

# Set up Guest Administrator accounts

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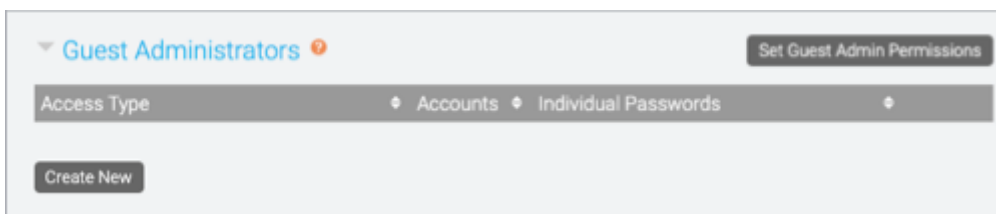
After scheduling an event, invite your presenters, moderators, and schedulers and give them Guest Administrator access to allow them to manage aspects of the event. To create Guest Administrator accounts, you must create Guest Admin Access Types. Access Types allow you to set permissions for multiple Guest Administrator accounts at once. For each Access Type, you can allow Guest Administrators to upload event content, edit the On-Demand event or replay, deliver the event, manage Q&A, and generate event reports.

**Note:** To limit what Guest Admins can see and do during the Live event, see [Limit presenter actions in the Live Studio](#).

There is no maximum number of Guest Administrators that can join the Live Studio for an event. However, if the event is using Video Bridge or Telephone as the acquisition source, only 20 presenters will be able to join the bridge.

## To create Access Types and Guest Admin accounts:

1. On the Event Summary page, select **Guest Administrators** and under Access Type, click **Create New**.

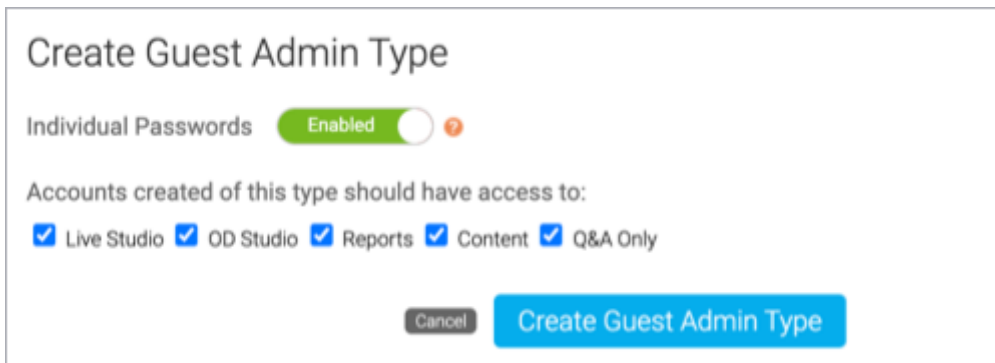


2. In the Create Guest Admin Type window, keep individual passwords enabled.

**Note:** You cannot create individual Guest Admin accounts if you disable Individual Passwords. Instead, presenters will share a PIN and use it to sign in to the event.

3. Select the event activities you want to give Guest Admins access to. You can select:
  - **Live Studio** to join and deliver the Live event.
  - **OD Studio** to upload media clips and headshots to the On-Demand event or replay, and edit the event timeline.

- **Reports** to generate Audience Details and Event Analytics reports for the event.
- **Content** to upload slides, event resources, and headshots (audio events only).
- **Q&A Only** to manage Q&A for a Live or Simulated Live event.



Create Guest Admin Type

Individual Passwords Enabled

Accounts created of this type should have access to:

☒ Live Studio ☒ OD Studio ☒ Reports ☒ Content ☒ Q&A Only

Cancel Create Guest Admin Type

4. Click **Create Guest Admin Type**.

5. In the Manage Guest Admin Type window, click either:

- **Create Individual Accounts** to set up accounts for each of your Guest Admins. Enter their names and email addresses. Click **+ Add Another Account** to create more accounts. Select who you want to send email notifications to and the email content you want to send, and click **Create Accounts and Send**.

**Note:** By default, emails are sent to yourself and to individual Guest Admins. Select **ONLY send to me** to send the email to yourself. Click **Send My Custom Message** to edit the email content.

Create New Accounts

View Existing Accounts

Create new Live Studio + OD Studio + Reports + Content + Q&A accounts

Louisa

Young

louisa.young@email.com

Charles

Han

charles.han@email.com

+ Add Another Account

Send email notifications to:

☒ Individual Admin(s)  
CC:jenna.cohen@email.com

☐ ONLY send to me  
jenna.cohen@email.com

Email content:

☒ Send Default Text
☐ Send My Custom Message

View

From Name: Webcast Admin

Reply-To Email: donotreply@webcasts.com

Email Subject: Guest Admin Link

Email Body:

You have been invited to be a guest administrator for the event.  
  
Event Title: \_\_TITLE\_\_  
Admin Access: \_\_ACCESSTYPES\_\_  
\_\_EVENT\_DISPLAY\_DATE\_\_  
  
To manage this presentation, please go to:  
\_\_GUESTPRESENTERLINK\_\_  
  
Username: \_\_GUESTUSERNAME\_\_  
Password: \_\_GUESTPASSWORD\_\_  
Available Auto Fields: \_\_GUESTPRESENTERLINK\_\_, \_\_ACCESSTYPES\_\_, \_\_EVENTTITLE\_\_, \_\_DATE\_\_, \_\_REMINDERBUTTON\_\_

Cancel

Create Accounts and Send

- **Enable Sign-up Portal** to allow Guest Admins to register for the event and create their own accounts. In the Send Sign-up Portal Invitations to box, enter the email addresses of the people you want to make Guest Admins and click **Send Invitations**.

Manage Guest Admin Type

(Live Studio + OD Studio + Reports + Content + Q&A)

Create Individual Accounts

Sign-up Portal:

/admin/guest\_portal.jsp?ei=1439014&gai=0b0cd90928

Disable Link

Send Sign-up Portal Invitations to:

louisa.young@email.com; charles.han@email.com

Separate multiple addresses with a semicolon

Email content:

☒ Send Default Text
☐ Send My Custom Message

View

Send Invitations

- Repeat these steps to add additional accounts with different access levels. Each Access Type you create displays in the Guest Administrators section where you can add new and manage existing accounts. To add new Guest Admin accounts to an Access Type, click **Manage Admins** or the **Edit button**.

After you've created the accounts, Guest Admins receive an email with a link to the Guest Admin site where they can manage the event.

**To update a Guest Admin account:**

1. In the Guest Administrators section, next to an Access Type, click **Manage Admins**.
2. Click the **View Existing Accounts** tab.
3. Next to a Guest Admin account, you can click the:
  - **Reset Password** to send a new Guest Admin email with a new, randomly generated password.

**Note:** Existing passwords cannot be resent. Accounts that require resending login details will receive a new password from the system and the old password will no longer be valid.

- **Edit** button to change the name on the account.
- **Delete** button to remove the account from the Access Type.

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Revision #2

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