member ⋮

Member

AC
Anatoly Cos
Organizer
✕
Replace member
▼

Organisers have full access and editing capabilities within this classroom.

Email (required)

anatoly.cos@kaltura.com

First name (required)

Last name (required)

Additional roles

Speaker Moderator

Speaker details

Recommended size:
500x500 px

Upload

Title

Company

Bio 642/2500

A creative and result-oriented professional with 10+ years of experience translating ideas into practical business strategies, conducting market research and market planning, thought

Cancel
Save

7. Once finished, click **Save**.

Note that all team members added are assigned as a moderator and a speaker in this room.

Edit team member information and remove team members

On the Team page, you may also click the three blue dots to the right of Last login to access additional options.

← All
Virtual Classroom site
Launch Classroom
Patrick Lorimer

Virtually Live!

- Overview
- Main details
- Branding
- Registration
- Schedule
- Recordings & media
- People
 - All users
 - Speakers
 - Moderators
 - Team
- Interactions
- Analytics
- Integrations
- Settings

Team

87 Members
Add member

Name	Email	Type	Last login	
Cassie Brice	cassie.brice@kaltura.com	Organizer	31/08/21 17:37 PM	⋮
Eric Grant	eric.grant@kaltura.com	Organizer		⋮
Lori Hattaway	lori.hattaway@kaltura.com	Organizer	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	Organizer	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	Organizer	Today 09:03 AM	⋮
Sandra Sullivan	sandra.sullivan@kaltura.com	Organizer	Today 09:03 AM	⋮

< 1 2 3 >

Click Edit to edit the team member information or click Remove to remove them from the list.

Today 4:00 PM ⋮

11/09/23

Edit

Remove