Manage stage access during a live session

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This article is designated for moderators

About

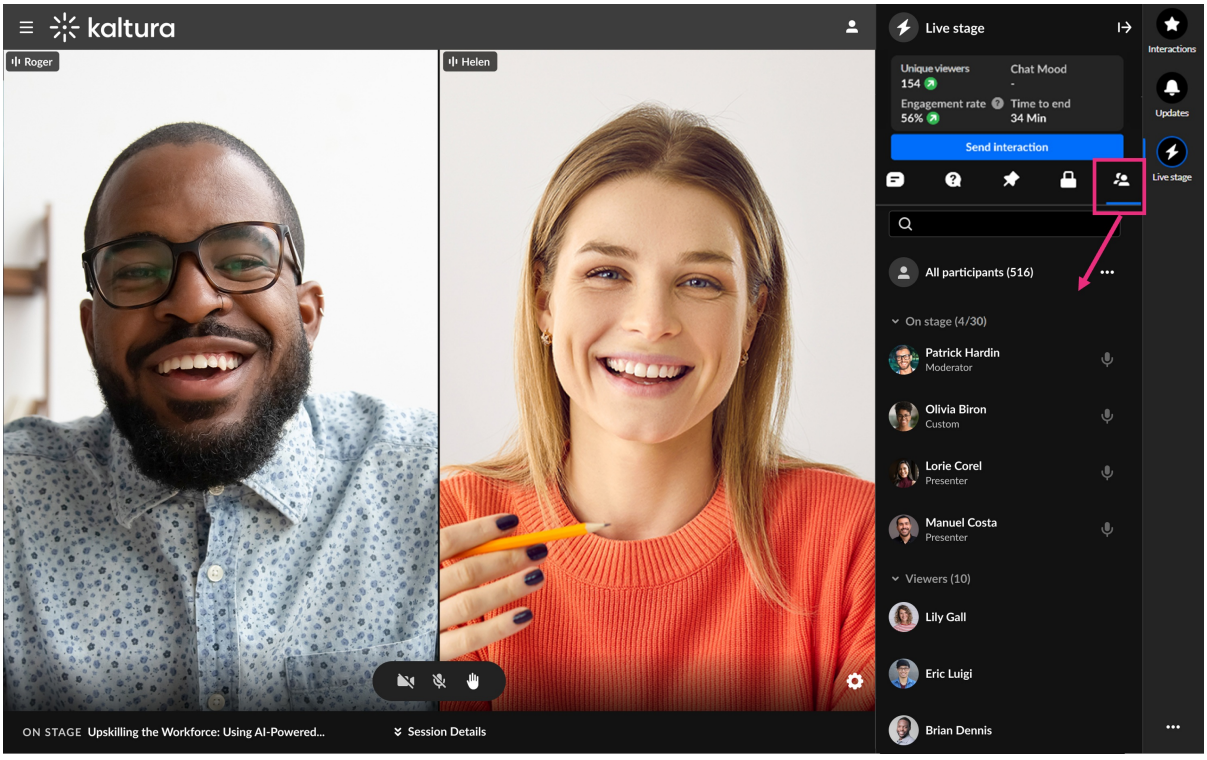
Moderators can control how participants join the stage during a live session.

You can allow participants to join without approval, require them to request access, or limit stage access to moderator invitations.

- The **Participants** tab is available for live sessions held in a Kaltura Room.
- For Kaltura Events, the **Participants** tab is automatically included in some custom event templates. If you're using a custom event template and the **Participants** tab isn't visible, contact your Kaltura representative to have it added.

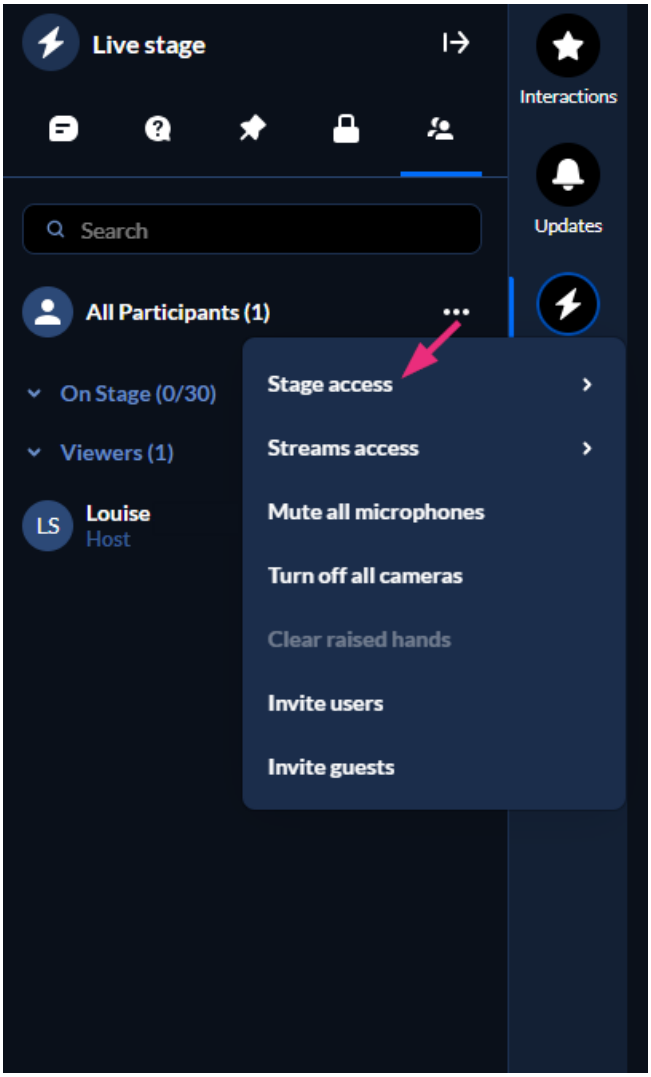
Open stage access settings

1. On the session page, click **Live stage** in the right navigation.
2. Click the **Participants (people) icon**.
   The participants list opens.



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3. Click the **three dots** next to **All participants**.
4. Select **Stage access**.

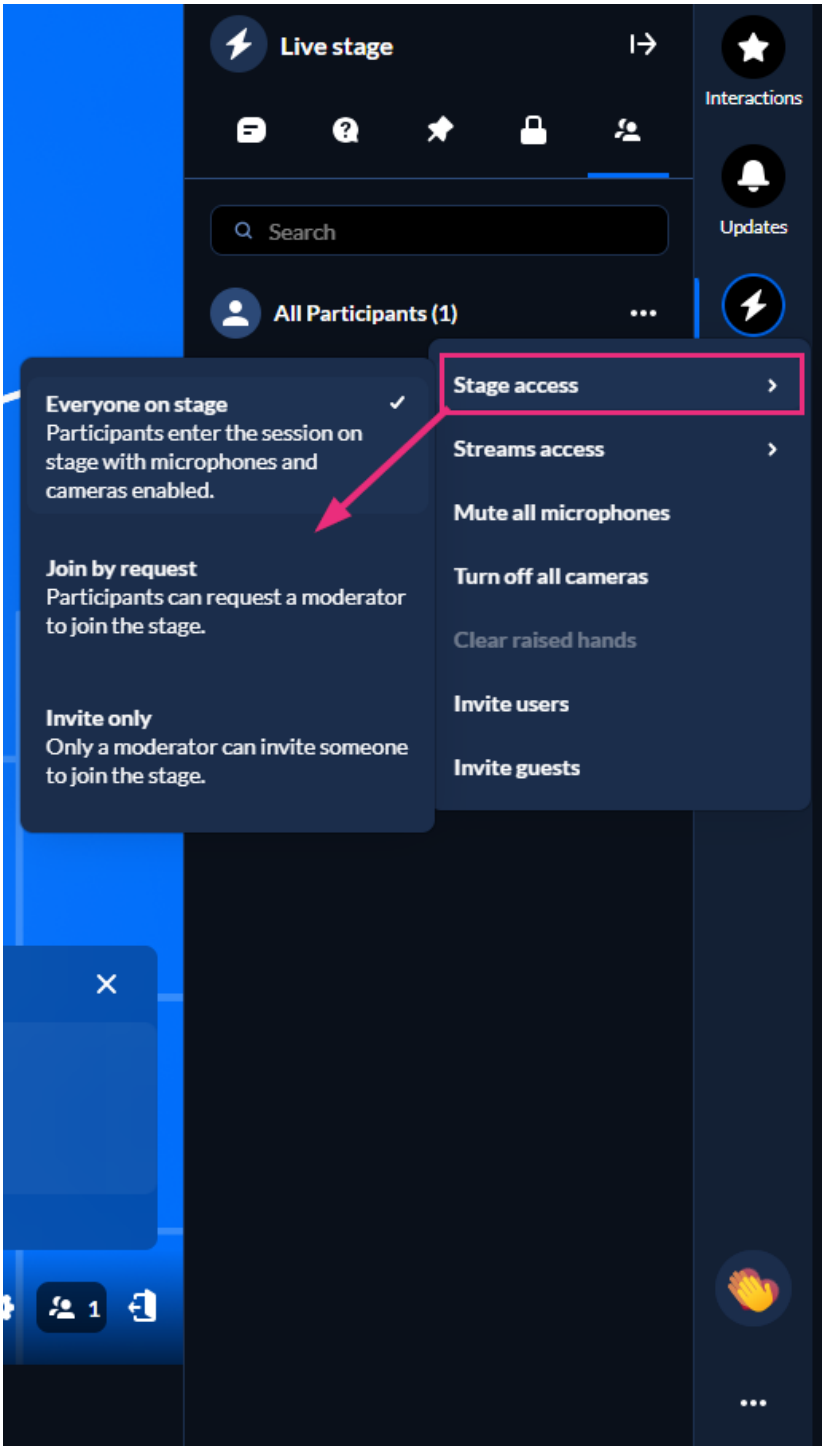


Choose a stage access mode

Select a stage access mode:

- **Everyone on stage** – Participants can join the stage without moderator approval. Before joining, they can set their camera and microphone.
- **Join by request** – Participants must request permission from a moderator to join the stage.
- **Invite only** – Participants can only join the stage when invited by a moderator.

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You can change the stage access mode during a session. Participants who are already on stage remain there when you change the mode.

The new mode applies the next time a participant tries to join the stage.

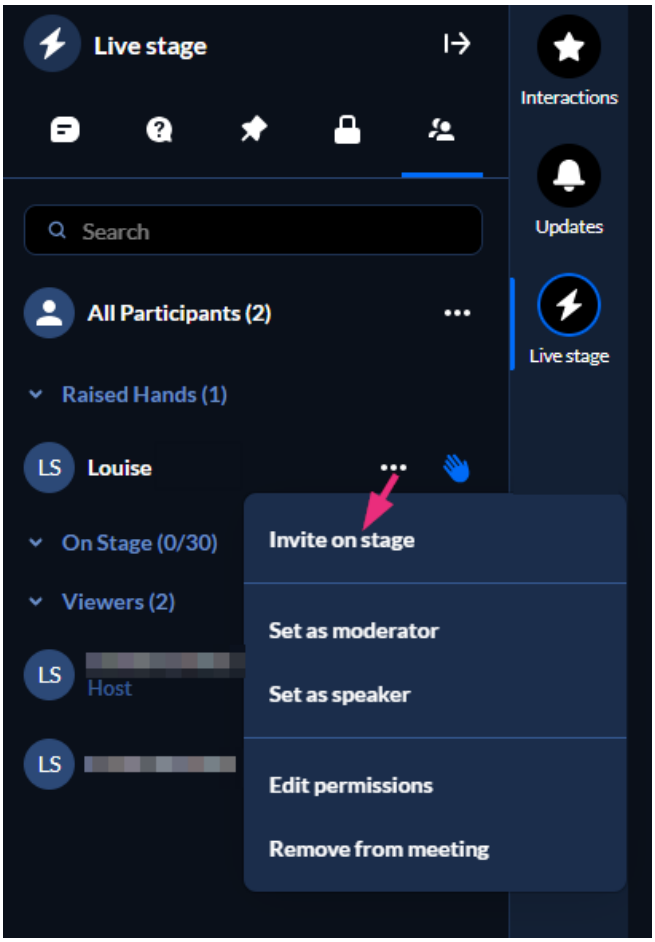
Respond to requests to join the stage

When **Join by request** is selected, participants can click **Ask to join stage** to request stage access. Their request appears under **Raised hands** in the participants list.

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To respond to a request:

1. Find the participant under **Raised hands**.
2. Click the **three dots** next to their name and select **Invite on stage**.

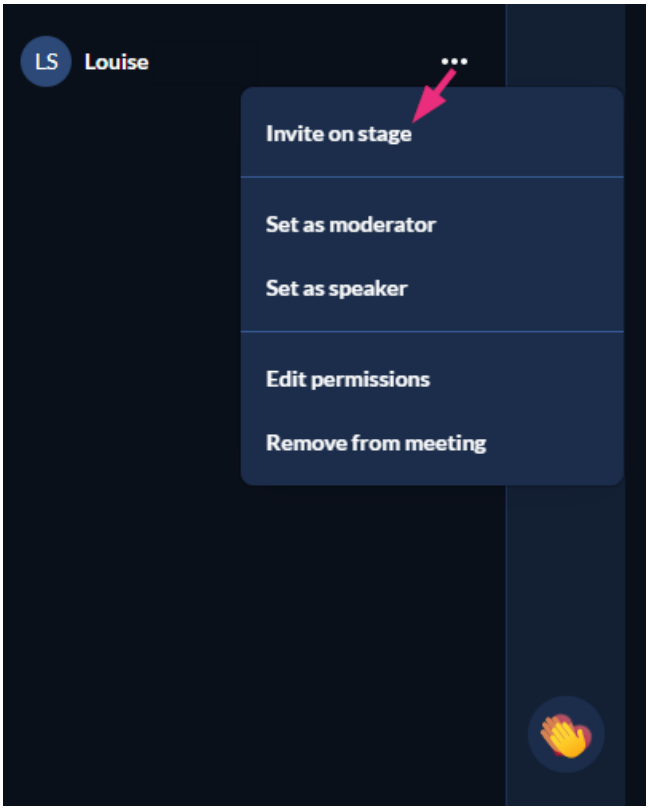


The participant can then set their camera and microphone before joining the stage.

Invite a participant to the stage

1. Find the participant under **Viewers**.
2. Click the **three dots** next to their name and select **Invite on stage**.

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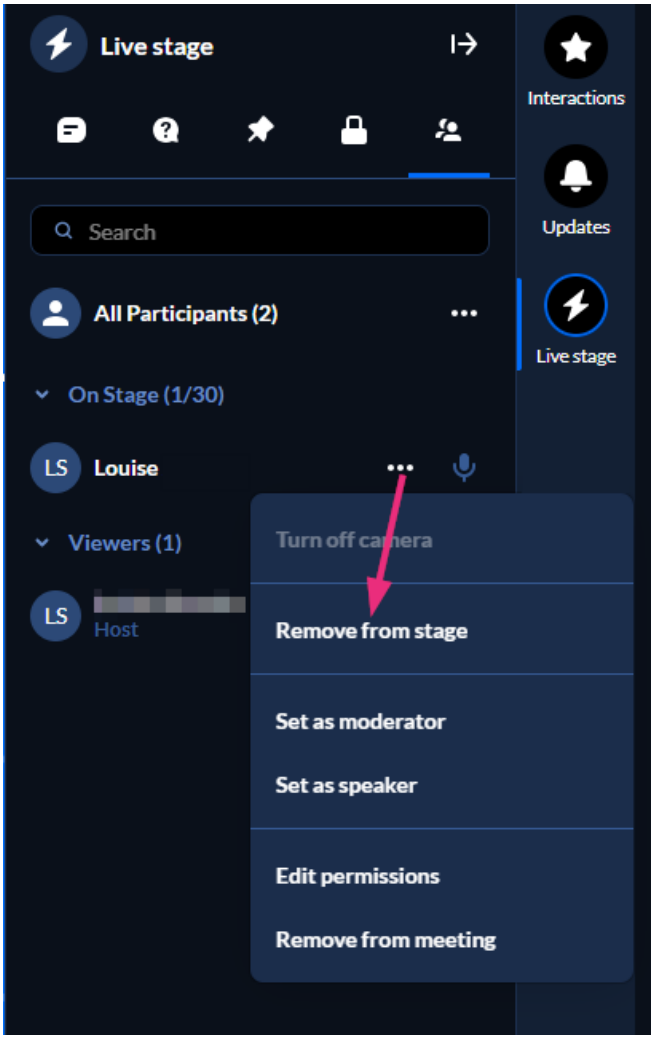
The participant receives an invitation to join the stage. If they accept, they can set their camera and microphone before joining. They can also decline.

Until the participant responds, you can click the **three dots** next to their name and select **Revoke invite on stage** to cancel the invitation.

Remove a participant from the stage

1. Find the participant under **On stage**.
2. Click the **three dots** next to their name and select **Remove from stage**.

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The participant's camera and microphone stop, and the participant moves to **Viewers**.

How the participant can return to the stage depends on the current stage access mode:

- **Everyone on stage** – The participant can join the stage again.
- **Join by request** – The participant must request stage access again.
- **Invite only** – A moderator must invite the participant to the stage again.

When the stage is full

If the stage reaches maximum capacity, the least recently active speaker is automatically removed from the stage to make room for the new participant.

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