The Webcasting Calendar

Last Modified on 06/29/2026 1:43 pm IDT

This article is designated for all users.

Legacy notice

If you're setting up a new event, we recommend using **Live Studio**, our modernized live event experience. See **Introduction to Live Studio** for more information. If your organization is still using the legacy webcasting product, this article still applies.

About

Explore the Kaltura Webcasting Calendar, which integrates with Kaltura's media management tools to schedule and view webcasting events using capture devices across different locations.

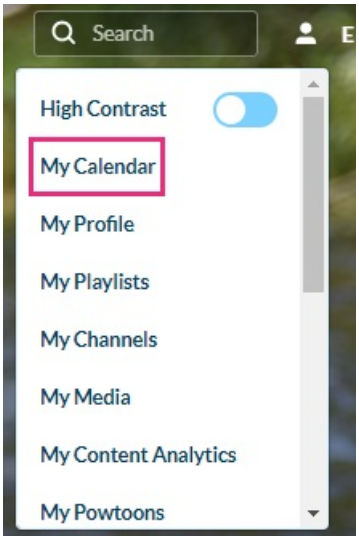
Accessed through Kaltura MediaSpace, this calendar empowers administrative staff to efficiently manage webcasts for their organizations. With flexible configuration options, it can be tailored to meet current and future scheduling needs.

Contact a Kaltura representative to learn more about our open platform approach and partnerships supporting the Kaltura Webcasting Calendar and other features.

Access the calendar

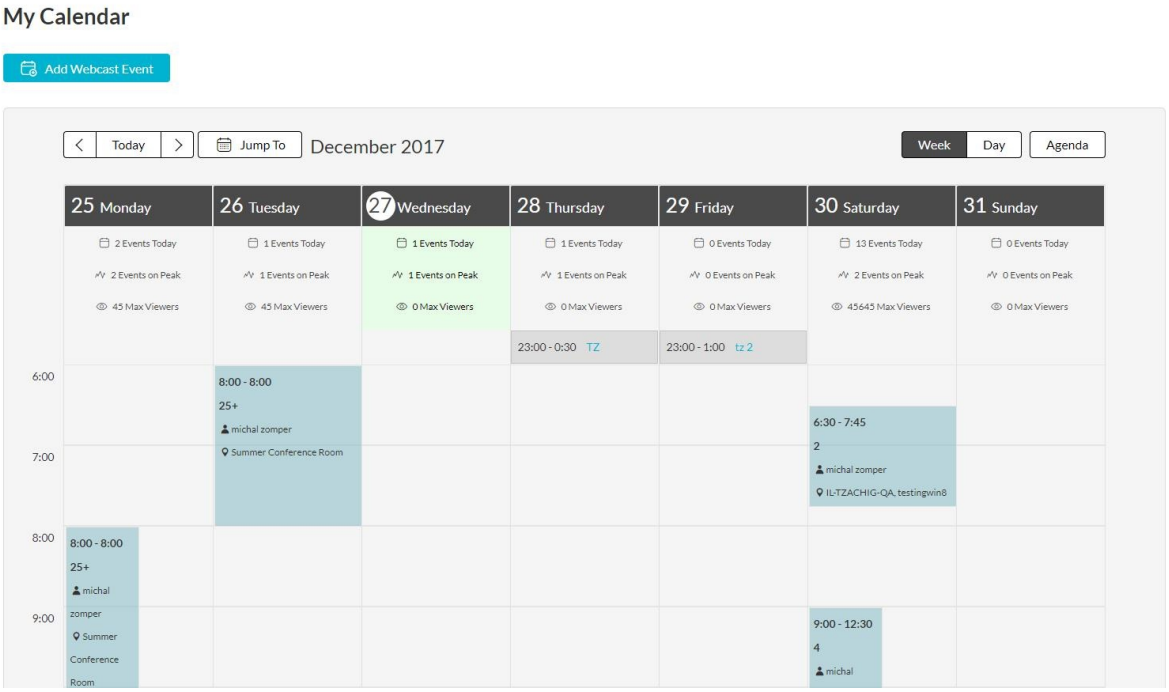
To access the calendar, you must first set up the Kwebcast module and configure the relevant roles and admin permissions. Once you have configured the module, the calendar automatically displays in the legacy Video Portal user menu:

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



Check out the Kaltura Webcasting Administrator's Guide for further details.

The Webcasting Calendar Page is displayed and all of the scheduled Webcasting events are displayed on your the calendar. Use the Webcasting Calendar Page to create, or modify a scheduled Webcasting event.



The Webcasting Calendar Weekly View and Agenda View display information in tabular format for each day detailing the event time, title, creator and resource. The agenda is sorted by date/time always for days that have scheduled events.

Calendar views

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

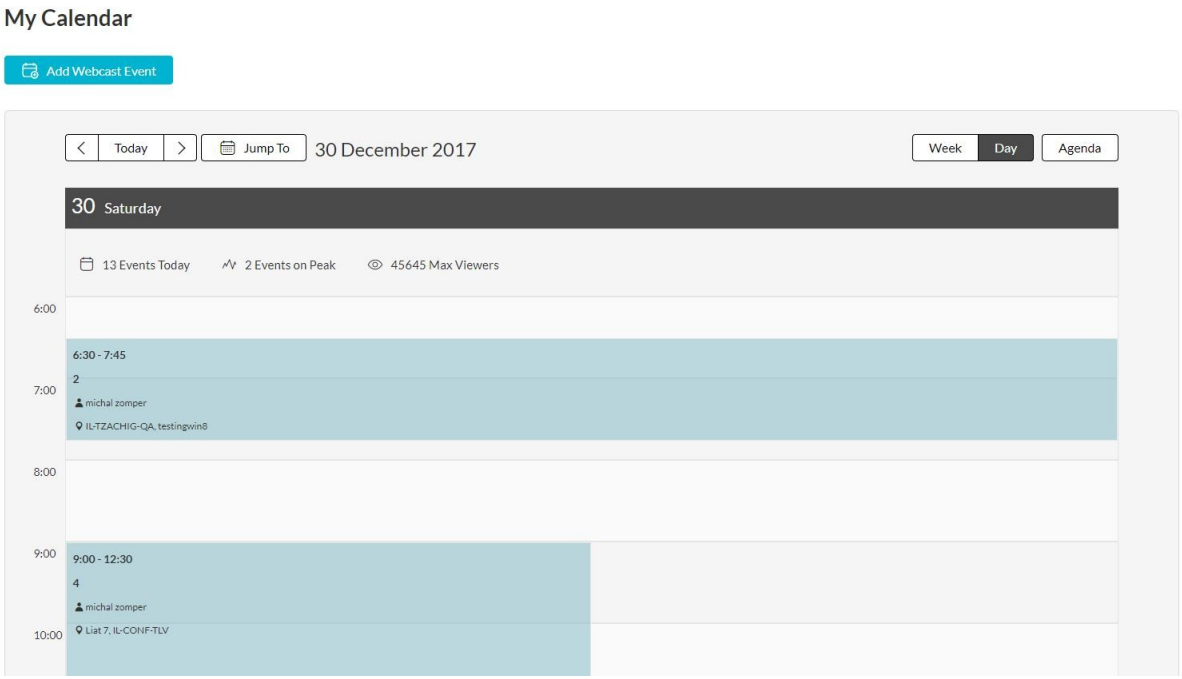
Each date has aggregated information for day and week views.

The following information is displayed in the Webcasting Calendar:

- The number of events for the day
- The number of events during the Peak - the number refers to the maximum number of events that are occurring at the same time (highest amount of concurrency).
- The maximum number of anticipated viewers, This number is a forecast of the anticipated viewers for the peak time. An admin may enter the value when creating an event. The number is mainly used for bandwidth consideration since allocation of additional bandwidth may be needed.

There are three calendar views:

Day View

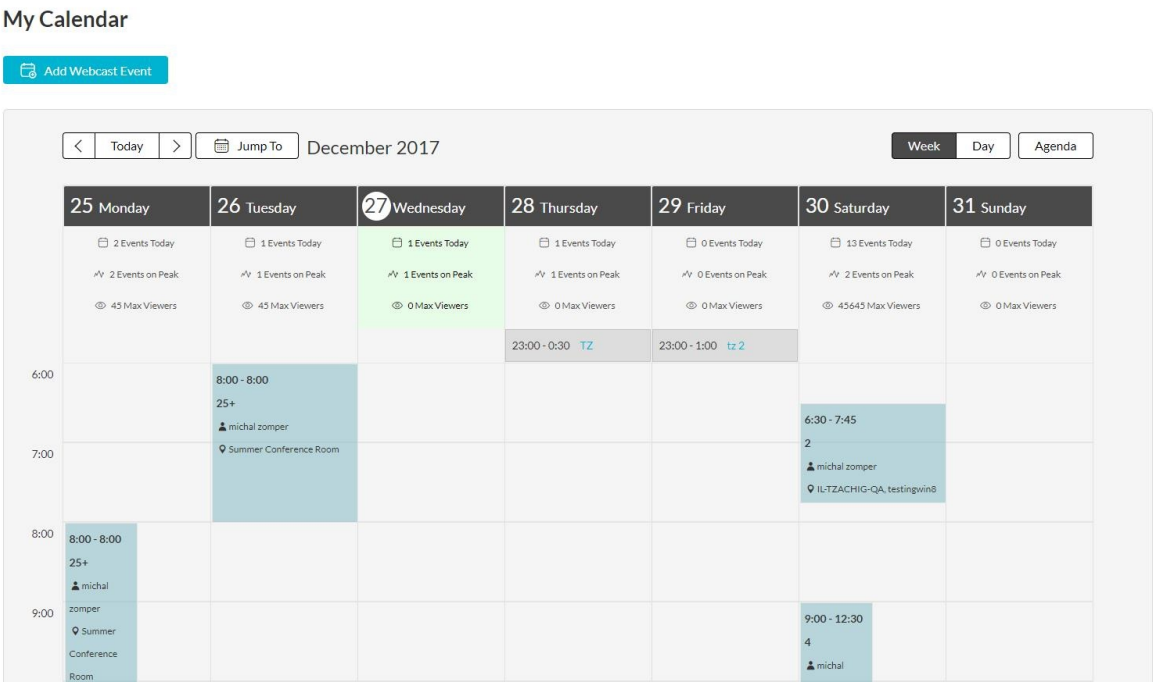


The table displays the aggregated views for the day selected.



Week View

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



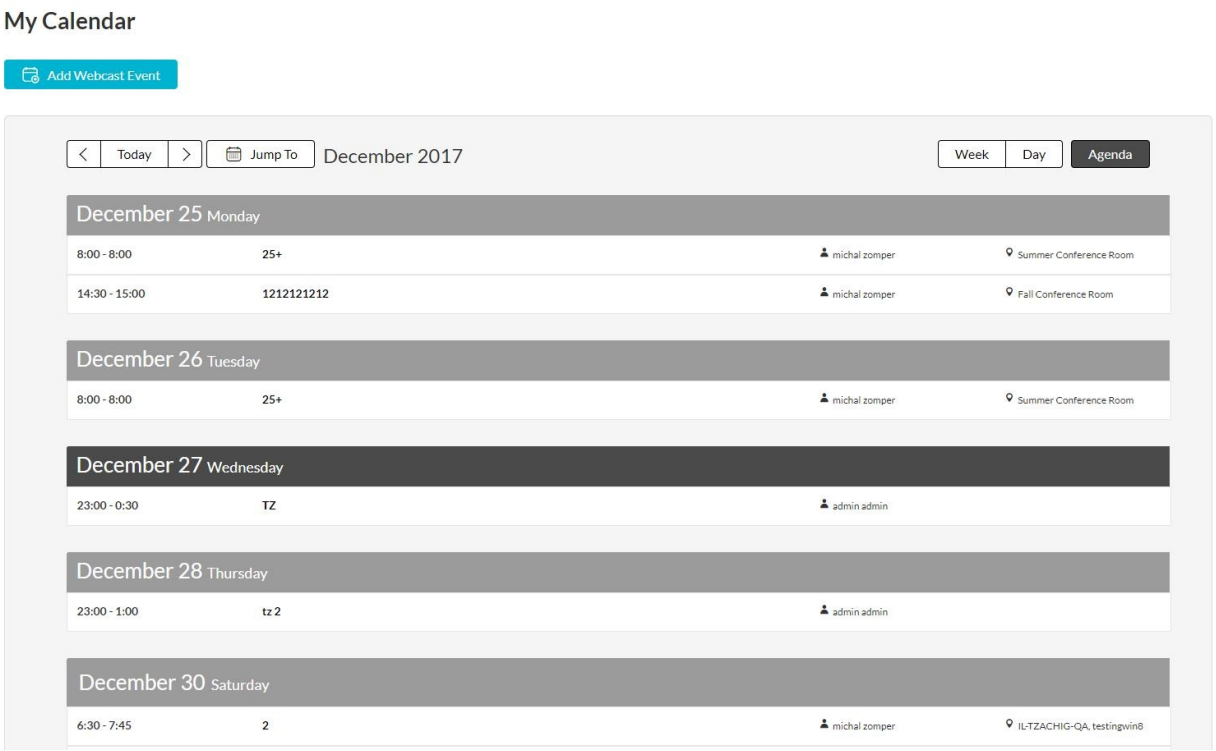
The table displays the aggregated data for the weeks events.

25 Monday	26 Tuesday	27 Wednesday	28 Thursday	29 Friday	30 Saturday	31 Sunday
2 Events Today	1 Events Today	1 Events Today	1 Events Today	0 Events Today	13 Events Today	0 Events Today
2 Events on Peak	1 Events on Peak	1 Events on Peak	1 Events on Peak	0 Events on Peak	2 Events on Peak	0 Events on Peak
45 Max Viewers	45 Max Viewers	0 Max Viewers	0 Max Viewers	0 Max Viewers	45645 Max Viewers	0 Max Viewers

Agenda

Displays all scheduled Webcasting events in a list view.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



To scroll to a different day

- Click on the Previous and Next arrows to scroll to the Previous or Next day.
- Click on Today to return to the current day.
- Click on Jump To to open a monthly calendar.
  - Click on the Previous or Next buttons to scroll to the month you are looking for.
  - Click on the day in the monthly calendar to view the specific events for that day.

Add and edit Webcasting events

After admin permissions are in place and all the setup for Webcasting is complete, admins can schedule and edit Webcast events through the Webcasting Calendar.

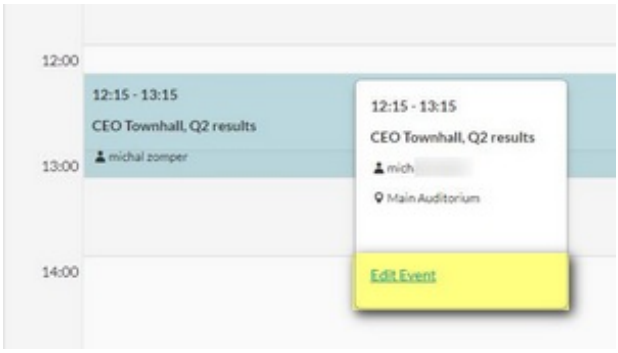
Create a Webcast Event

To create an event, click **Add Webcast Event** in the Webcast Calendar View. See Adding Events to the Webcasting Calendar.

Edit a Webcast Event

1. Click on an event in the Calendar View.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



2. Click Edit Event.

   The Edit Event Page is displayed. Continue to edit the event as described in Editing a Webcasting Event.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.