

Guest Authoring for the Company Administrator

Once Guest Authoring has been enabled for your Brainshark site, your authors will be able to invite others to create Brainshark presentations without having to issue full authoring rights. This document will walk you through the three available settings.

Accessing Guest Authoring Settings

1. Log into Brainshark.
2. Select **My Applications > Administration**.
3. Select **Presentation Settings > Guest Authoring** from *Manage Company* on the *Corporate Admin Tools* menu.
4. Consider your use of the Guest Authoring feature and adjust as needed.

Allow Requesting Authors to Edit/Delete Presentations They Requested

- If this option is set to **Yes**, the Requesting Author can make changes including inactivating and updating content in the Guest's presentation.
- If this option is set to **No**, and the Guest Author does not have a Brainshark login and does not own the presentation, the only one who can make changes to the presentation is the Company Administrator.

Allow Guest Authors to Own Presentation

- If this option is set to **Yes**, you can add the Guest's photo and bio to the Media library and the information will display in presentation playback when **Presenter photo and bio** is enabled on the *Options* tab of the presentation.
- If this option is set to **No**, the Requesting Author's photo and bio will display on presentation playback.

When Completed, Guest Author Presentations Are Active

- If this option is set to **Yes**, the presentation is marked active when the Guest declares the Authoring process complete.
- If this option is set to **No**, the presentation is marked inactive.