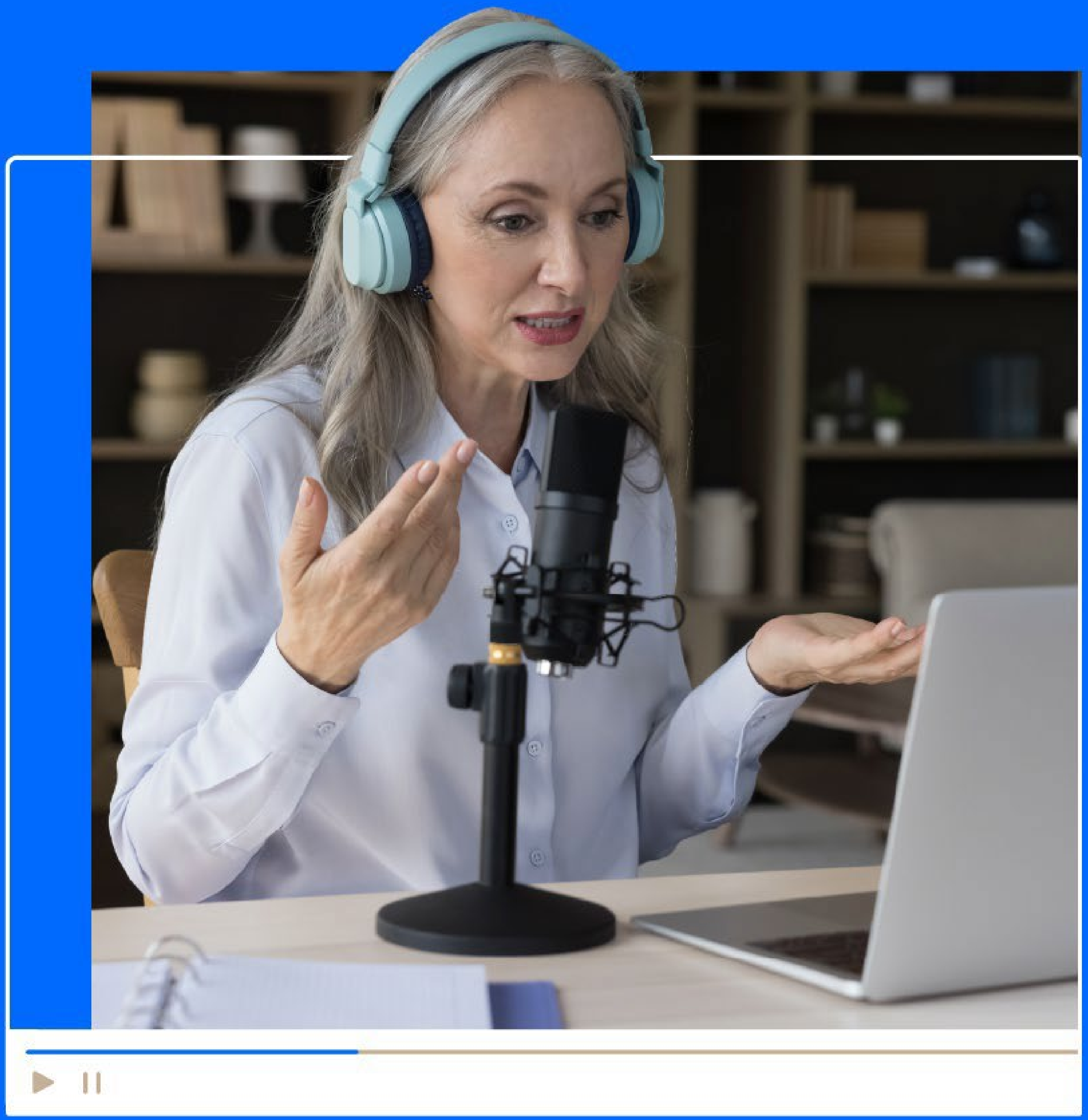


How to create and customize a webinar

Quick user guide

kaltura

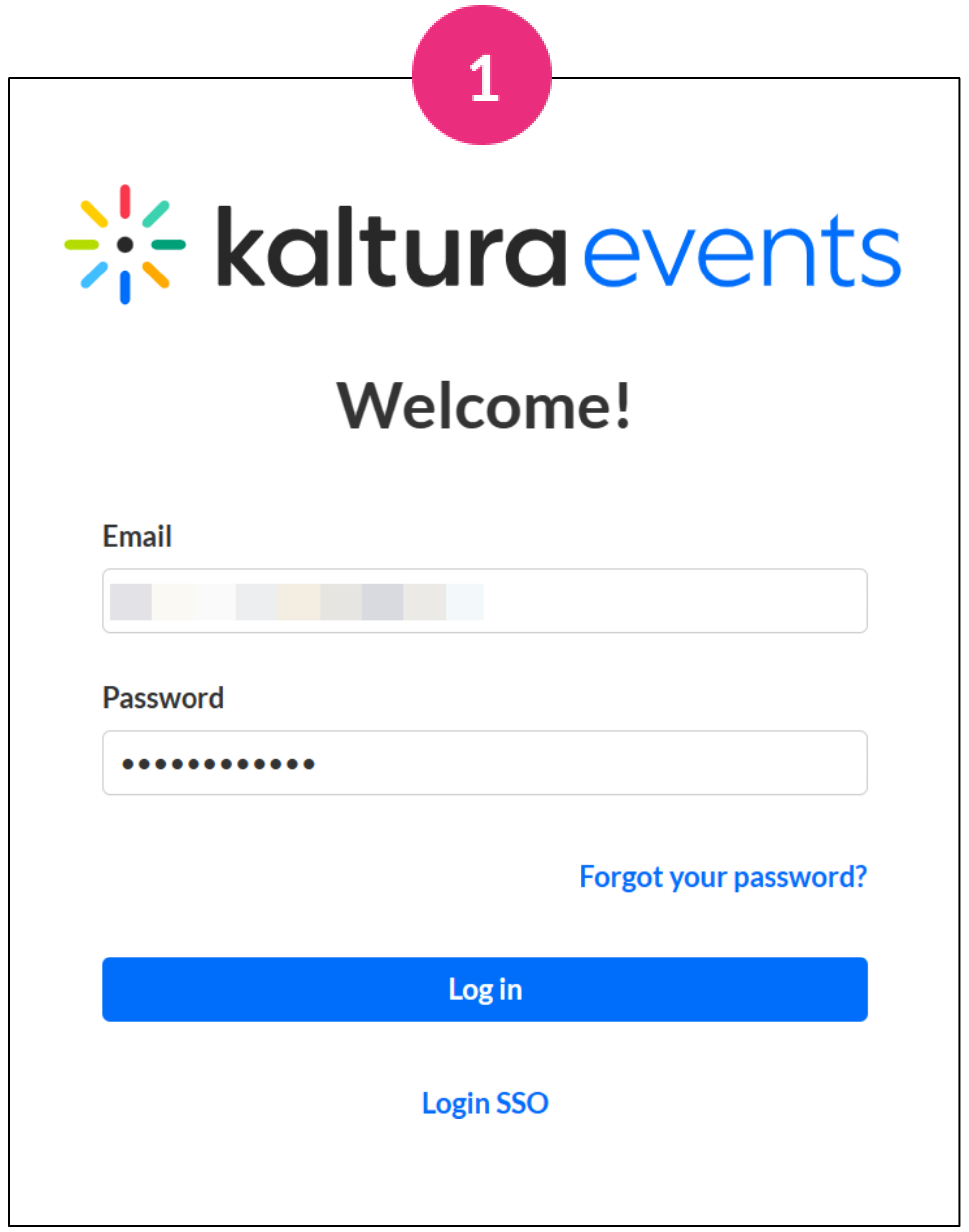
Getting started

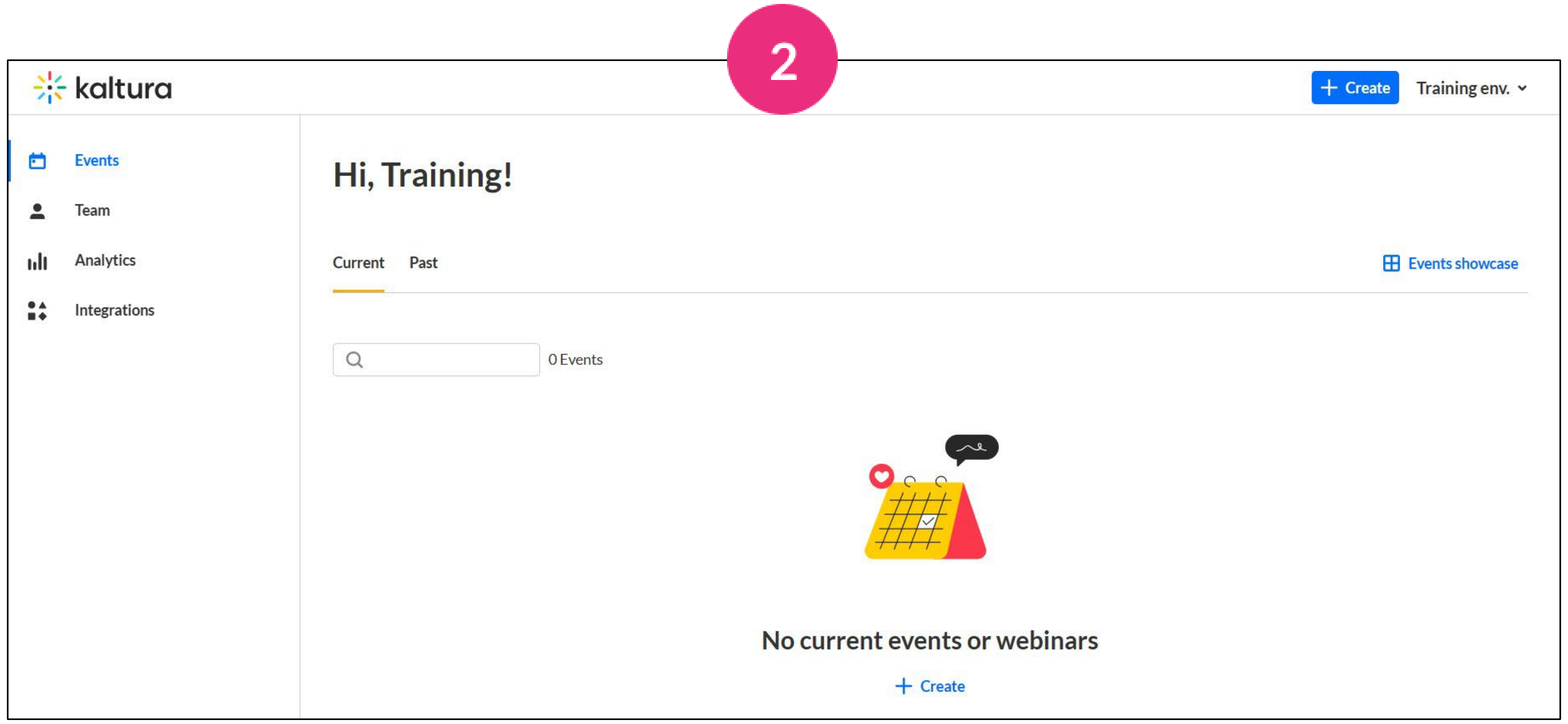
Back

1 Logging in

1. Access the Kaltura Events URL, type your email and password, then click **Log In**.

2. The Kaltura Webinars Account home page displays with the Events tab open by default.





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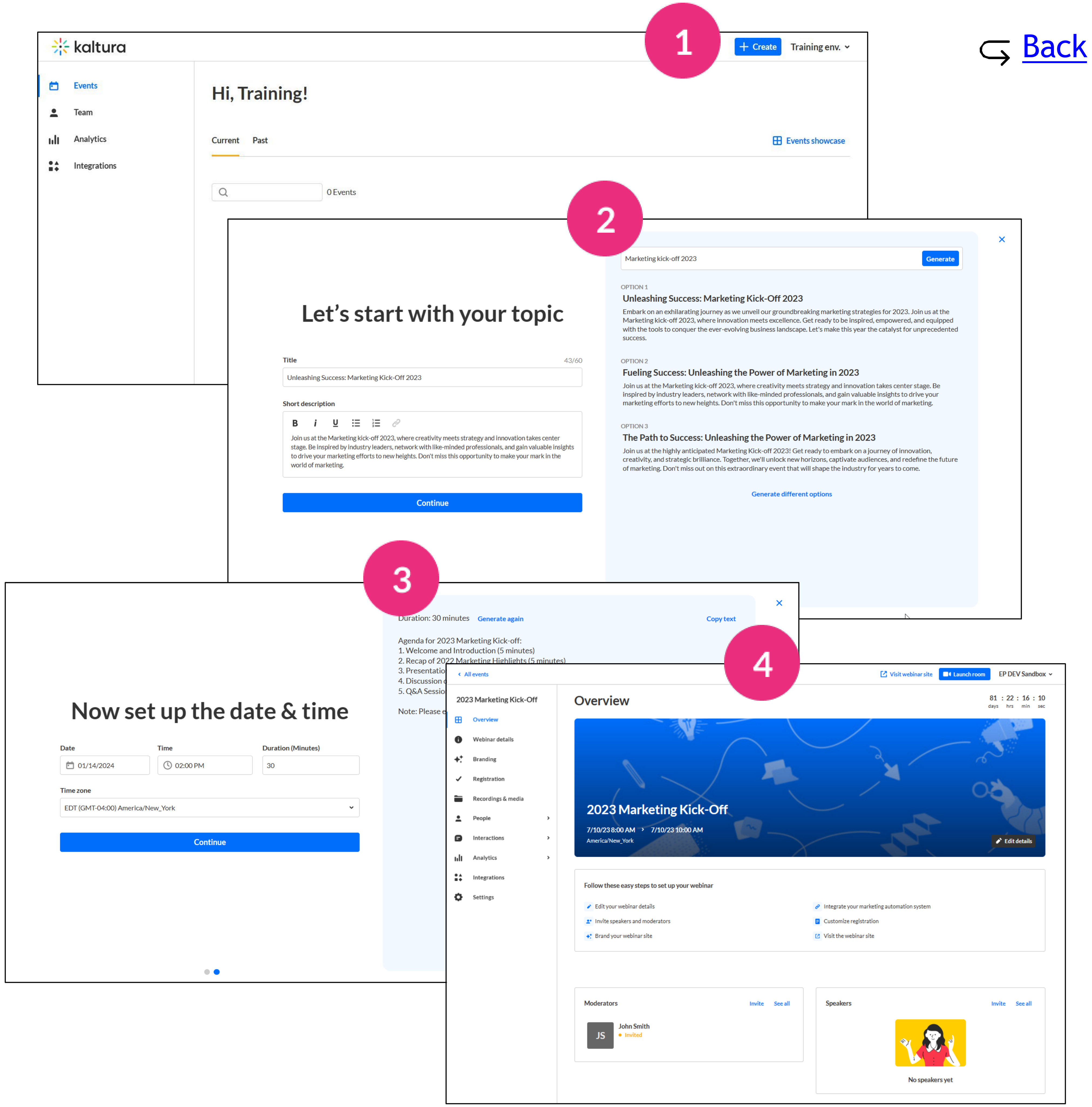
2 Create a webinar

1. On the Kaltura Webinars Account home page, click **+ Create**.

2. In the Let's start with your topic page, enter title and short description, or try out Kaltura's AI powered topic generator. Click **Continue**.

3. In the Now set up the date & time page, choose a date and time your webinar will start, a duration for your webinar, and a time zone. For ideas on the webinar agenda, try out Kaltura's AI powered webinar agenda. Click **Continue**.

4. Once the building process is complete, the site page displays with the Overview tab open by default.



Set up the webinar site

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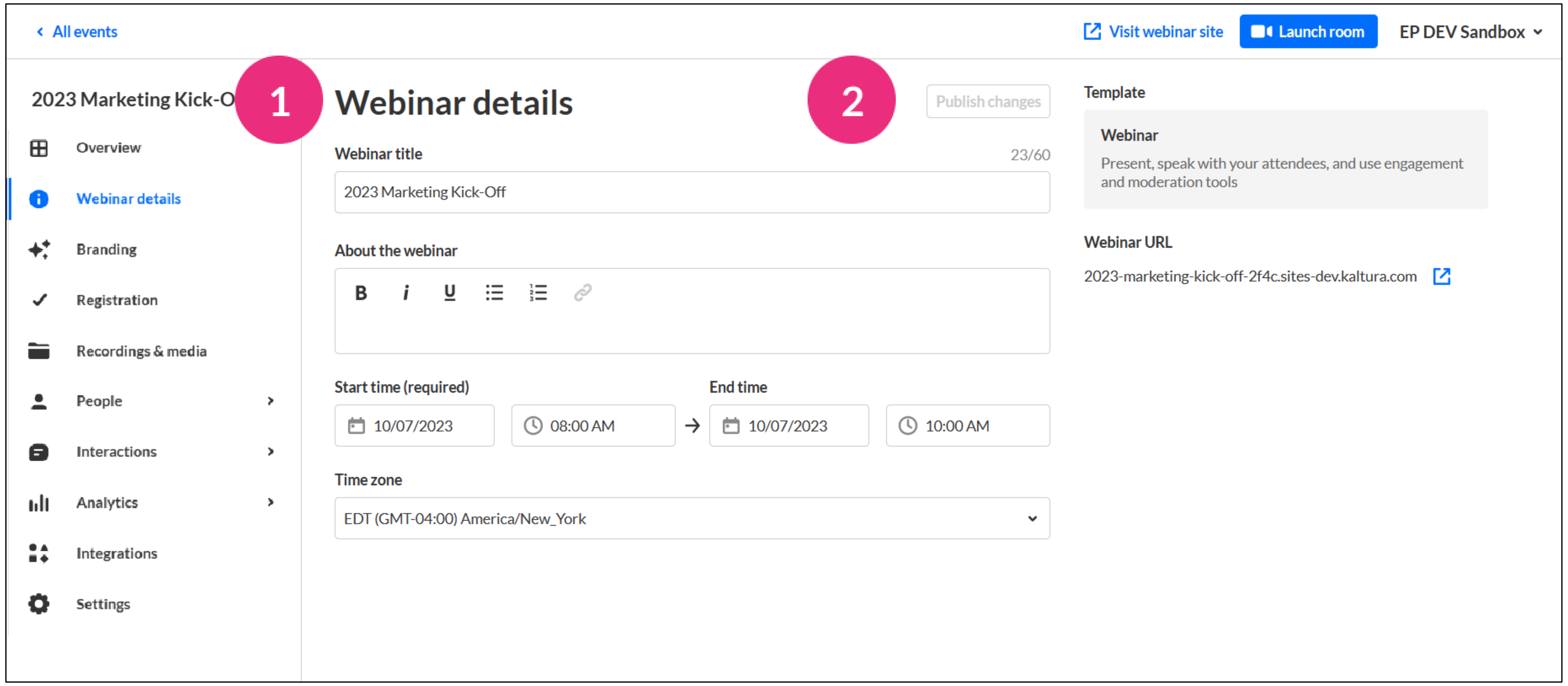
3 Webinar details tab - Edit the site details

1. Edit the webinar title, description, start and end time, and time zone. You may also view the webinar URL, access the webinar site, and launch the room from this page.
2. Click **Publish changes** when done.



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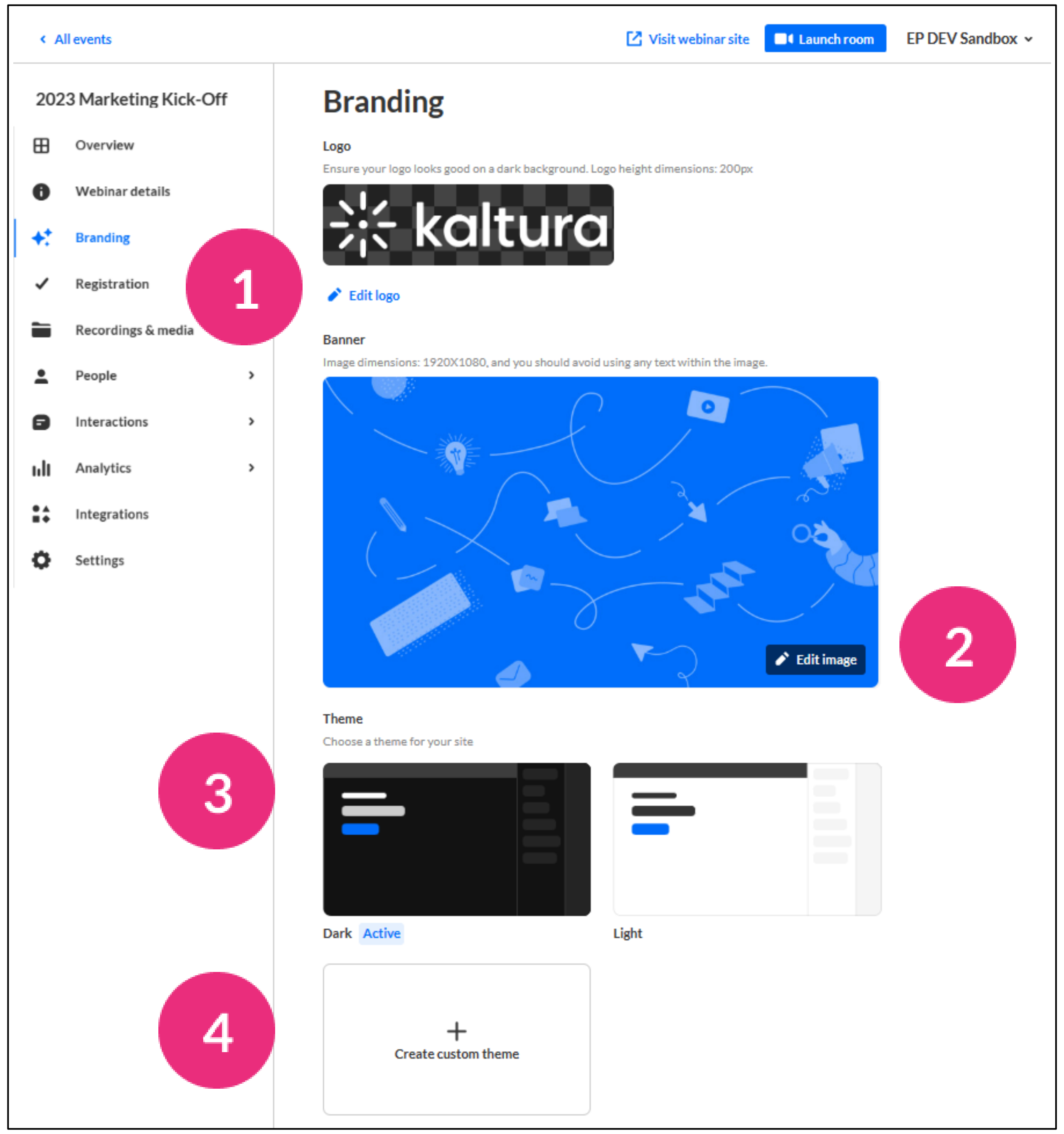
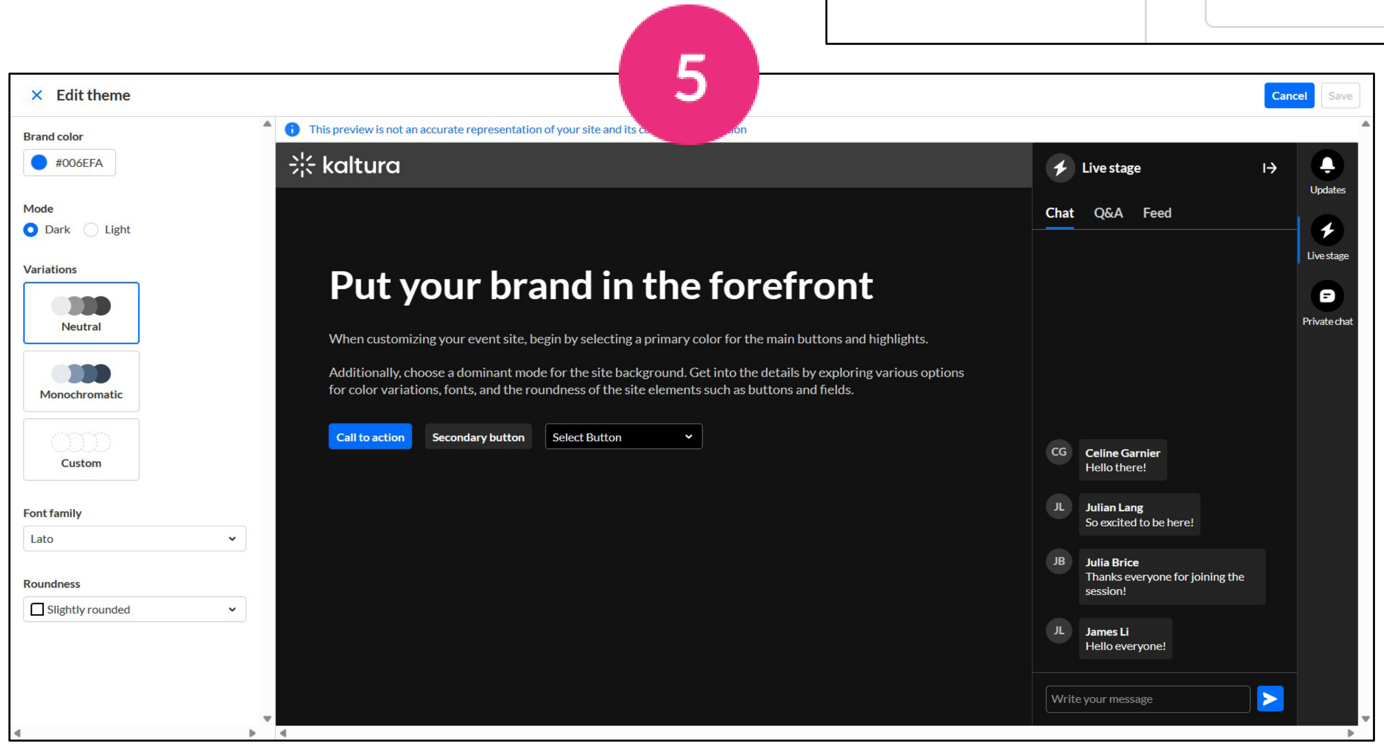
4 Branding tab - Brand the webinar

1. Click **Edit logo** to add your logo.
2. Click **Edit image** to add a banner.
3. To activate a theme, hover over the desired theme, then click **Activate theme**.
4. To edit a theme, click **+ Create custom theme** or click the three blue dots on the lower right corner of the custom theme, then choose **Edit**.
5. The Edit Theme screen displays. Edit theme as desired, then click **Save**.





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5 Registration tab – Registration

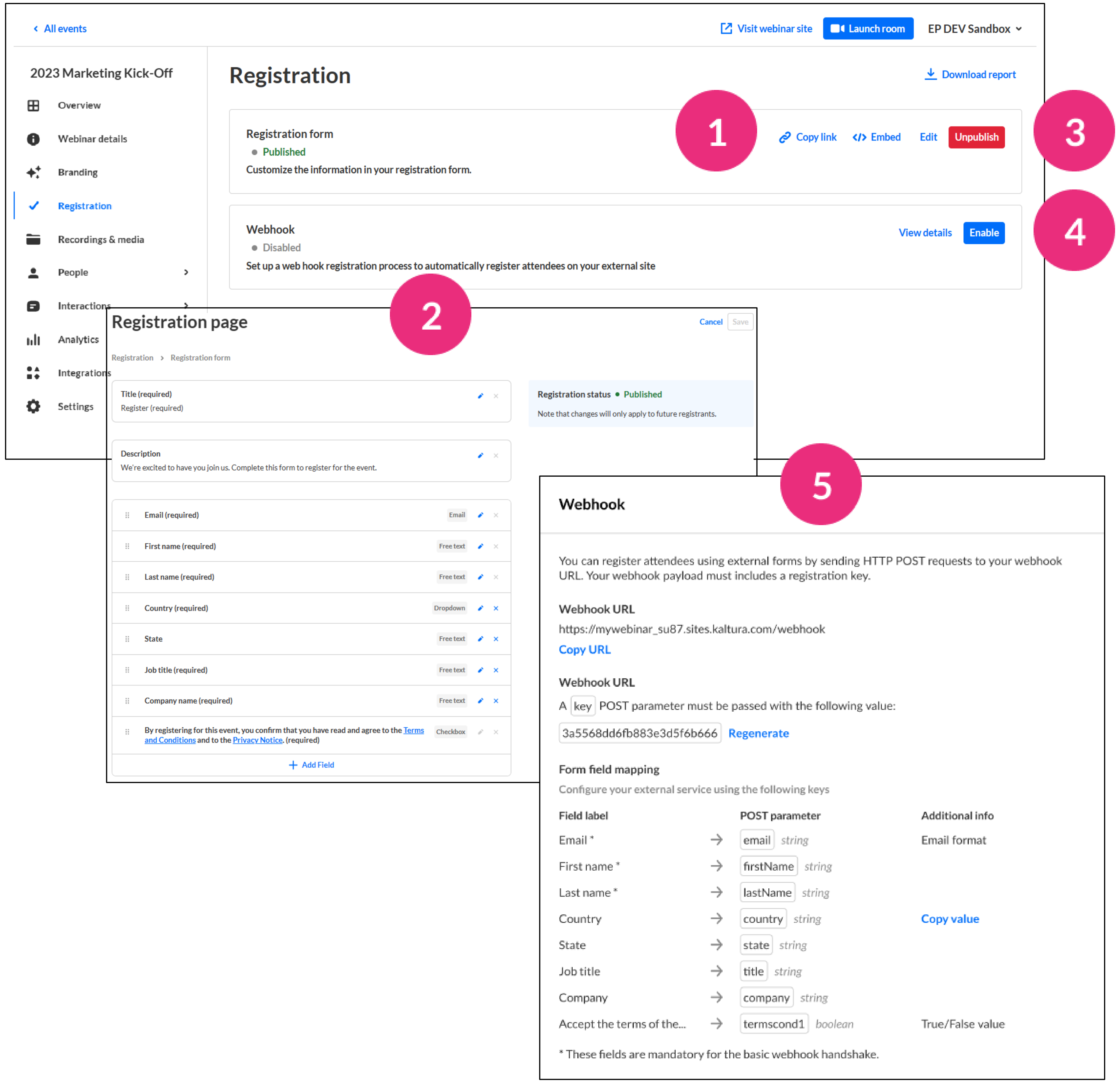
1. To edit the registration details, click the **Edit** button.

2. The Registration form displays. Edit the registration details as desired, then click **Save**.

3. Click the red **Unpublish** button to unpublish registration. Once unpublished, you can click **Publish** to re-publish.

4. Click the blue **Enable** button to activate Webhook. To view details, click the blue **View details** button.

5. In the **Webhook** screen, copy parameters to paste into your external marketing system, i.e., configuring the webhook handshake.

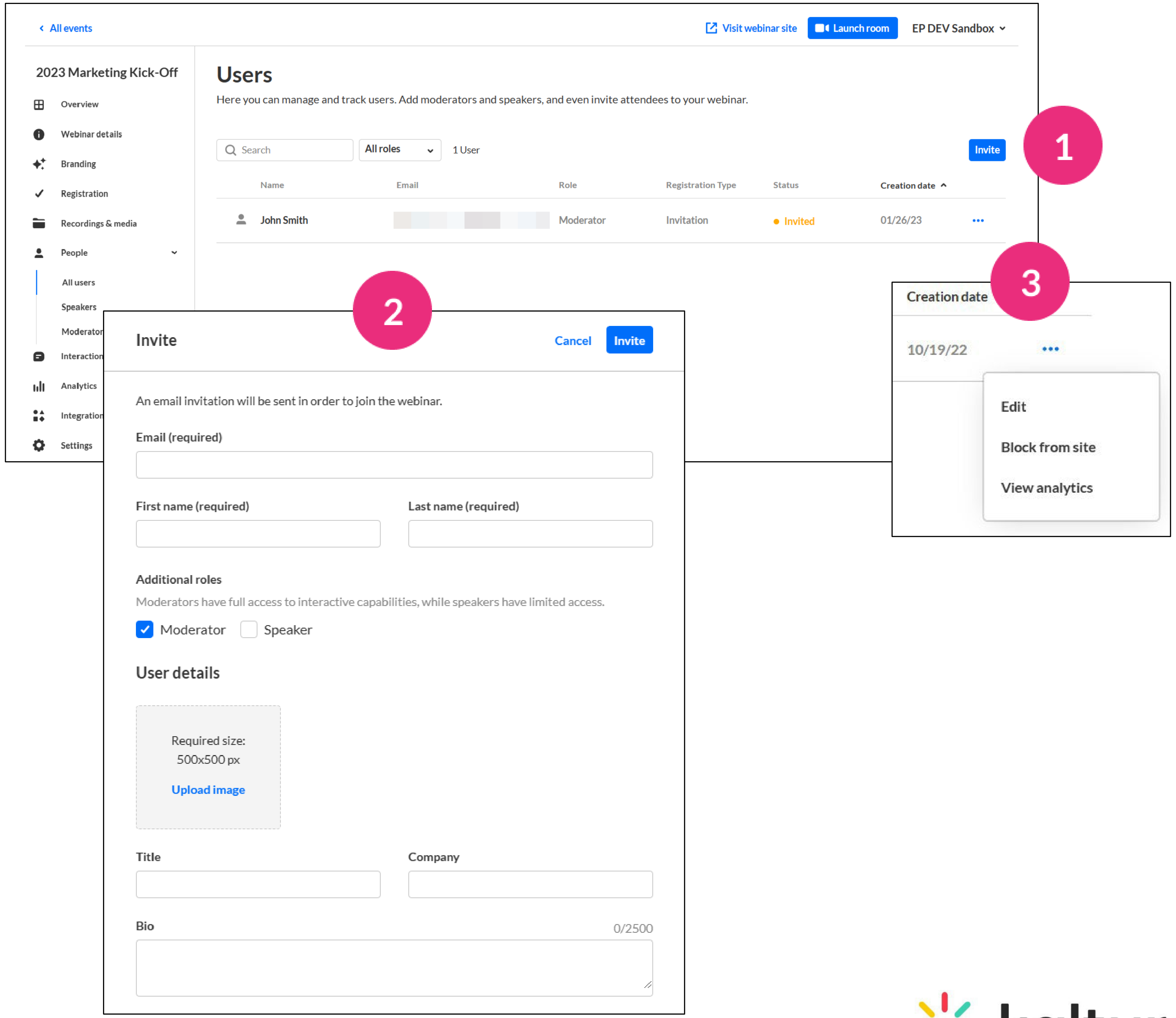


6 People tab > All users – Invite attendees

1. Select the **People tab** > **All users**, then click the **Invite** button.

2. The Invite window displays. Complete the user's information and role, then click **Invite**.

3. You may edit, block, delete, and view analytics on registered attendees by clicking the three blue dots to the right of the creation date.



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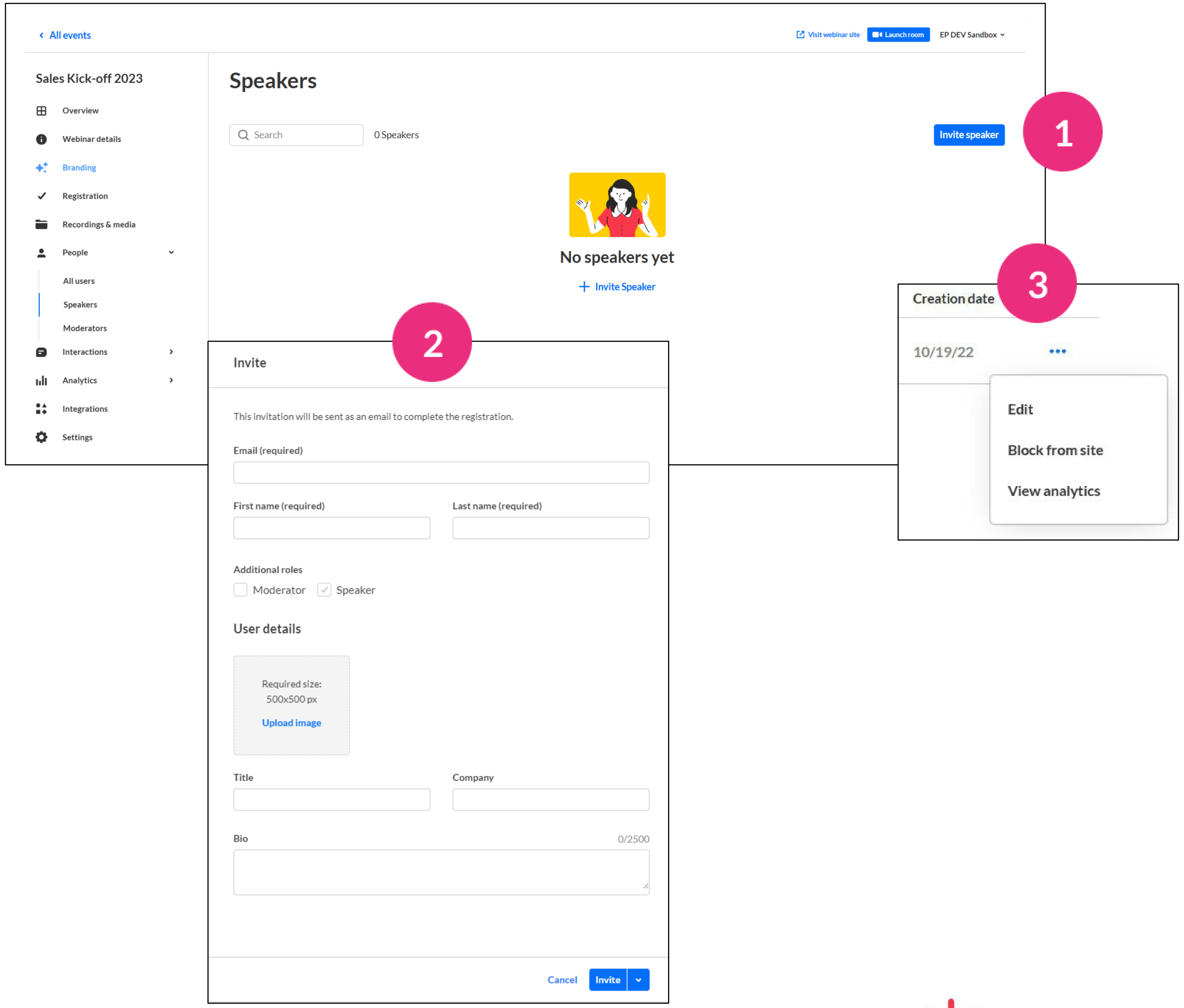
7 People tab > Speakers – Invite speakers

1. Select the **People tab** > **Speakers**, then click the **Invite speaker** button.

2. The Invite window displays. Complete the user's information and role, then click **Invite**.

3. You may edit, block, delete, and view analytics on registered attendees by clicking the three blue dots to the right of the creation date.



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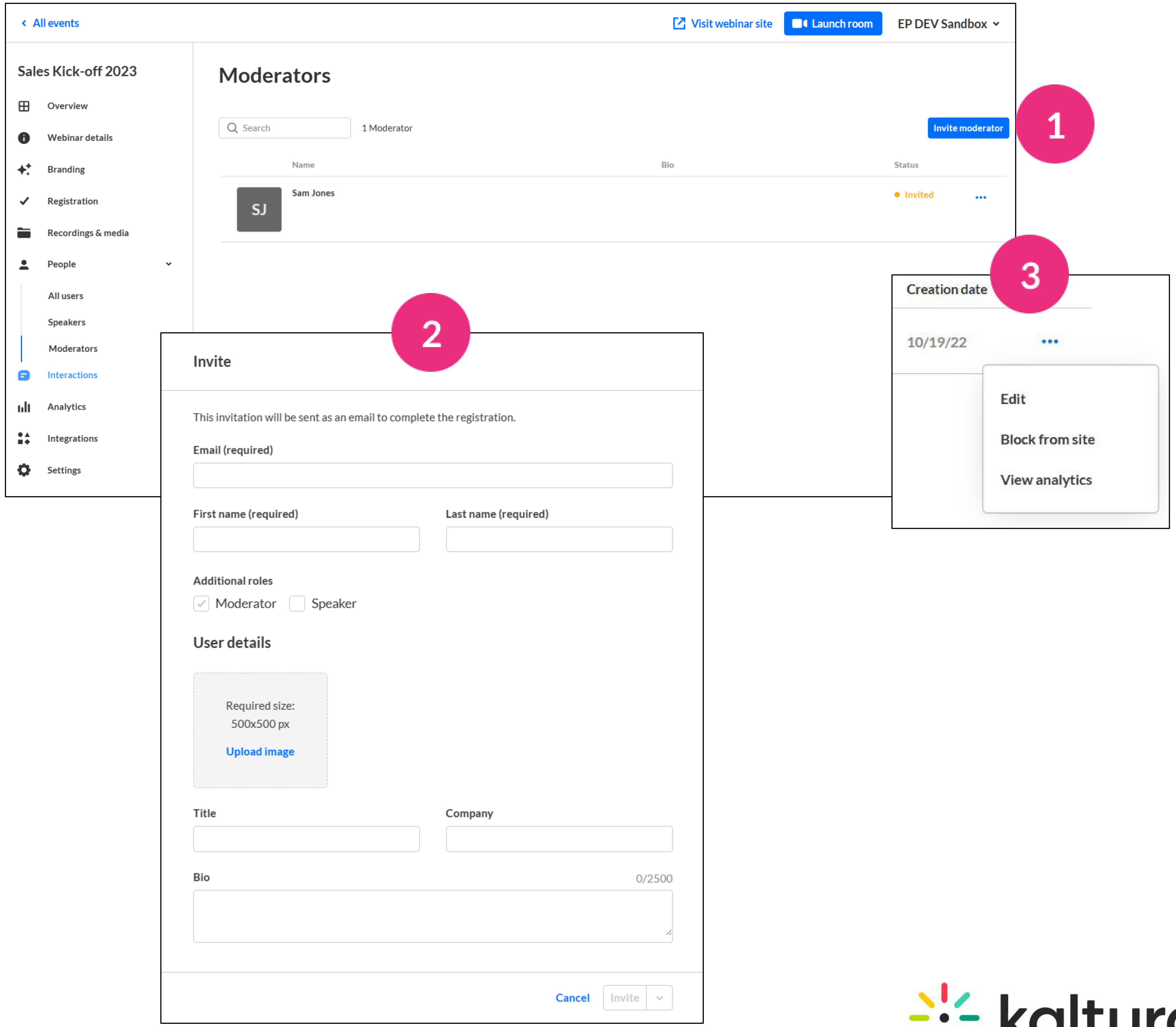
8 People tab > Moderators – Invite Moderators

1. Select the **People tab** > **Moderators**, then click the **Invite moderator** button.

2. The Invite window displays. Complete the user's information and role, then click **Invite**.

3. You may edit, block, delete, and view analytics on registered attendees by clicking the three blue dots to the right of the creation date.



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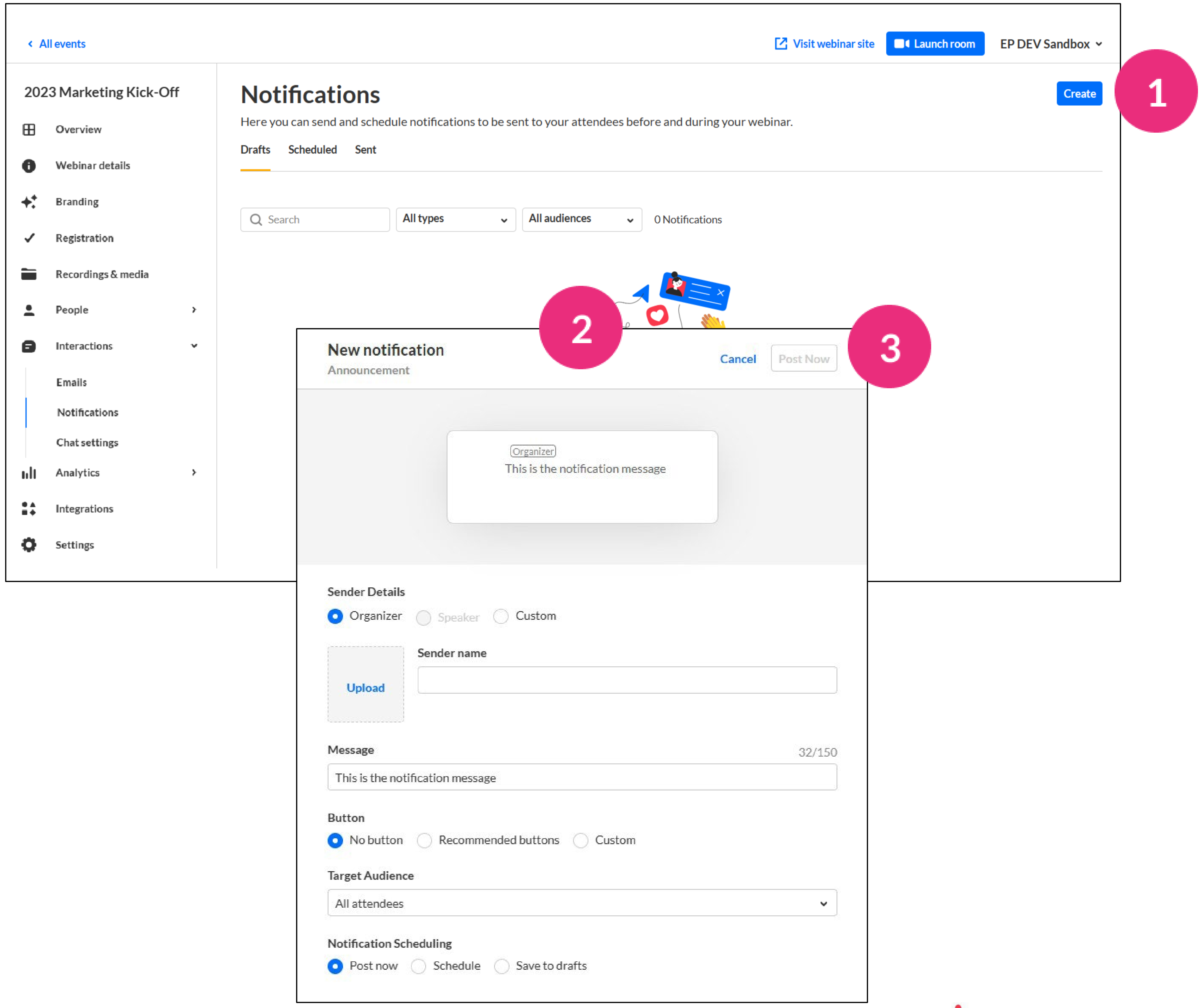
9 Interactions tab - Notifications

1. Click the blue **Create** button and choose Announcement or Crowd reaction.
2. The New Notification screen displays. Enter the notification message, the sender and target audience details as well as the notification scheduling.
3. Select the button in the top right corner respective to your scheduling choice, i.e., **Post Now/Schedule/Save to drafts.**



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10 Interactions tab - Chat settings

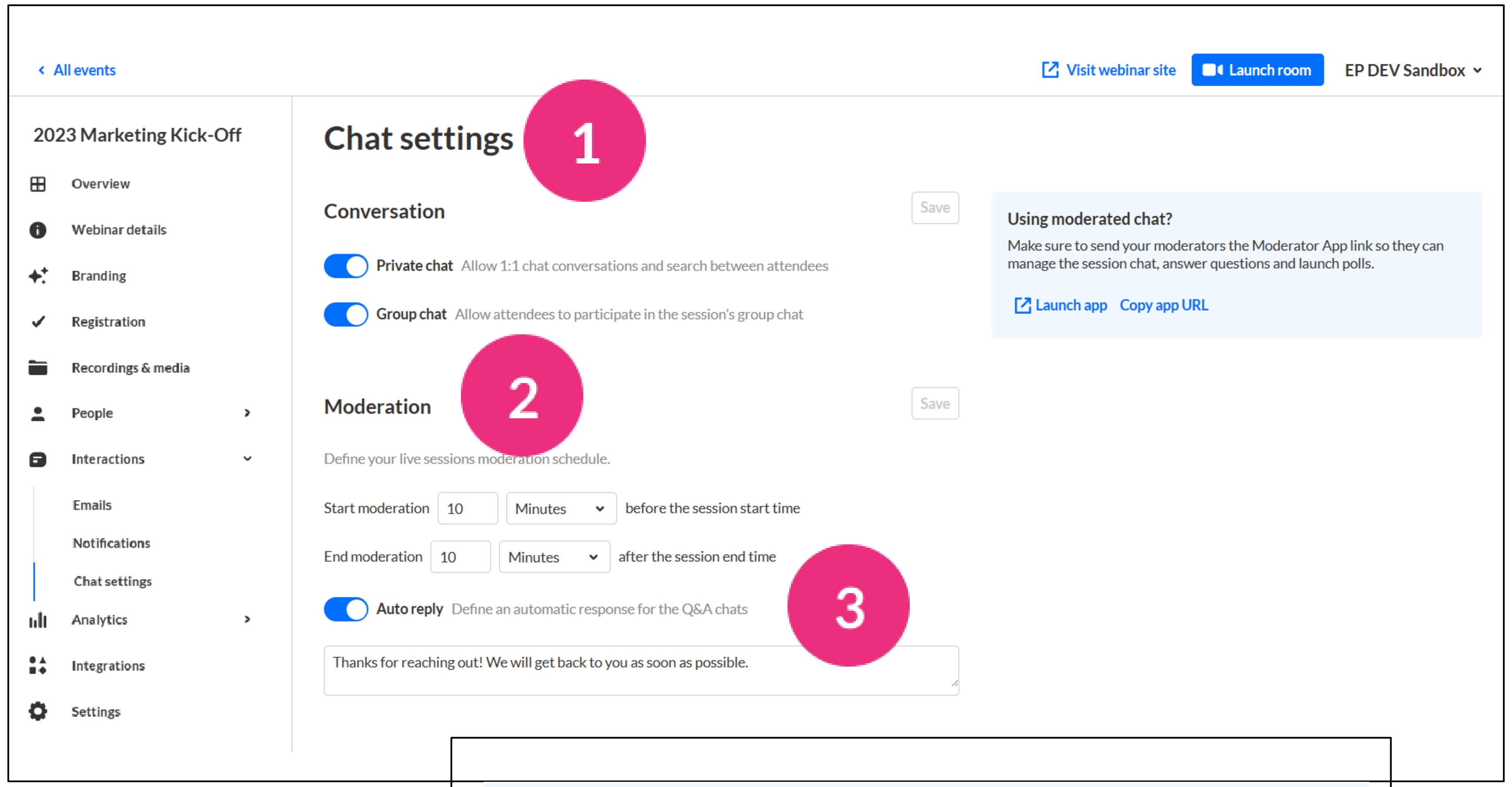
1. Choose to enable/disable **Conversations** by sliding the button next to the conversation type. Click **Save.**

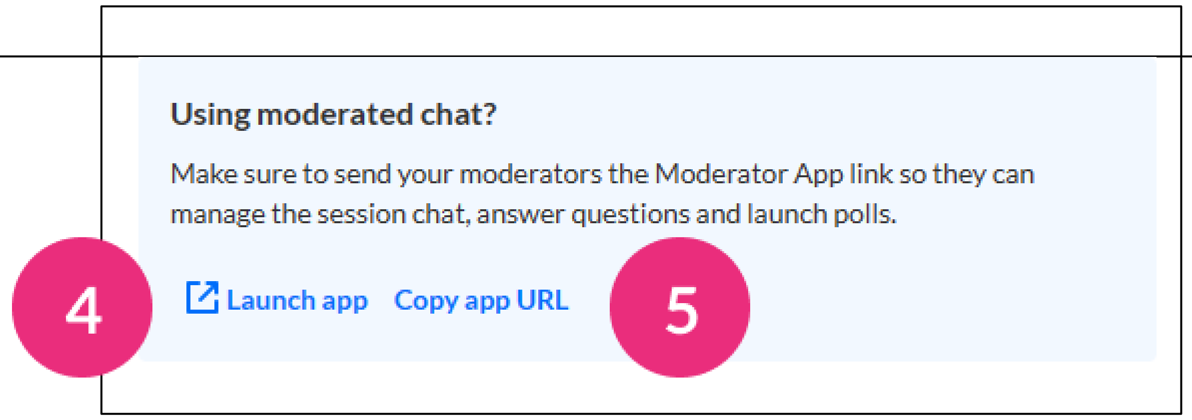
2. Set when you would like **Moderation** to start and end for your live session. Click **Save.**

3. Click to enable **Auto reply** and type the desired reply text. Click **Save.**

4. Click **Launch app** to launch Kaltura's Moderator app.

5. Click **Copy app URL** to share a link to the app with your moderators.





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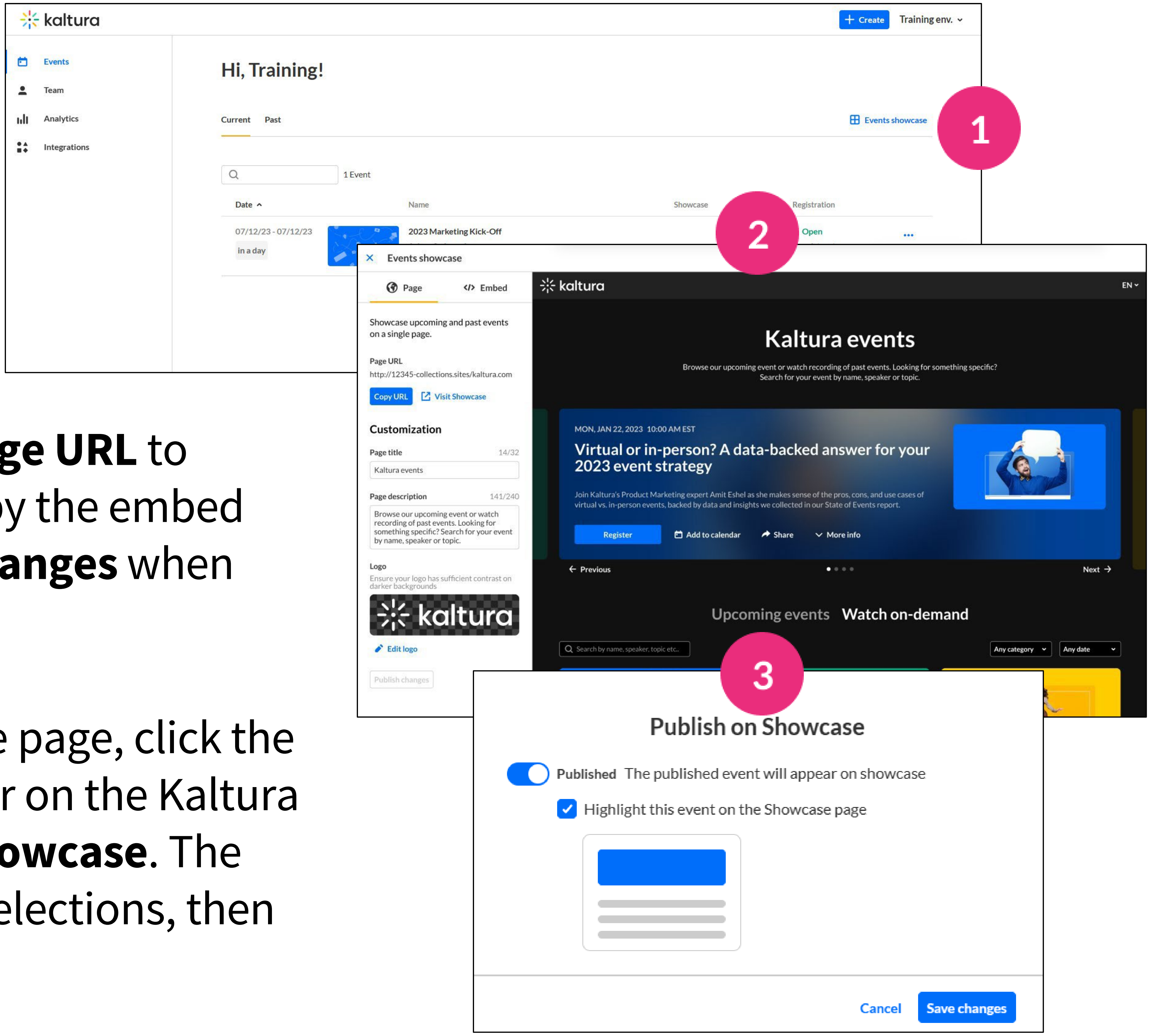
11 Webinar showcase

1. To customize your Showcase page, click **Events showcase** on the Kaltura Webinars home page.

2. The Events Showcase page displays. Customize the page title, description, and logo. Copy the **Page URL** to share with prospects. Click the **Embed** tab to copy the embed code to paste into your website. Click **Publish changes** when finished.

3. To publish additional webinars to your Showcase page, click the three blue dots to the right of the desired webinar on the Kaltura Webinars home page, then choose **Publish to showcase**. The Publish on Showcase page displays. Make your selections, then click **Save changes**.



Set up your meeting room

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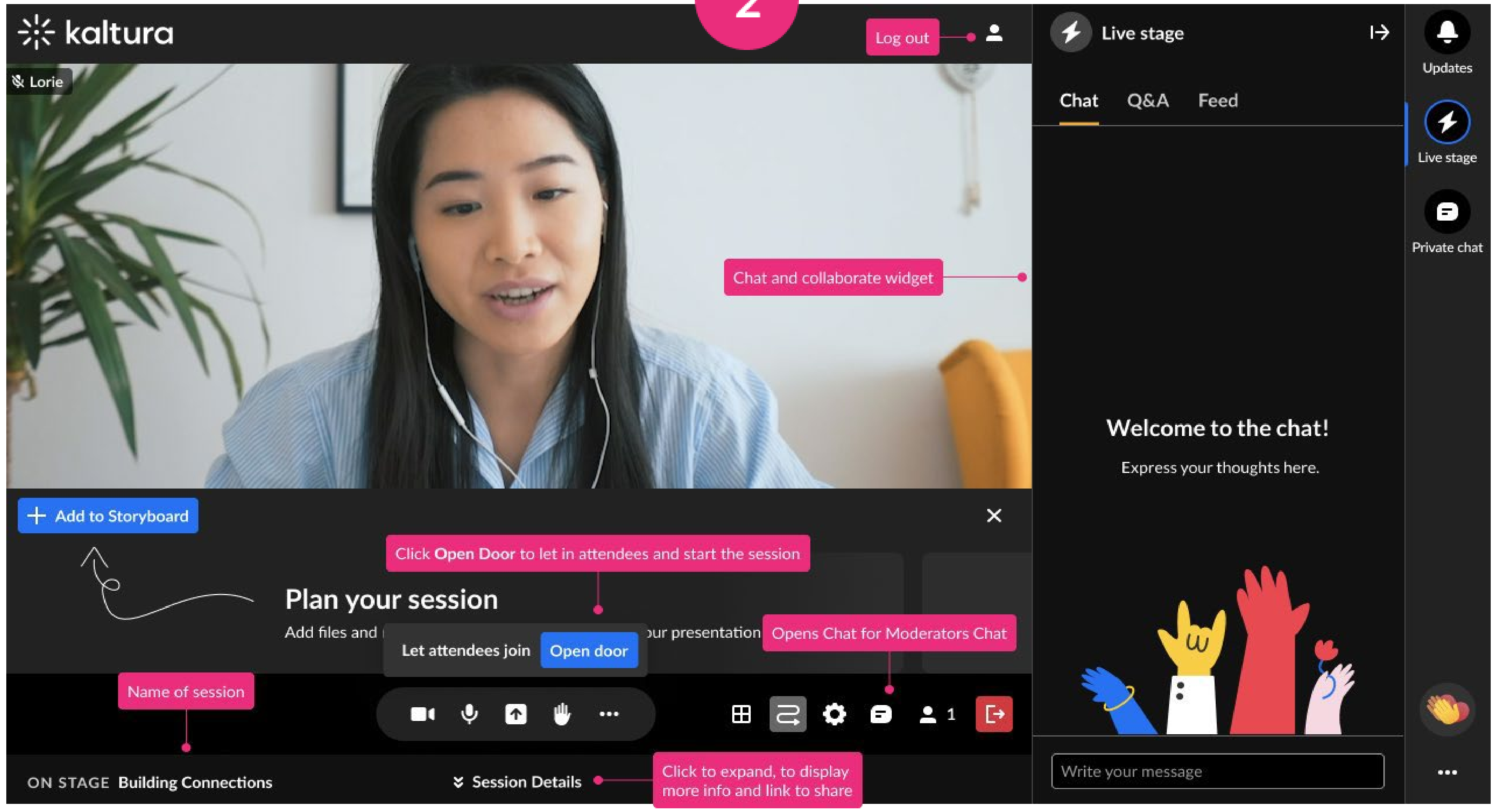
12 Launch the room and prepare it

1. Click the **Launch room** button at the top right corner your Webinar page. Click to allow or block your microphone and camera, then click **Join stage** or **Join as Viewer**. You're in!

1

2. The Kaltura Meetings/Virtual Classroom room is displayed. Plan your session including uploading media and files sharing via the Storyboard.

2



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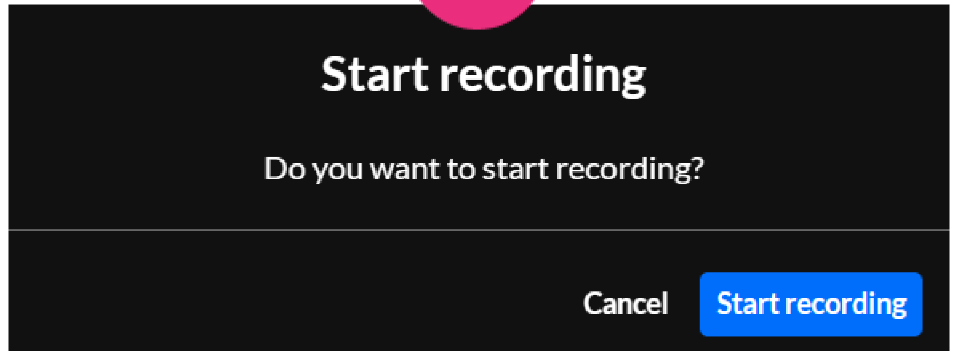
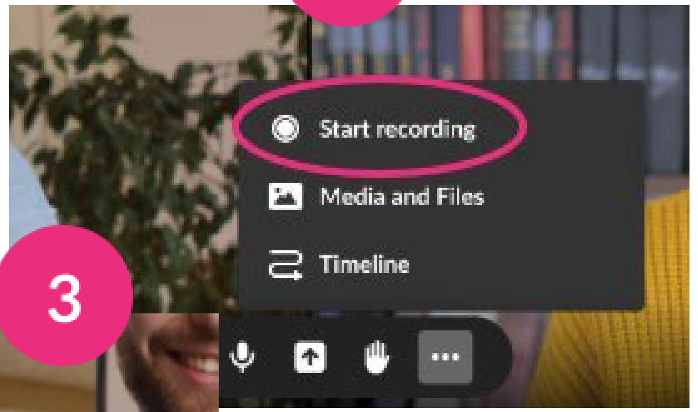
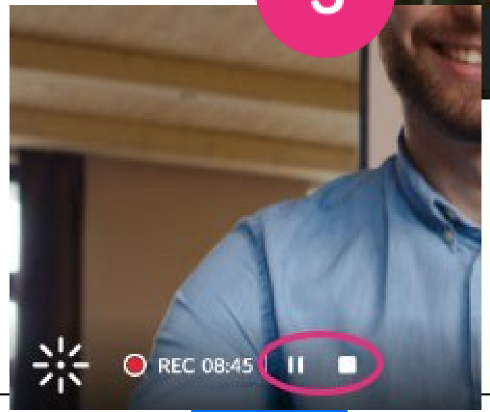
13 Recordings and media tab – Recordings and media



1 Once you "open the door" and let attendees join, you are asked whether you would like to start recording. Click **Cancel** if you do not want to start recording. Click **Start recording** if you would like to start recording.

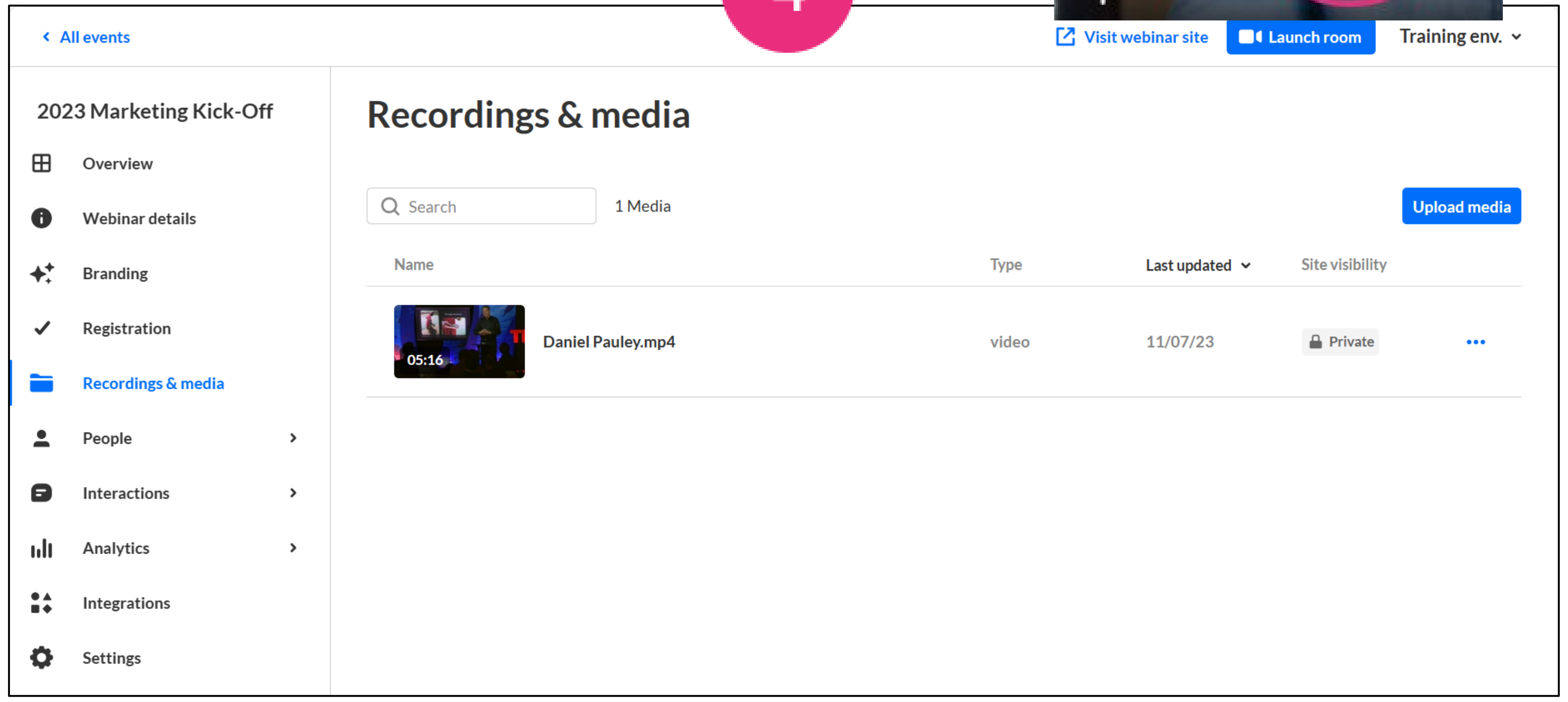


2 Otherwise, you can begin recording at any point later in the session by clicking the three dots button and choosing **Start recording**.



3 Select the **Pause** and **Stop** button to control the video recording.

4 Once the webinar has ended, the recording is automatically published to the **Recordings and media** tab.



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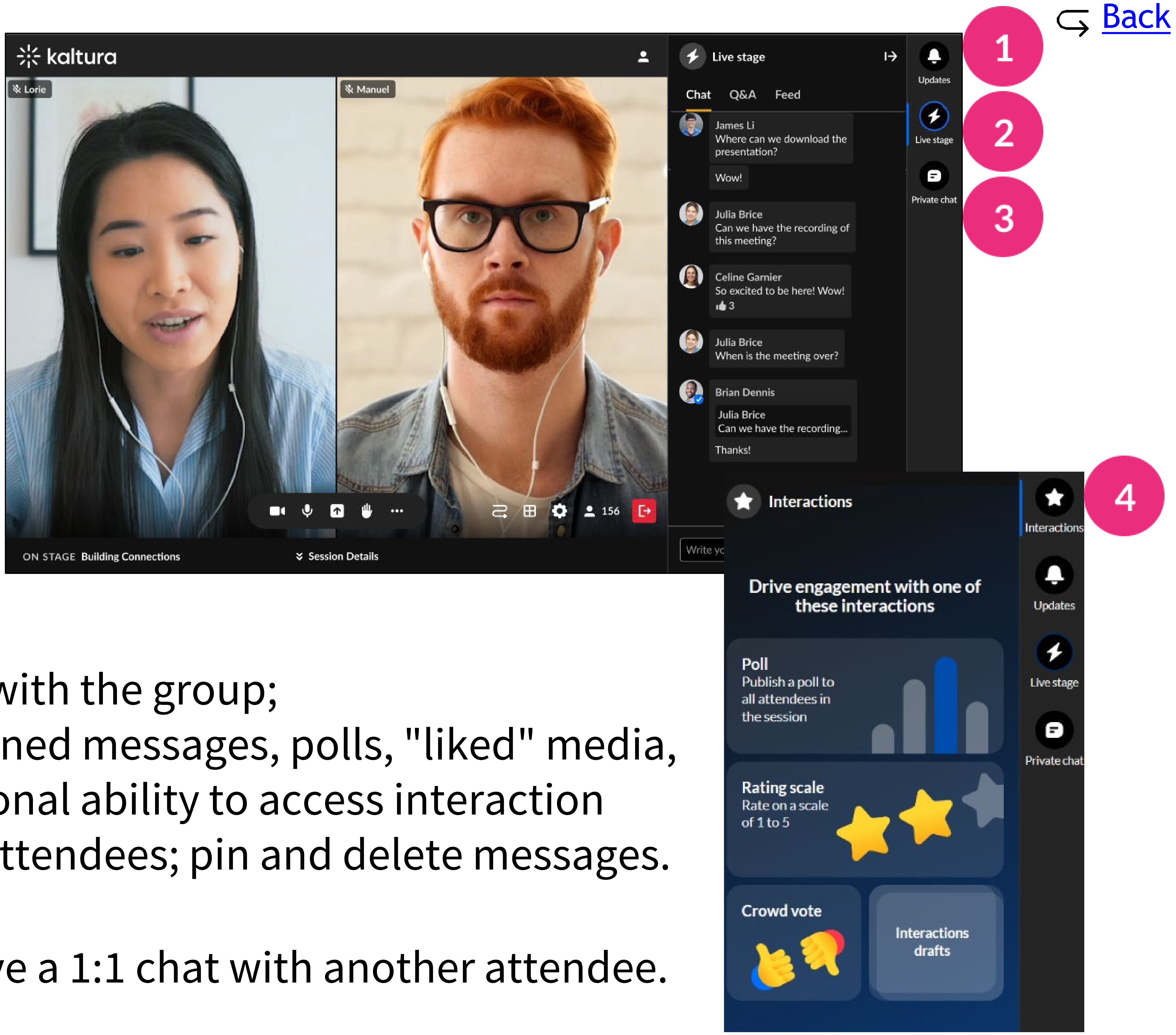
14 Chat and Collaborate widget

The Chat and Collaborate widget is located on the right sidebar in desktop (shown here) and on the bottom of the screen in mobile. The widget is comprised of three main tabs:



1. The **Updates** tab displays the notifications sent from the moderator to all participants during the session.

2. The **Live Stage** tab allows attendees to chat with the group; ask questions to the moderator; and view pinned messages, polls, "liked" media, and interactions. Moderators have the additional ability to access interaction capabilities; answer questions from session attendees; pin and delete messages.

3. The **Private Chat** tab allows attendees to have a 1:1 chat with another attendee.

4. Moderators have an additional tab, **Interactions**, that allows a moderator to publish interaction tools, including text polls, rating scales, and crowd votes.

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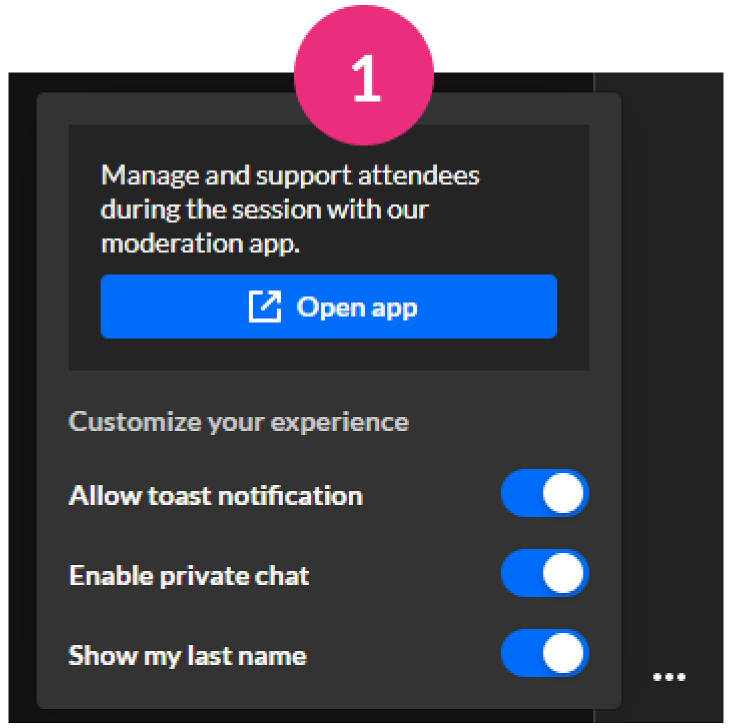
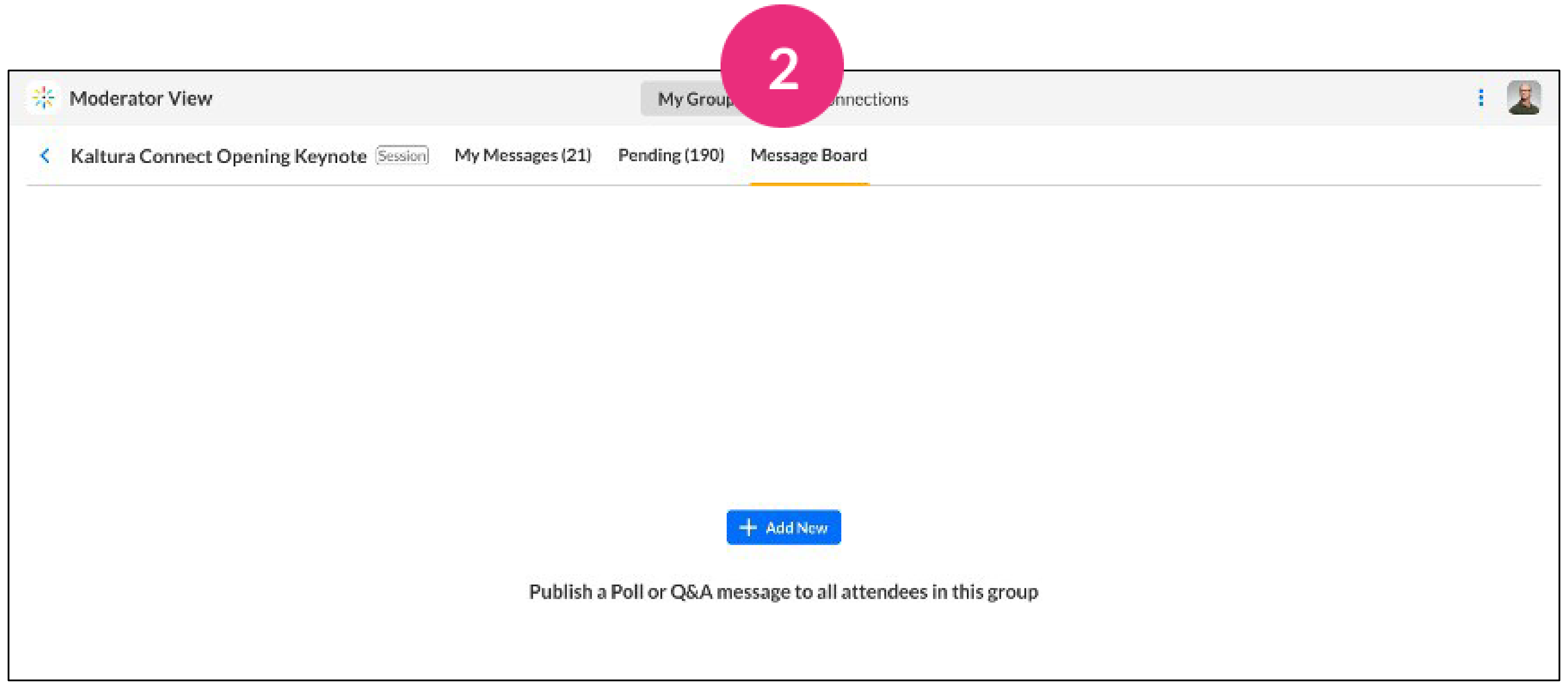
15 Moderator view

1. Users who are assigned as a moderator, may access the Moderator App in one of two ways –
   - ✓ Via a direct URL provided by the event team.
   - ✓ By clicking the three dots in the lower right corner of the Chat & Collaboration widget and clicking **Open app.**



2. Moderators can manage all messages and conversations – both their personal connections and the moderators' connections, including:
   - ✓ Publish Q&As to all the attendees in the moderated context.
   - ✓ Publish FAQs during a live session for all attendees to see.
   - ✓ Publish general Q&As on a channel page even before the webinar starts to make information more accessible to attendees.



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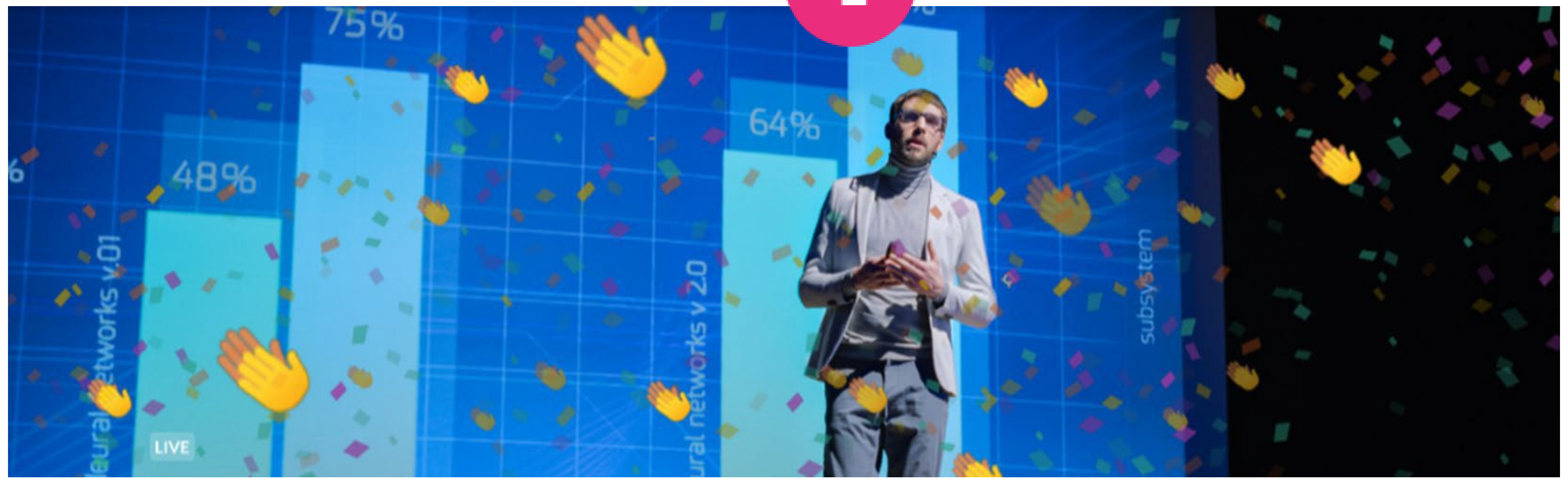
16 Engagement tools

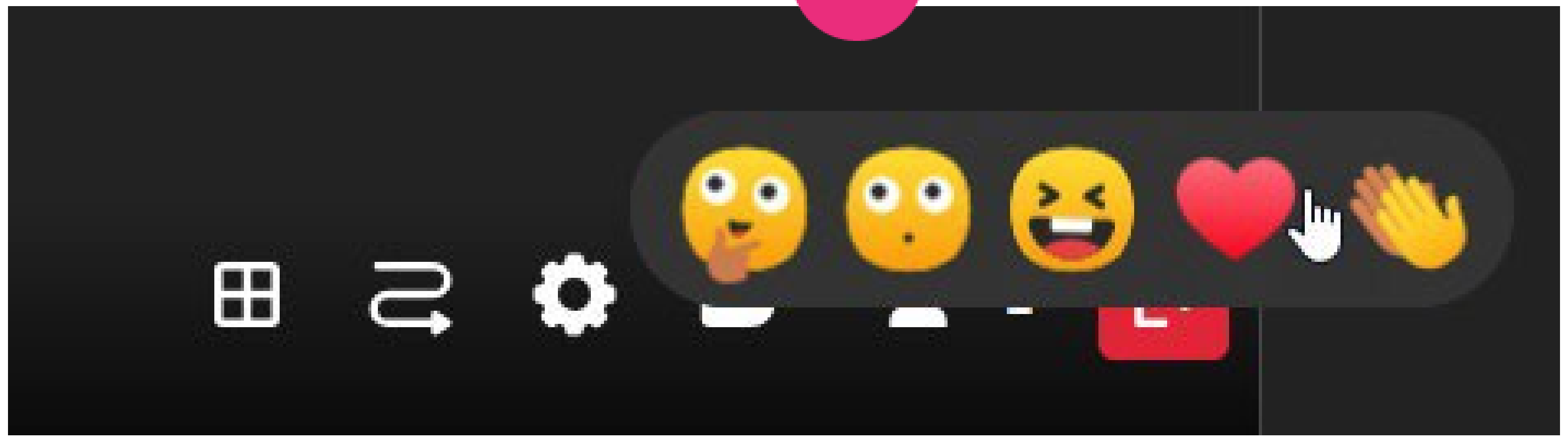
1. **Crowd Reactions:**
Emphasize key moments in your webinar with a sprinkle of confetti, which can be scheduled before hand or manually initiated during the webinar itself. The confetti displays on the entire screen, whether the attendee is in full- screen mode or not. See [Create and Manage Notifications](#).

2. **Attendee Reactions:**
Attendees may “react” in real-time during the webinar by using reactions that simulate applause, laughter, and much more. Hover over the Reactions icon (clapping hands). The available reaction types display horizontally. Click the desired reaction.

1



2



Post webinar

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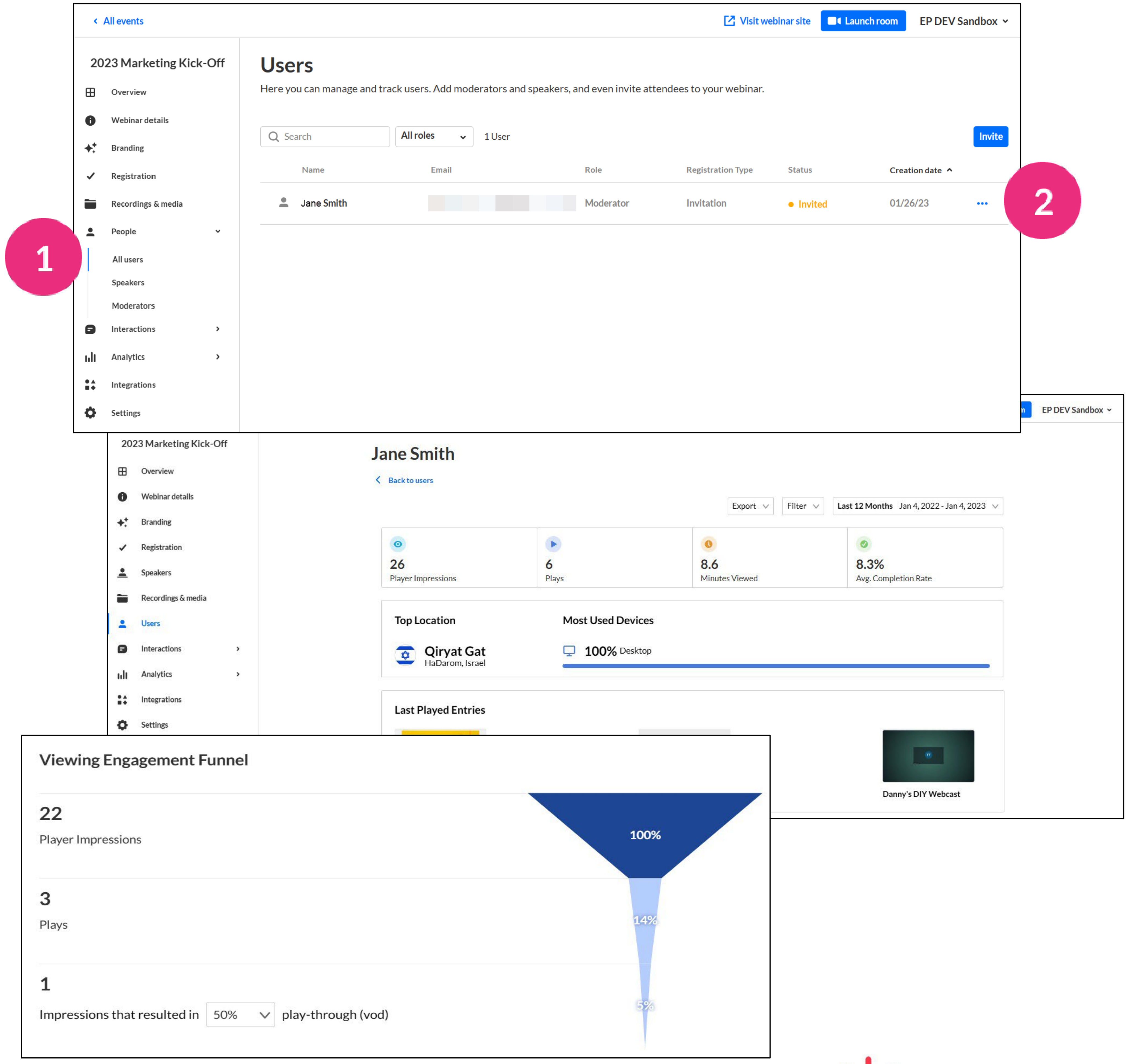
17 | People tab > All users - User analytics

1. To view user analytics, click the **People tab** > **All users**.

2. Click the three blue dots to the right of the user creation date and choose **View analytics**.

The available data includes player impressions, plays, minutes viewed, and average completion rate; top location and most used devices; last played entries; as well as the viewing engagement funnel.

Additionally, the report supports exporting specific analytics and filtering, sorting, and comparing periods.



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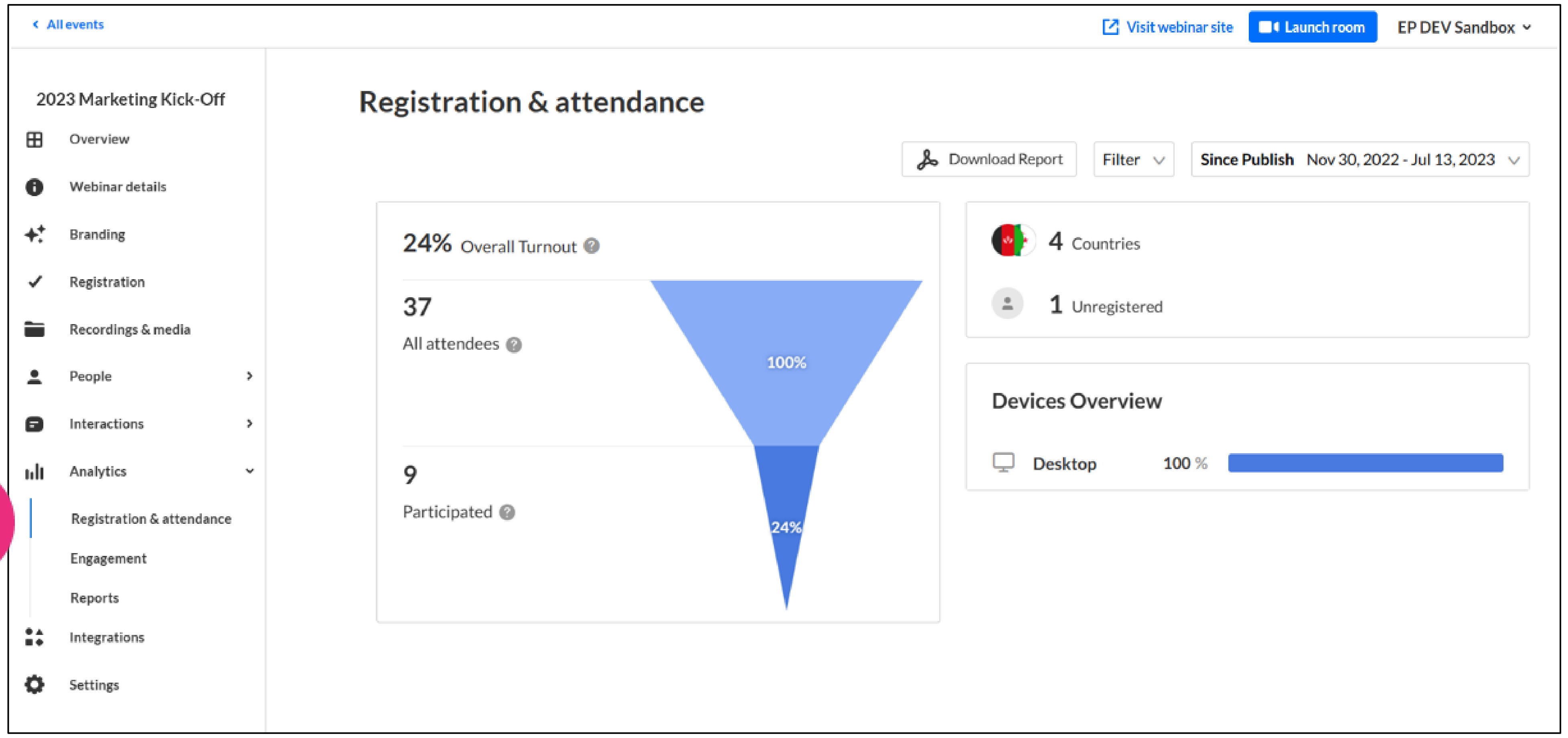
18 | Analytics tab – Registration and attendance

1 To view registration analytics, click the **Analytics tab** > **Registration and attendance**.

The available data includes overall turn-out, countries from which attendees are registered, number of registered participants, and devices, as well as status of participants and details for each day since registration was opened.

Additionally, the report supports filtering, sorting, and comparing periods and downloading a full report.

1



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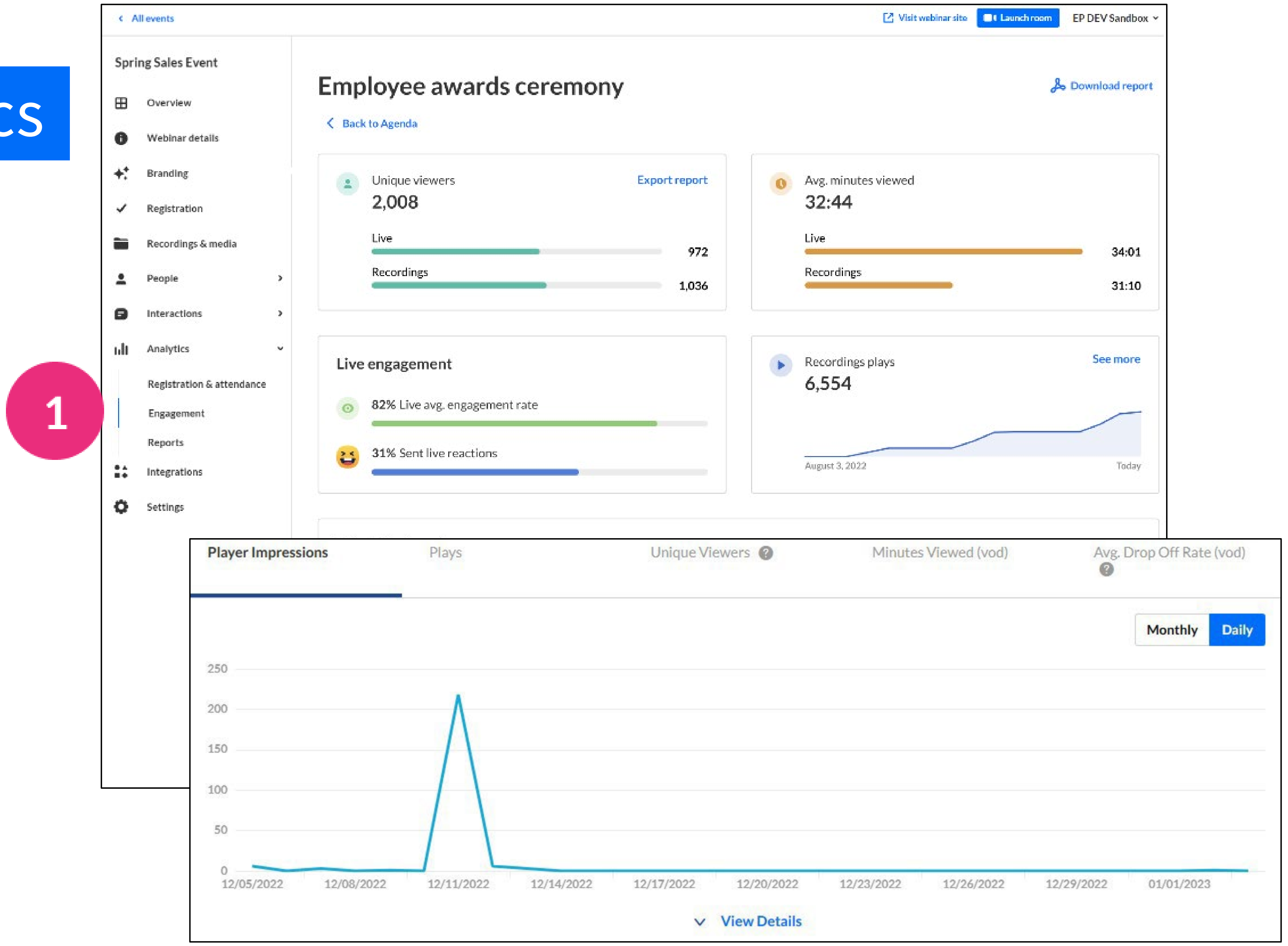
19 Analytics tab - Engagement analytics

1 To view engagement analytics, click the **Analytics tab** > **Engagement**.

The available data includes player impressions, plays, unique viewers, minutes viewed, average drop-off rates and how player impressions led to engagement.

Additionally, the report supports exporting specific analytics; filtering, sorting, and comparing periods; and downloading a full report.



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20 Analytics tab - Reports

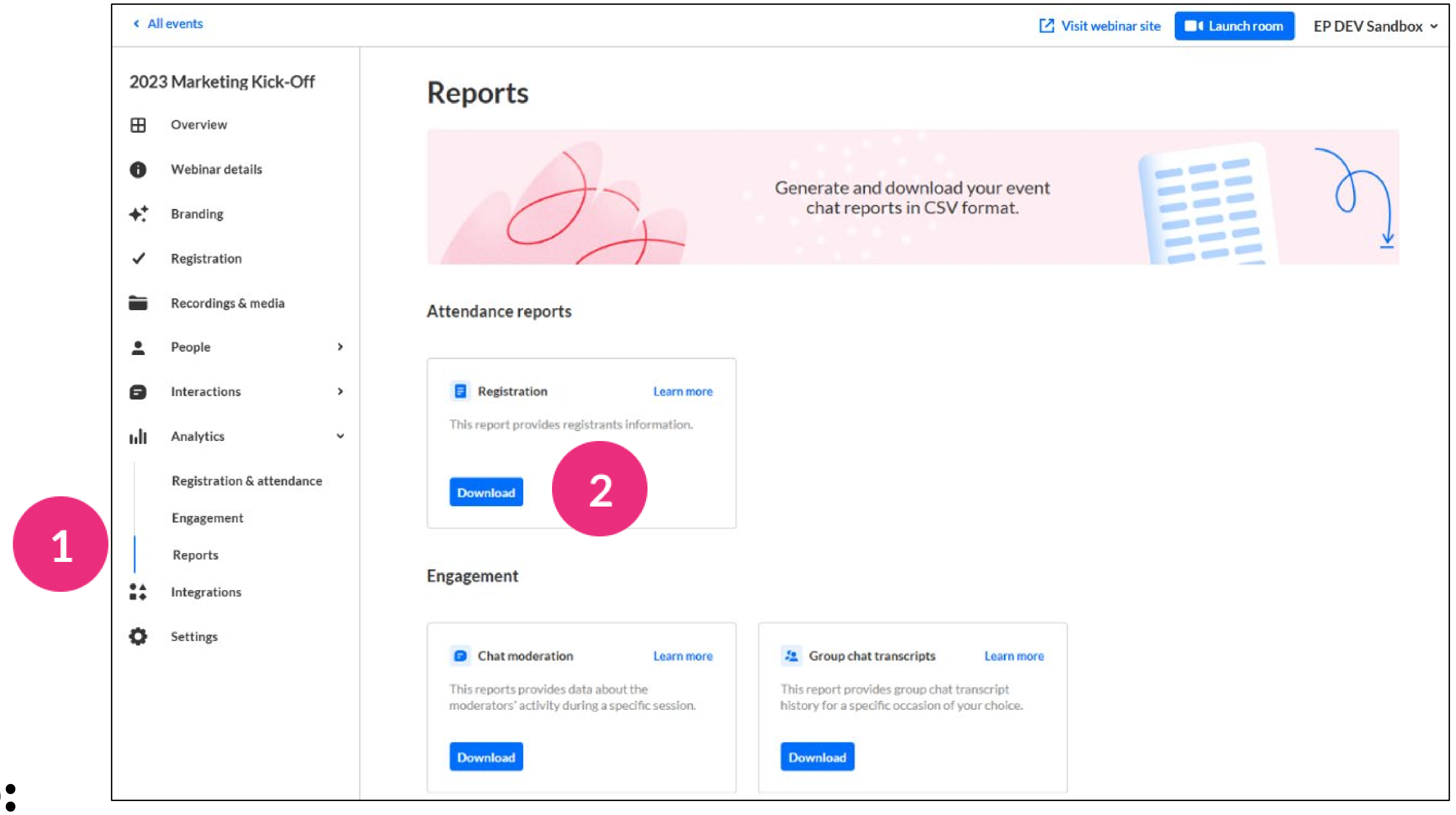
1. To view reports, click the **Analytics tab** > **Reports**.
2. Click **Download** on the desired report. The report is immediately downloaded.

Types of Attendance reports available:

- Registration
- Attendees

Types of Engagement reports available:

- Chat moderation
- Group chat transcripts



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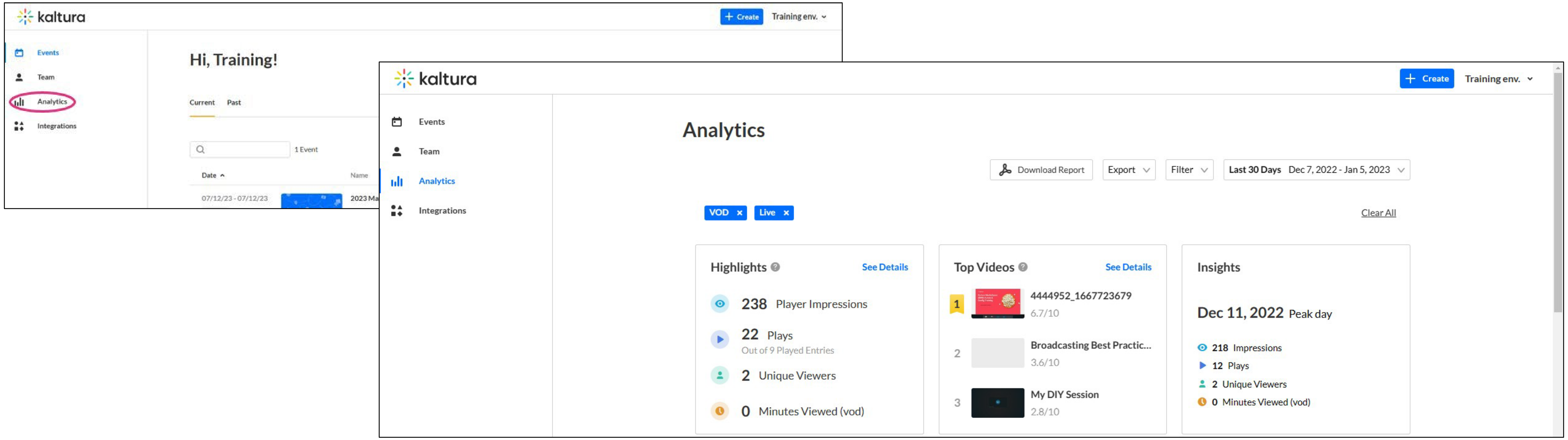
21 Cross-webinar analytics

On the Kaltura Webinars home page, click the Analytics tab. This page provides a full overview of how attendees interacted with video content *across your entire account*.

Additional functions provided on this page include exporting specific analytics; filtering, sorting, and comparing periods; and downloading a full report.



Please see Kaltura's Knowledge Center for the most up to date product documentation.