

## Event details tab - Edit event details

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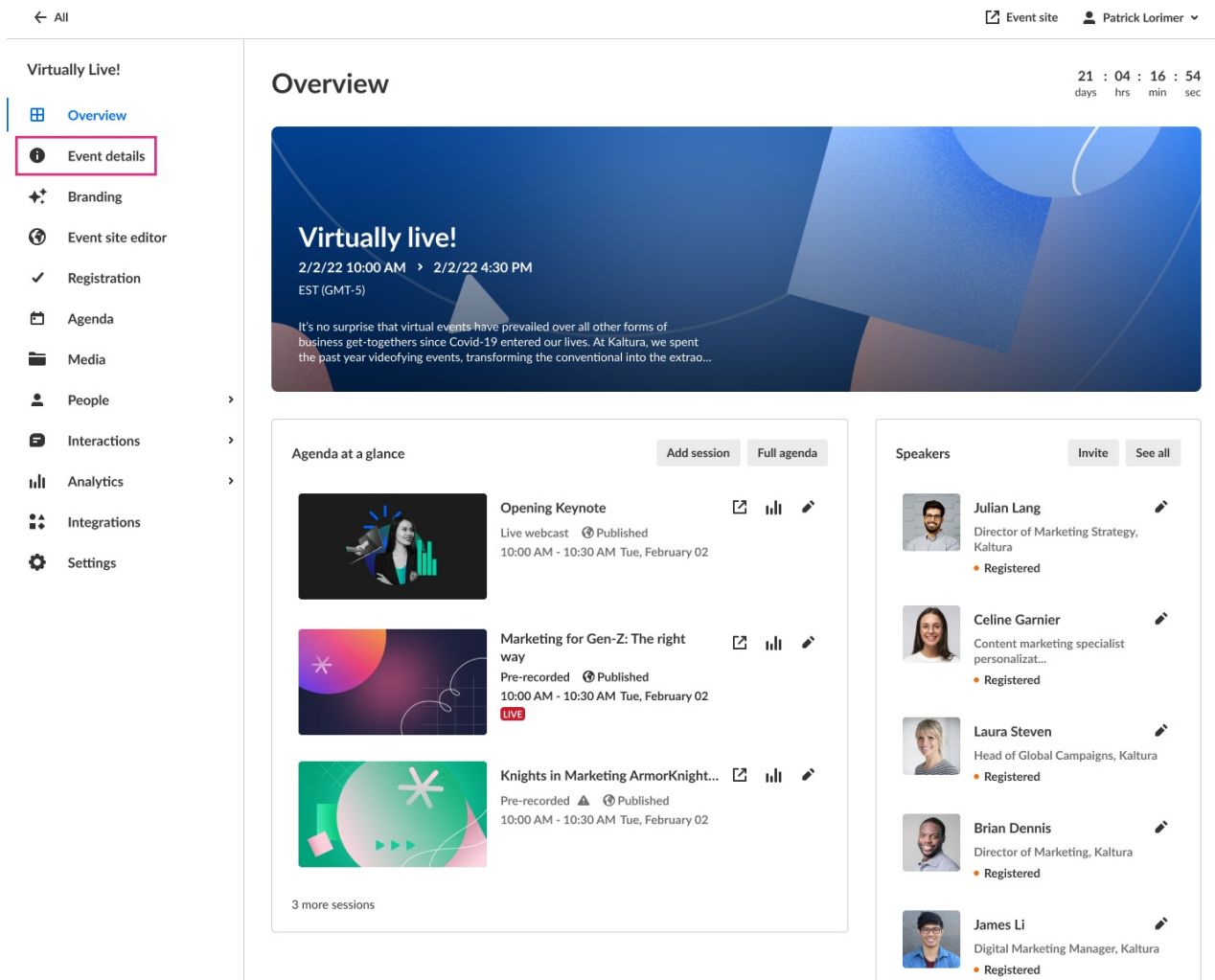
 This article is designated for all users.

### About

This article describes how to edit the event details and setting a custom URL. Herein, we also direct you to an article about customizing your Lobby page.

### Navigate to the Event details page

After creating a new event, navigate to the Event details page. There are two ways to reach the Event details page from the Event page - click the Event details tab or click **Edit details** on the event banner.



The screenshot shows the Kaltura Event details page. On the left is a sidebar with navigation options: Overview (selected), Event details (highlighted with a red box), Branding, Event site editor, Registration, Agenda, Media, People, Interactions, Analytics, Integrations, and Settings. The main content area is titled 'Overview' and features a large banner for 'Virtually live!' with the event dates '2/2/22 10:00 AM - 2/2/22 4:30 PM EST (GMT-5)'. Below the banner is an 'Agenda at a glance' section with three sessions: 'Opening Keynote' (Live webcast, Published, 10:00 AM - 10:30 AM Tue, February 02), 'Marketing for Gen-Z: The right way' (Pre-recorded, Published, 10:00 AM - 10:30 AM Tue, February 02, marked LIVE), and 'Knights in Marketing ArmorKnight...' (Pre-recorded, Published, 10:00 AM - 10:30 AM Tue, February 02). To the right of the agenda is a 'Speakers' section listing five individuals: Julian Lang, Celine Garnier, Laura Steven, Brian Dennis, and James Li, each with their title and a 'Registered' status. At the top right of the main area, there is a timer showing '21 : 04 : 16 : 54' and a user profile for 'Patrick Lorimer'.

The Event details page displays.

All
Event site
NVQ2 tom playground

Sales Kick-off 2025

Overview
Event details
Branding
Event site editor
Registration
Agenda
Media
People
Interactions
Analytics
Integrations
Settings

Event details
Publish changes

Title
19/120
Sales Kick-off 2025

Short description

B i U

Labels
Add label

Start time (required)
04/07/2025
09:00 am
End time
04/07/2025
12:00 pm

Time zone
EDT (GMT-04:00) America/New\_York

Attendees will log into the event with:
☒ Login link via email
☐ Email and password

Session RSVP
Allow attendees to RSVP for specific sessions within the event
☒ Enabled

Early access
Give attendees access to the event site before the event start time
☐ Disabled

Attendees will have access to the event site on April 7, at 8:55 AM

Lobby page
Customize

Event template

DIY live broadcast
Broadcast live from a virtual studio room with no production needed. Solo or with multiple speakers.

Event URL
https://581-191.events.nv2.kaltura.com

The Event details page lists the event template from which the event is created and the Event URL that was generated automatically when the event was created. This page also includes two ways to access the event site - an **Event site** button on the top right corner of the screen, and an up arrow next to the Event URL. It also includes a link to the Lobby page at the bottom of the screen. The Lobby page is the page that displays while your event site is closed. To learn more about your Event site and Lobby page, see [Getting to know your event site, session page, and lobby page](#).

## Edit event details

You may edit the following event details:

**Title** - A title for your event.

**Short description** - A description of your event.

**Labels** - Attach labels to the event to categorize and enable filtering of events on Event list. For example, label the event as having to do with a specific theme, target audience, or department. To attach a label, click in the Labels field and choose from the list of available labels. You may also start typing the first few letters of a label and a list of matching labels will populate for you.

Just giving you a little sneak peek of what's coming. Stay tuned and don't go anywhere.

**Labels**

support X support experts X Sup

+ Create label "sup"

Results for "sup"

☐ supplier relations
☒ support
☐ support team
☒ support experts

To create a new label, type your new label in the Labels field, then click **Create label "[label name]"**.



Labels you've attached to this event will display on the account level Events list and on the Overview tab of the Event page.

To un-attach a label from the event, click "X".

**Start time** - The day and time your event will start.

**End time** - The day and time your event will end.

**Time zone** - The time zone for your event.

**Attendees will log into the event with:** - Choose whether attendees will enter the event with login link via email (AKA "Magic Link") or with email and password. Click [here](#) for more information on Magic Link.

**Session RSVP** - Choose whether to allow attendees to RSVP for specific sessions within the event. This option is available only if RSVP has been enabled and configured on your account.

**Early access** - Choose whether to give attendees access to the event site before the event starts. If disabled (by default), attendees will have access to the event site 5 minutes before start time. If you choose to enable, select the minutes, hours, days, or weeks ahead of start time that your attendees will be able to access the event site.

**Customize the look of your Lobby page** - See [Customize your lobby page](#).



The ability to customize the look of your Lobby page must be enabled on your account. If it is not, please contact a Kaltura representative about enabling it.

## Set a custom URL

If configured by your Admin, a **Set Custom URL** button displays on the Event details page. Click this button to change the default generated event URL to customize it for your event.

[Event site](#) EP DEV Sandbox ▾

### Event template

#### Interactive Session

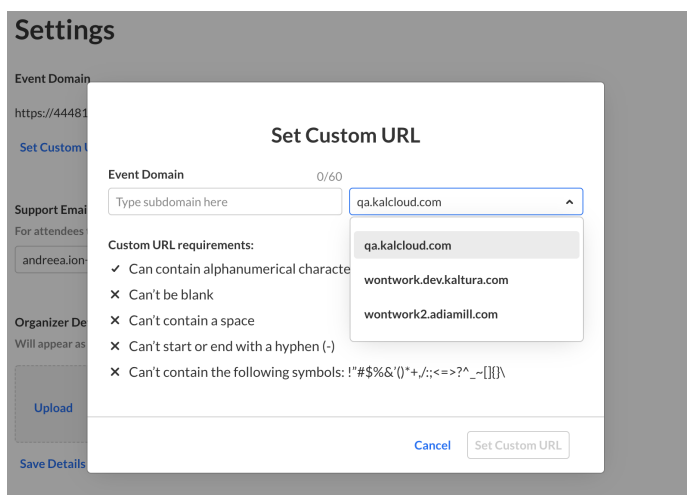
Present, speak with your attendees and use engagement tools. Perfect for a small-medium audience

### Event URL

<https://4448132-2844.events.dev.kaltura.com> [↗](#)

[Set Custom URL](#)

Enter a unique Event Domain according to the validation rules, then click on the right-hand list to choose from the list of root domains your Admin configured. Once finished, click **Set Custom URL**.



## Publish changes to the event

Once you are finished editing all the event details, click **Publish changes**.



The Publish changes button is grayed out/dimmed upon entering the page and only becomes 'clickable' after at least one edit is made to the page.

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