

Transferring Roles in Webex

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Roles in Webex Events

There are 5 different roles in Webex Event and every role has its own function and rights.
The roles (from the lowest to the highest role):

1. Attendee:
 - Join and stream the video conference
 - Chat with the panelists, moderator and host
 - Ask a question on the Q&A section
2. Panelist:
 - Has privilege to activate the microphone and webcam, also a better chat hierarchy
3. Polling Coordinator:
 - Create and start poll questionnaire
4. Presenter:
 - Share screens
5. Host:
 - Start and stop the event
 - Transferring roles to other attendee

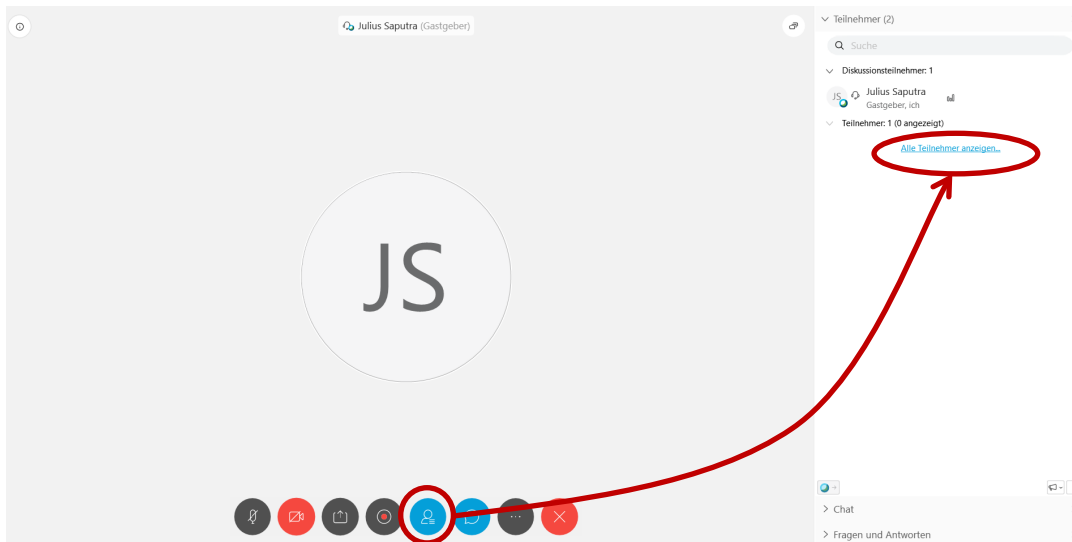
What kind of role do the student support need?

Student supporters help the lecturers as an assistant and make sure everything works as it should be. For this the supporters need “**panelist**” role in a Webex Event room, so they can give live feedback to the hosts or lecturers.

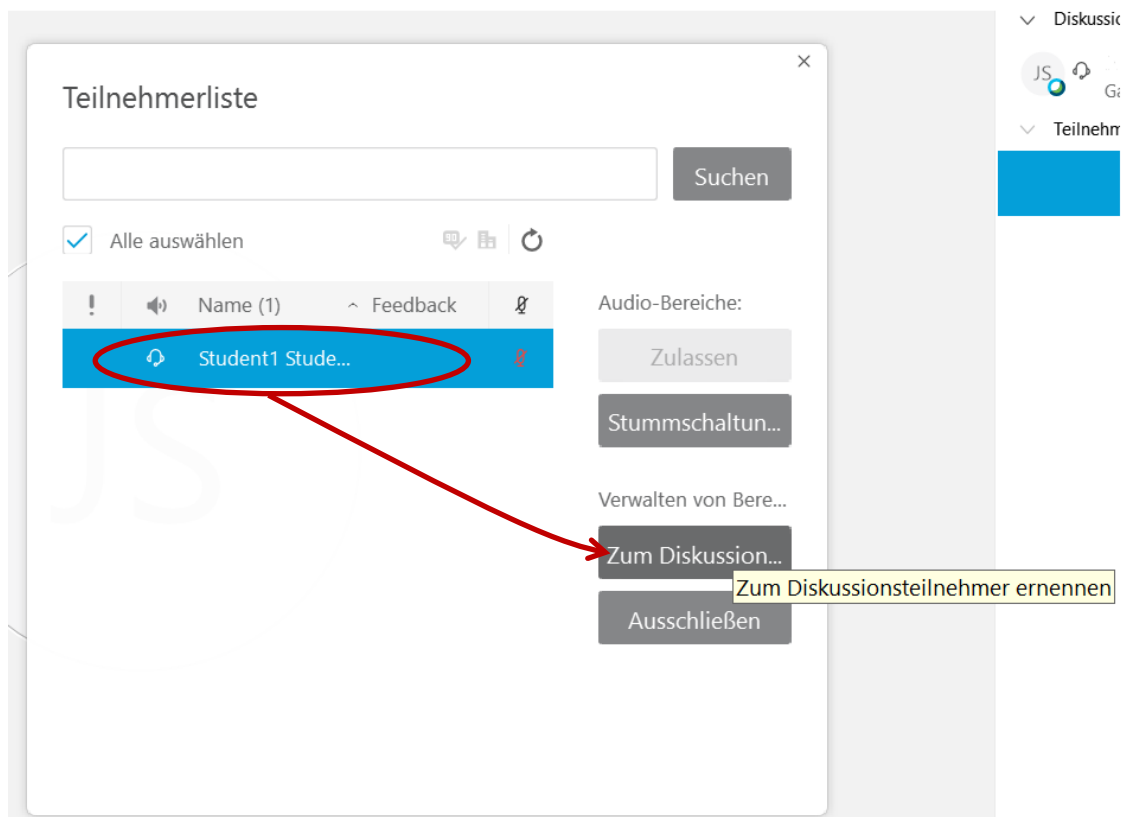
With panelist role the supporters can activate their camera and microphone when it’s required. Also a better chat and FAQ control compare to the normal attendee.

How can I (Host) transfer this role to the supporter?

1. Open the participants list and choose «View all attendees»



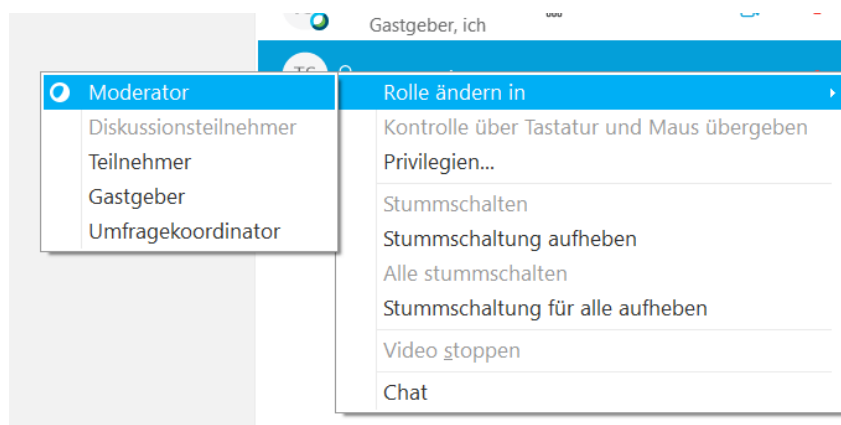
2. Select a specific attendee and click the button «Make Panelist»



How can I (Host) transfer a presenter role to a specific participant, so the specific person can show his/her Screen?

Before the host can transfer the **presenter** role to other participant, this participant firstly needs at least a **panelist** role before that.

Then host can right click the participants name and then choose «Change Role To», then choose «Presenter».



Important note: only one presenter is possible in every Webex Event. When the host want to share his/her screen again, then the host firstly need to retrieve back presenter role from the other participant.

The new presenter can share his/her monitor screen, with the following button:

