Participant List and Details
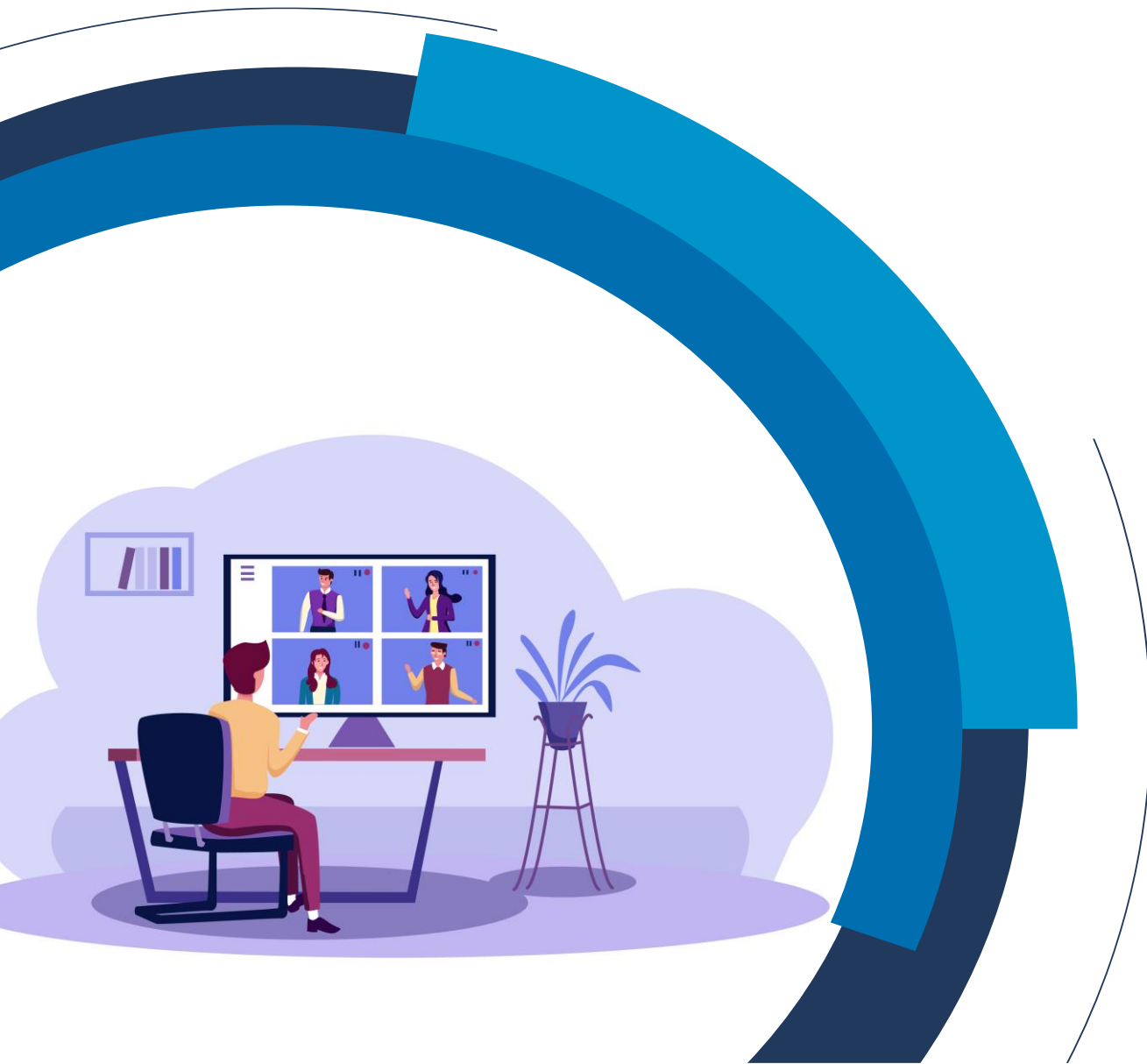
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Description

The participants list holds all key information about your event attendees. It tells you who's attending, what's their role, allows you to change the roles of participants, and much more.

Frequently Asked Questions

Can I hide the participants list from attendees?

Yes, you can choose to hide it using the '**Show to Participants'** toggle. This will cause the window to disappear for participants, however it will still be visible to you.

How many participants can I have in the room at a time?

This depends on the plan that you have, LiveWebinar allows you to have up 1000 participants at an event. If you need more participants, you can purchase an add-on that increases your room capacity. To learn more about add-ons, click here.

If I choose to disconnect a participant, how long can I disconnect them for? Will they automatically be reconnected after the given time?

You can disconnect a participant for:

- 10 minutes,
- 30 minutes,
- 1 hour,
- 2 hours,
- 3 hours,
- 1 day,
- 30 days.

When disconnected, the attendee will see the Thank You screen. After the time limit is up (provided that your event is still going on), the participant will be able to rejoin the event.
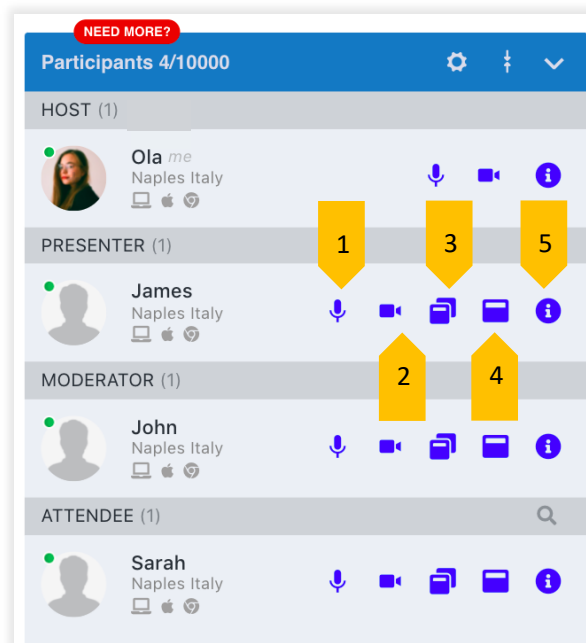
Participants List

The participant's menu shows the options for your event you can use as the host.

    a. **Settings** – open the settings menu.
    b. **Expand/collapse** – expand or collapse the participants list to the full size of the card.
    c. **Minimize/enlarge** – minimize or enlarge the window.
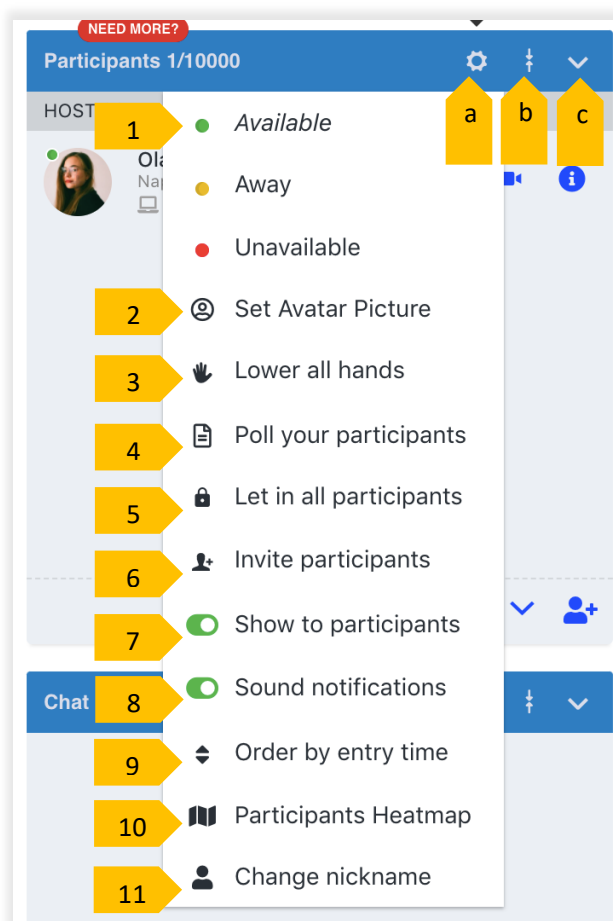
1. **Status** – set your status to available, away, or unavailable.

2. **Set avatar picture** – set or change your avatar photo.

3. **Lower all hands** – if multiple participants have raised their hands, you can lower them all at once.

4. **Poll your participants** – create a poll for your participants.

5. **Let in all participants** – let in all participants who are in the waiting room.

6. **Invite participants** – send invitations to participants.

7. **Show [list] to participants** – you can show or hide the list from participants.

8. **Sound notifications** – turn sounds (such as the knocking sound) on or off.

9. **Order by entry time** – order the attendees by the time they arrived.

10. **Participants heatmap** – show where participants are joining the event from on a map.

11. **Change nickname** – change your own nickname.

The participants list shows you who's in attendance and is divided based on their role. To the right of each name, you'll see a list of options.

1. **Start audio** – start a participant's audio,
2. **Start video** – start a participant's video,
3. **Request control** – ask for control of the participant's desktop/screen,
4. **Give control** – give an attendee control over your desktop,
5. **Details** – open the participant's detail tab, see the next section for more information.

Participant Details

The participant details window shows all key information about the participant you're looking at, you can also change their role if needed.
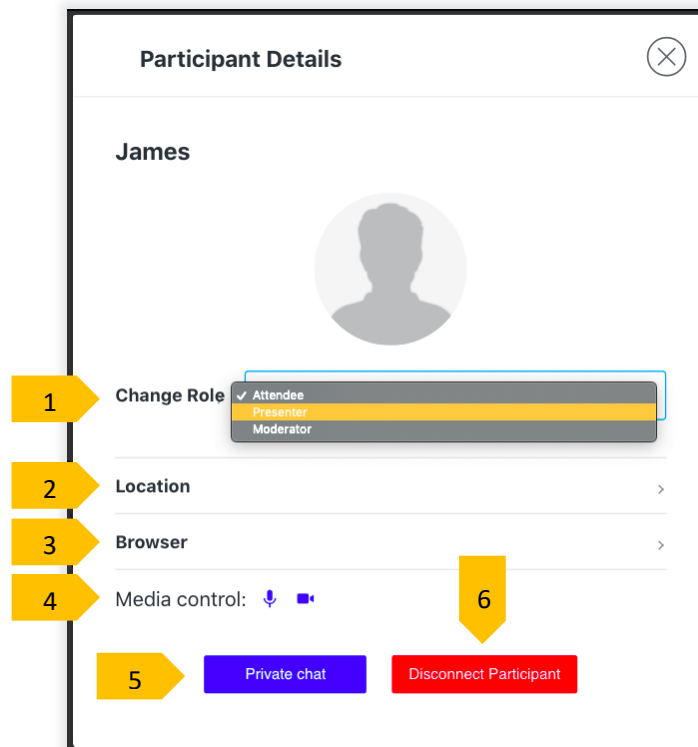
1. **Change role** – change the role of the given participant. Changes are saved automatically, so once you've made your selection, simply click the **(x)** icon.
2. **Location** – when expanded, this option shows the attendee's approximate location
3. **Browser** – shows the browser the user is using to access the event.
4. **Media control** – you can control their audio or video feeds by clicking on the corresponding icons.
5. **Private chat** – lets you start a private chat with the attendee. To learn more about the chat feature, click [here](#).
6. **Disconnect participant** – if you need to disconnect an attendee, this option. A separate window will appear where you can disconnect them for a set amount of time or block them from the event entirely.