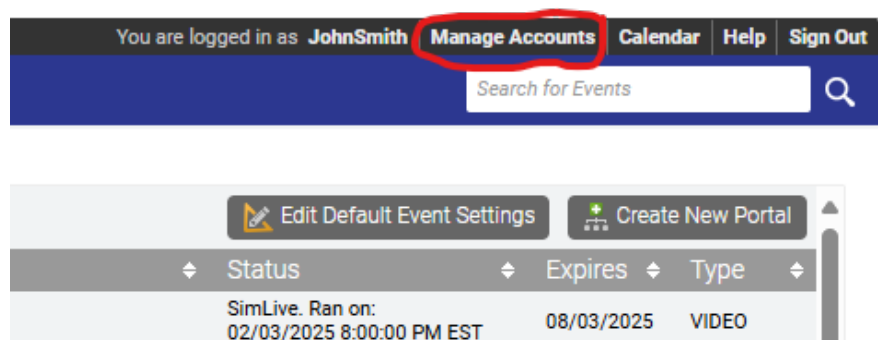


# Managing a Group License

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A **License** allows for account access to be shared by a group of users at a company. One user can be designated as a **Team Manager**, which allows them access to manage their license and the accounts of other employees at your company. New accounts can be created to provide each team member a unique login to the platform. Existing accounts can be managed to update access, change permissions or shut down accounts as needed.

If you have been assigned as the Team Manager, you will see a **Manage Accounts** link in the top right of the platform. Click **Manage Accounts** to access the License setup.



## Create New Accounts

- Under the "My Team" section, click **Create New Administrator** to create a new Administrator account.
  - Depending on the number of users in your team, you may need to scroll down to see this option.

# Manage License







## License Details

License Name: ABC Corporation

Folder: HOME FOLDER Client: pmny001

Client Team Manager: John Smith (JohnSmith)

### My Team ?

Username	Assigned Packages	Actions
★ JohnSmith	2025 VE - Addon All - Listen by Phone, 2025 VE - Addon Pro Only - Portals, 2025 VE - Addon Pro Only - SimLive, 2025 VE - Professional Base	 
JaneAdams	2025 VE - Addon All - Listen by Phone, 2025 VE - Addon Pro Only - Portals, 2025 VE - Addon Pro Only - SimLive, 2025 VE - Professional Base	 
TomClarkson	2025 VE - Addon All - Listen by Phone, 2025 VE - Addon Pro Only - Portals, 2025 VE - Addon Pro Only - SimLive, 2025 VE - Professional Base	 
<a href="#">+ Create New Administrator</a>		

- On the "Create Admin" screen, complete the form to setup a new Administrator account.
  - The Email Address field will be used to send system notification related to your presentation. Please use a valid email address.

### Create Admin

#### Administrator Details

Username

License

ABC Corporation

#### Contact Information

First Name

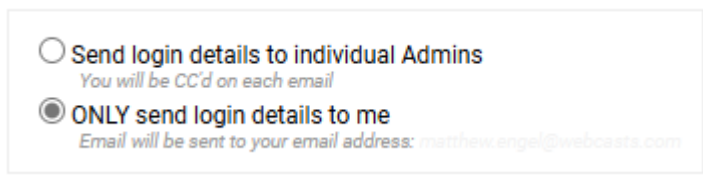
Last Name

Email Address

Address Line 1

Address Line 2

- Along the right, choose how the account details will be sent. You (the team leader) will always be included on the account email.



☐ Send login details to individual Admins  
*You will be CC'd on each email*

☒ ONLY send login details to me  
*Email will be sent to your email address: matthew.engel@webcasts.com*

- Under "Home Folder", click **Change Folder** to choose what folder(s) the Administrator can access.

Telephone Number

Home Folder

Current folder: HOME FOLDER

Change folder »

« Cancel and Return to Admin List

Set Permissions and Create Admin »

- On the "Manage Permissions" screen, complete the setup to assign permissions to the new Administrator account.
  - Next to "Assigned Packages", click **Edit** to update what packages an Administrator can access.

## Manage Permissions for "JackBrown"

Assigned Packages ?

Edit

- ▶ 2025 VE - Professional Base
- ▶ 2025 VE - Addon Pro Only - Portals
- ▶ 2025 VE - Addon Pro Only - SimLive
- ▶ 2025 VE - Addon All - Listen by Phone

- Under License Limits, the limits for scheduling an event will display. These settings are controlled by the License settings and cannot be adjusted for each user.

### License Limits

Max Audience Size	1000
Max Event Duration	8 hours
Max Archive Length	1 Year
Total Simultaneous Events	2

- Under Security Settings, adjust the expiration date or enable 2-Step Verification on an account.









### Security Settings

Expires On

☐ Require 2-Step Verification for all Accounts

## Manage Existing Accounts

- In the "My Team" section, a list of existing Administrator accounts will appear.

My Team ?		
Username	Assigned Packages	Actions
★ JohnSmith	2025 VE - Addon All - Listen by Phone, 2025 VE - Addon Pro Only - Portals, 2025 VE - Addon Pro Only - SimLive, 2025 VE - Professional Base	 
JackBrown	2025 VE - Addon All - Listen by Phone, 2025 VE - Addon Pro Only - Portals, 2025 VE - Addon Pro Only - SimLive, 2025 VE - Professional Base	 
JaneAdams	2025 VE - Addon All - Listen by Phone, 2025 VE - Addon Pro Only - Portals, 2025 VE - Addon Pro Only - SimLive, 2025 VE - Professional Base	 
TomClarkson	2025 VE - Addon All - Listen by Phone, 2025 VE - Addon Pro Only - Portals, 2025 VE - Addon Pro Only - SimLive, 2025 VE - Professional Base	 
<a href="#">+ Create New Administrator</a>		

- Click the **X** icon to delete an Administrator account.
- Click the pencil icon to edit an Administrator account.
  - On the "Manage Admin" screen, you can update the Username, Password, Email Address and other contact information associated with an Administrator account.
    - Note: Be sure to click **Save Password** (when updating a password) or **Save Changes** (when updating Username, Email Address or other contact information).
- Click **Manage [Username]'s Permissions** at the top of the screen to update the permissions available to an Administrator.
  - Next to "Assigned Packages", click **Edit** to update what packages an Administrator can access.
  - Under "License Limits", adjust the limits for scheduling an event.
  - Under "Security Settings", adjust the expiration date or enable 2-Step Verification on an account.
  - Under "Home Folder", click **Change Folder** to choose what folder(s) the Administrator can access.

## Additional Information

- The "License Details" section will display your License Name, Folder and Client access and the assigned Client Team Manager.

### Manage License

#### License Details

License Name:

Folder: HOME FOLDER    Client: pmny001

Client Team Manager: John Smith (JohnSmith)

- The "My Feature Packages" section will display a list of Packages available with your License. Click the arrow icon to display the features included with each Package.

### My Feature Packages

▶ 2025 VE - Addon All - Listen by Phone

▶ 2025 VE - Addon Pro Only - Portals

▶ 2025 VE - Addon Pro Only - SimLive

▶ 2025 VE - Professional Base

- The "License Limits" section will display the audience, duration and archive limits associated with your License.

### License Limits

Max Audience Size	1000	▼
Max Event Duration	8 hours	▼
Max Archive Length	1 Year	▼
Total Simultaneous Events	2	

- The "Security Settings" section will display the License's expiration date and the 2-Step Verification security option.

### Security Settings

Expires On	02/22/2027
<input type="checkbox"/> Require 2-Step Verification for all Accounts	

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Revision #2

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