

## Create a gallery

 This article is designated for administrators.

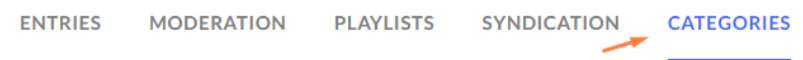
Admins can create the main (parent) galleries in the Video Portal via the Management Console (KMC), and the sub-galleries from either the KMC or Video Portal. Once the galleries and sub-galleries are created, they can be edited and managed directly via the Video Portal. As an admin, you can assign gallery managers to assist with creating sub-galleries and managing the gallery settings. To learn more about galleries, visit our article [Understanding galleries](#).

### Create a gallery via KMC

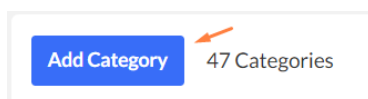
1. Log into your KMC account and select **Content** from the header.



2. Select the **Categories** tab.



3. Click **Add Category**.



4. The **New Category** window displays.

### New Category

Name \*

Select the parent category under which the new category will appear.

☐ No Parent

Search Categories

▶ ☐ MediaSpace 7

▶ ☐ Samples 3

▶ ☐ The Sports School 5

Selected: No Parent

5. In the **Name** field, type a name for your gallery.

Name \*

6. Click the arrow next to **MediaSpace** to open its sub-menu.

7. Scroll down to **Site** and click the arrow next to it to open its sub-menu.

8. Select **galleries**.

### New Category

Name \*

Select the parent category under which the new category will appear.

☐ No Parent

Search Categories

▶ ☐ MediaSpace 7


▶ ☐ Samples 3

▶ ☐ The Sports School 5

Selected: No Parent

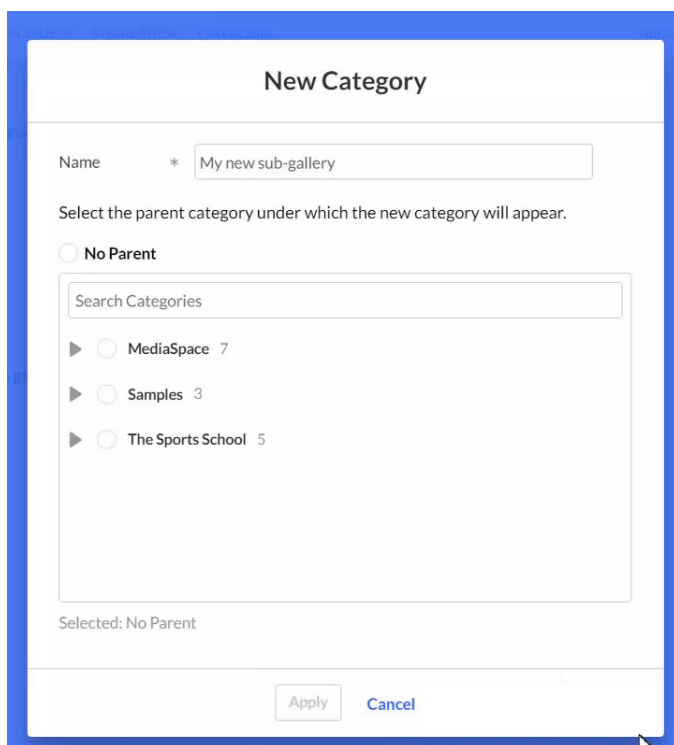
- Click **Apply**.

The gallery should appear on your video portal's top navigation bar.

 Note: This might take a few minutes to update. To speed up the process, click [Clear the cache](#) on the KMS admin page.

## Create a sub-gallery via KMC

- Follow steps 1- 8 above.
- Select the gallery you want to add your new sub-gallery to.



**New Category**

Name \* My new sub-gallery

Select the parent category under which the new category will appear.

☐ No Parent

Search Categories

▶ ☐ MediaSpace 7

▶ ☐ Samples 3

▶ ☐ The Sports School 5

Selected: No Parent

Apply Cancel

- Click **Apply**.

## Create sub-sub-galleries

- Follow the steps for creating a sub-gallery (see above).
- After you have created a sub-gallery, click on it to add the sub-sub-gallery to it.

### New Category

Name \*

Select the parent category under which the new category will appear.

☐ No Parent

- ☐ Art 1
- ☒ Interiors 2
  - ☐ Lifestyle & design
  - ☒ Projects
  - ☐ Open Gallery
  - ☐ Storytelling

Selected: No Parent

### 3. Click **Apply**.

### New Category

Name \*

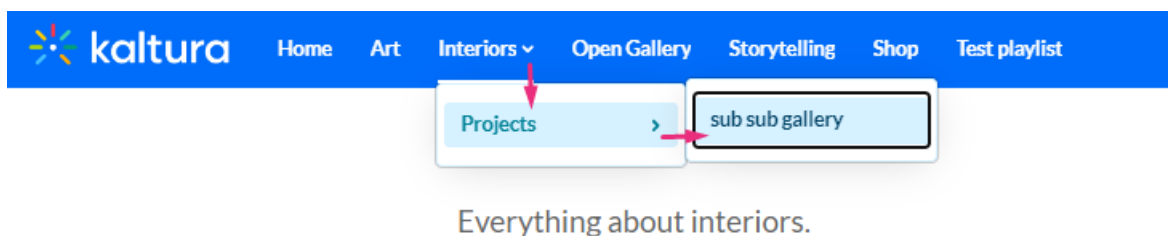
Select the parent category under which the new category will appear.

☐ No Parent

- ☒ galleries 4
  - ☐ Art 1
  - ☒ Interiors 2
    - ☐ Lifestyle & design
    - ☒ Projects
    - ☐ Open Gallery

Selected: MediaSpace>site>galleries>Interiors>Projects

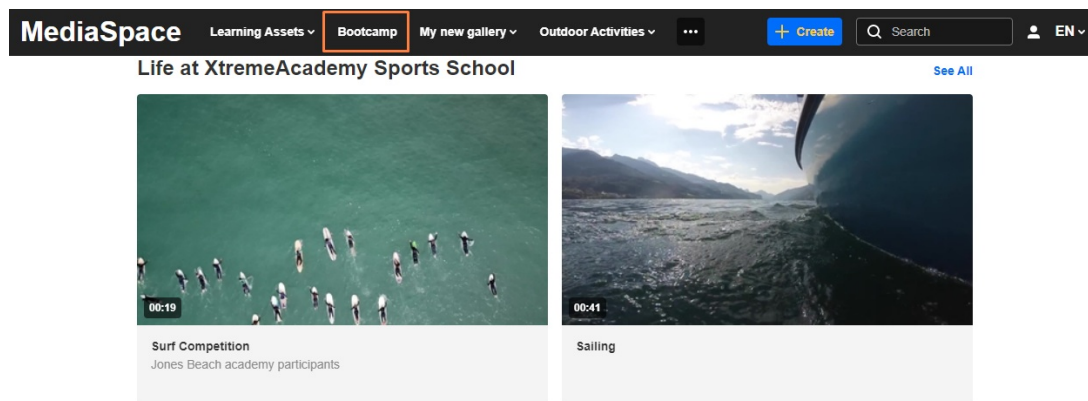
Below is a view a sub-sub-gallery menu in the video portal:



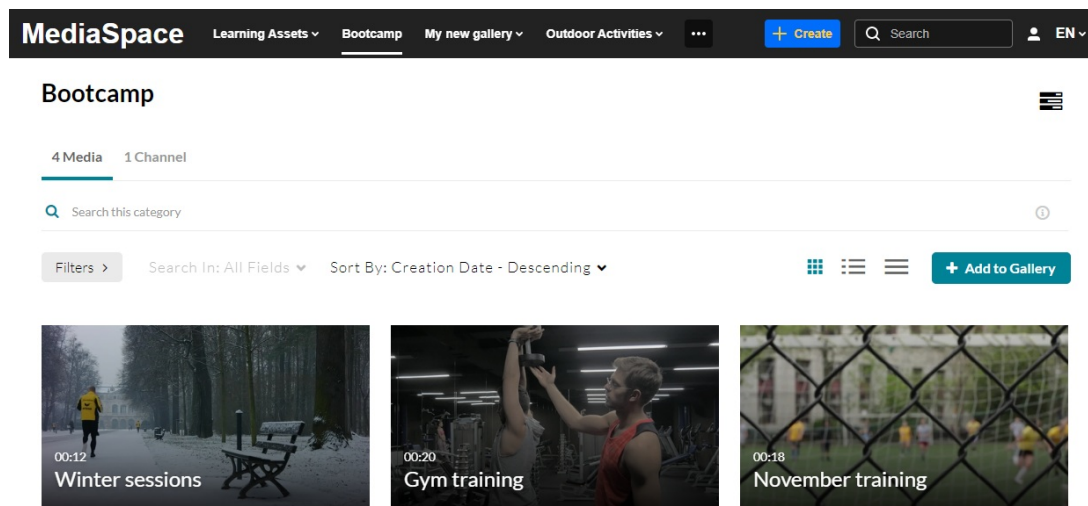
Now that you know how to create a gallery, learn how to [edit a gallery](#).

## Create a sub-gallery via MediaSpace

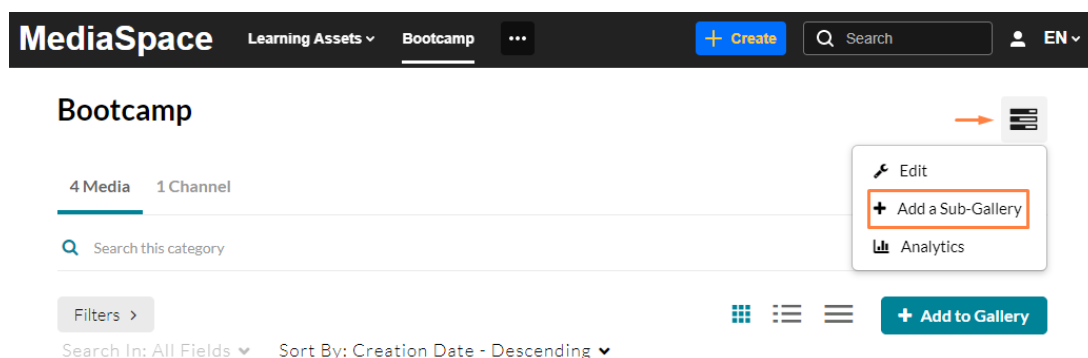
1. Sign in to your MediaSpace account and, from the navigation bar, select the main gallery you want to add a sub-gallery to.



The gallery page displays.



2. Click the hamburger icon ≡ in the upper right corner and select **+Add a Sub-Gallery** from the menu.



The **Edit** page displays.

## Edit New Gallery - May 18\_ 2023 6:44 GMT

Details
Theme
Users

Name:  
(Required)
New Gallery - May 18\_ 2023 6:44 GMT

Description:
Black
Bold
Italic
Underline

Enter Description...

Tags:

Reference ID:

### 3. Complete the following fields for your new sub-gallery:

**Name** – Enter the sub-gallery name which will display under the main (parent) gallery.

**Description** – Enter a summary of the sub-gallery content which will display on the sub-gallery page.

**Tags** – Enter a descriptive tag to use in searches.

**Reference ID** - (Optional) Enter an external identifier for supporting integrations with systems external to Kaltura.

### 4. Select the **Privacy** settings:

- Privacy:
- ☐ **Open** - Anyone can view content (including anonymous users) but only admin role users and category members can contribute content.
  - ☐ **Restricted** - All logged in users can view content but only Category members can contribute content.
  - ☒ **Private** - Only Category members can view and contribute content.
- Note: Sub categories under a private category will be visible only to members of those sub categories

**Open** - Anyone can view content (including anonymous users) but only admin role users and category members can contribute content.

**Restricted** - All logged in users can view content but only Category members can contribute content.

**Private** - Only Category members can view and contribute content.

Note: Sub-categories under a private category will be visible only to members of those sub-categories.

### 5. (Optional) Select the **Options** settings:

- Options:
- ☐ Moderate content (Media will not appear in category until approved by category manager)
  - ☐ Enable comments in category
  - ☐ Keep comments private to category.

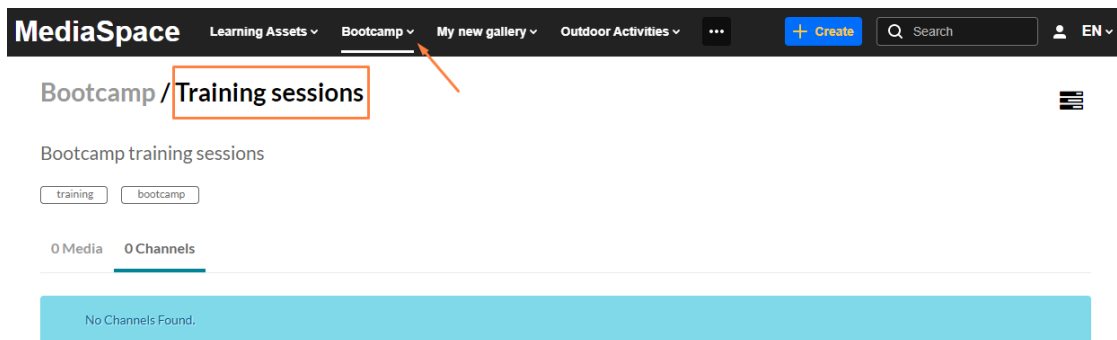
**Moderate content** (Media will not appear in category until approved by category manager.)

**Enable comments in category.**

**Keep comments private to category.**

6. Click **Save**.

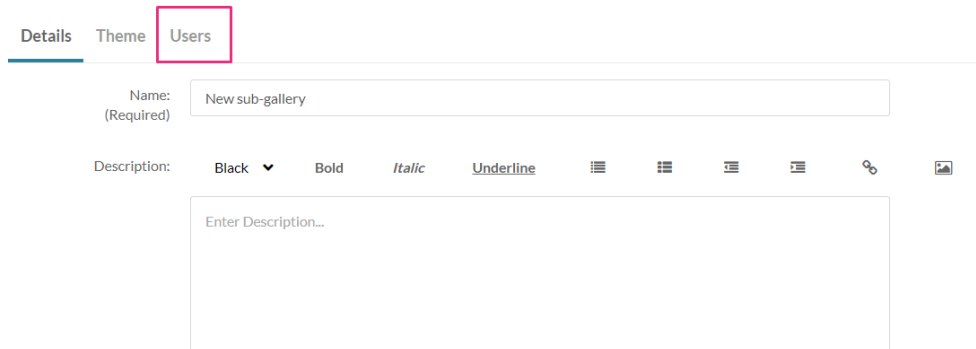
Your new sub-gallery appears under the main gallery, and its presence is indicated by an arrow in the navigation bar.



## Add users

1. Click the **Users** tab.

### Edit New sub-gallery



The screenshot shows the 'Edit New sub-gallery' form. The 'Users' tab is selected and highlighted with a pink box. The form has three tabs: 'Details', 'Theme', and 'Users'. Below the tabs, there is a 'Name: (Required)' field with the value 'New sub-gallery'. Below the name field, there is a 'Description:' field with a text area containing the placeholder 'Enter Description...'. Above the text area, there are formatting options: 'Black', 'Bold', 'Italic', 'Underline', and icons for bulleted list, numbered list, link, and image.

2. Click the **+Add Users** button.

The Add Users screen displays.


3. Type in the user name.

4. Select the permission type.

- Member
- Contributor



- Moderator
- Manager







5. Click **Add**.

 For guidance on permission types, visit our article [Specific End-user Permissions](#).

## Edit Outdoor Activities

Details Theme **Users**

View All Permissions ▾ 3 Users   **+ Add Users**

User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	  
Tal Binder	tal.binder@kaltura.com	Manager	  
Louise	louise.szmoisz@kaltura.com	Manager	You, Owner

[Back to Category](#)

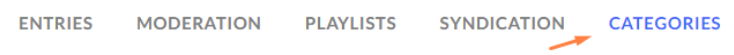
## Reorder sub-galleries appearance in MediaSpace

By default, galleries appear in order of their creation date - the most recently created appears last. Setting a different order can be done via the KMC by administrators only.

1. Log into your KMC account and select **Content** from the header.



2. Select the **Categories** tab.



The categories page displays.

3. Find the gallery's category in the list and click on the three dots **⋮** to the right of it.



<div> <span>Add Category</span> 51 Categories <div>Search</div> <div>Filter Categories</div> <div>Refine</div> <div>Export</div> </div>						
<input type="checkbox"/>	Name	ID	Created On	Sub - Categories	Entries	
<input type="checkbox"/>	New Gallery - May 15...	301089902	05/15/2023 13:37	0	0	...
<input type="checkbox"/>	New Gallery - May 15...	301089782	05/15/2023 13:33	0	0	...
<input type="checkbox"/>	My new sub-gallery	301089512	05/15/2023 13:25	0	0	...
<input type="checkbox"/>	My new gallery	301087502	05/15/2023 12:55	3	0	...
<input type="checkbox"/>	My Sub-Gallery	301084952	05/15/2023 11:59	0	0	...
<input type="checkbox"/>	Adventure sports gall...	300378622	05/08/2023 15:19	1	0	...

The Edit Category window displays.

- Click on **Sub Categories**. Note: this tab only displays when there's more than one sub-category.

← My new gallery

View Analytics

Save

← →

Parent: [272936742](#) | ID: 301087502 | Sub-Categories: 3 | Entries: 0 | Creation Date: 05/15/2023 | Last Update: 05/15/2023

Metadata

Entitlements

Sub Categories

Metadata

Name

My new gallery

Description

Tags

Reference ID

CategoryAdditionalInfo

Detail

Add

- You can change the order of the galleries by clicking on the 3 dots to the right and clicking 'Move Up' or 'Move Down'.

Add Sub-Category
3 Sub - Categories

<input type="checkbox"/>	Name	Created On	Entries	
<input type="checkbox"/>	My new sub-gallery	05/15/2023 13:25	0	
<input type="checkbox"/>	New sub-gallery	05/16/2023 15:54	0	...
<input type="checkbox"/>	Another new sub-gallery	05/16/2023 15:54	0	...

## 6. Click **Save**.

View Analytics
Save
← →

Sub-Categories: 3 | Entries: 0 | Creation Date: 05/15/2023 | Last Update: 05/15/2023

Add Sub-Category
3 Sub - Categories

<input type="checkbox"/>	Name	Created On	Entries	
<input type="checkbox"/>	Another new sub-gallery	05/16/2023 15:54	0	...
<input type="checkbox"/>	My new sub-gallery	05/15/2023 13:25	0	...
<input type="checkbox"/>	New sub-gallery	05/16/2023 15:54	0	...

You can immediately view the changes by refreshing your video portal site.

For more information about managing categories, visit our article [Managing categories](#).

[template("cat-subscribe")]