

Creating a Webcasting Event

When you create a webcasting event, you will need to schedule the date and time for the event and design an entry page dedicated to the event.

The Webcast Event page serves as an initial information repository for the event and when the time comes, a landing page for streaming the event and archiving it. The Webcast Event page may be edited several times and be assigned different levels of privacy so that you can work on it in privacy and choose when to share or make the event public.

☰ To create a Kaltura Webcasting Event

1. Log in to **Kaltura MediaSpace** or follow the instructions for login provided by your system administrators.
2. Click **Add New** and select **Webcast Event**.

MediaSpace™ video portal by Kaltura

User Guides and Technical Documentation

The **Schedule a Webcast Event** screen is displayed:

3. Enter values for the following fields to describe the event.
 - a. **Name** - used and displayed in the event page Webcasting created for each event
 - b. **Description** - used and displayed in the event page Webcasting created for each event.You can use the editing tools in the description area to apply basic formatting to the text

and include hyperlinks and images.

- c. **Tags** - use to apply metadata to the event to make it easier to catalog and search.
- d. Select the **Time Zone** from the drop down menu.
- e. Select the **Start Time** and **End Time** - make sure to include enough buffer in case the event continues beyond the allotted time.

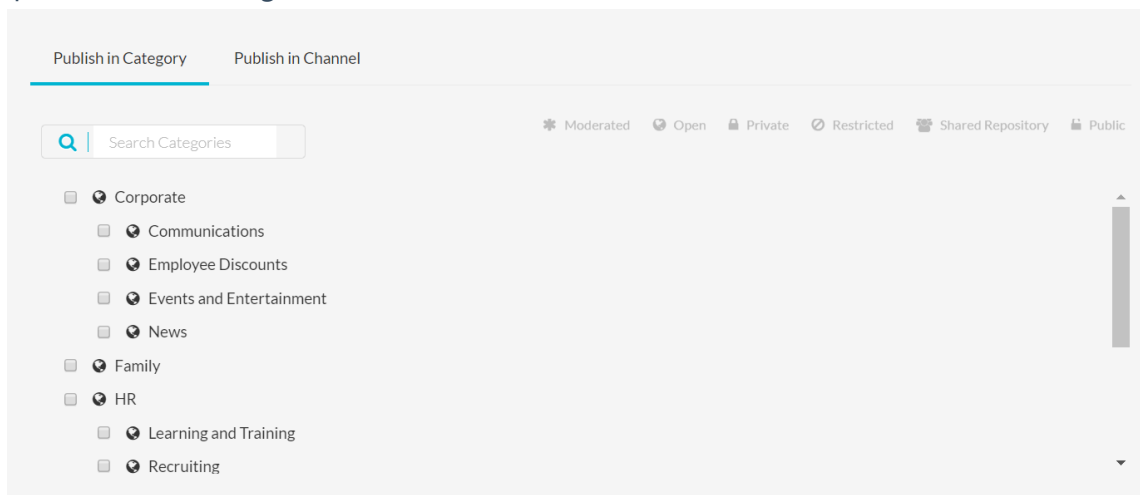
4. Click **Create Event**.

You will be prompted to define the event's privacy level. You can change the privacy level of the event at a later time.

5. Select the publishing option for the Webcasting event.

It is recommended that you first create a **private** event and only publish the event after you're done editing it.

- **Private** - Media page will be visible to the content owner only.
- **Unlisted** - Media page will be visible to anyone with a link to the page.
- **Published** - Media page will be visible to individuals according to entitlements on published destinations; it will also appear in the MediaSpace Events page. Selecting this option adds the Categories and Channels selection tabs.



6. If you are not sure about the categories and channels you want to publish to, you can save the event as Private or Unlisted and return to these options at a later time using the **Publish** button.
7. Click **Save** to save changes or click **Edit Webcast** to complete the webcast event definition and functionality.
8. Click **Go to Media** to view the Event page.
9. To continue editing the event, see [Editing a Webcasting Event](#).