

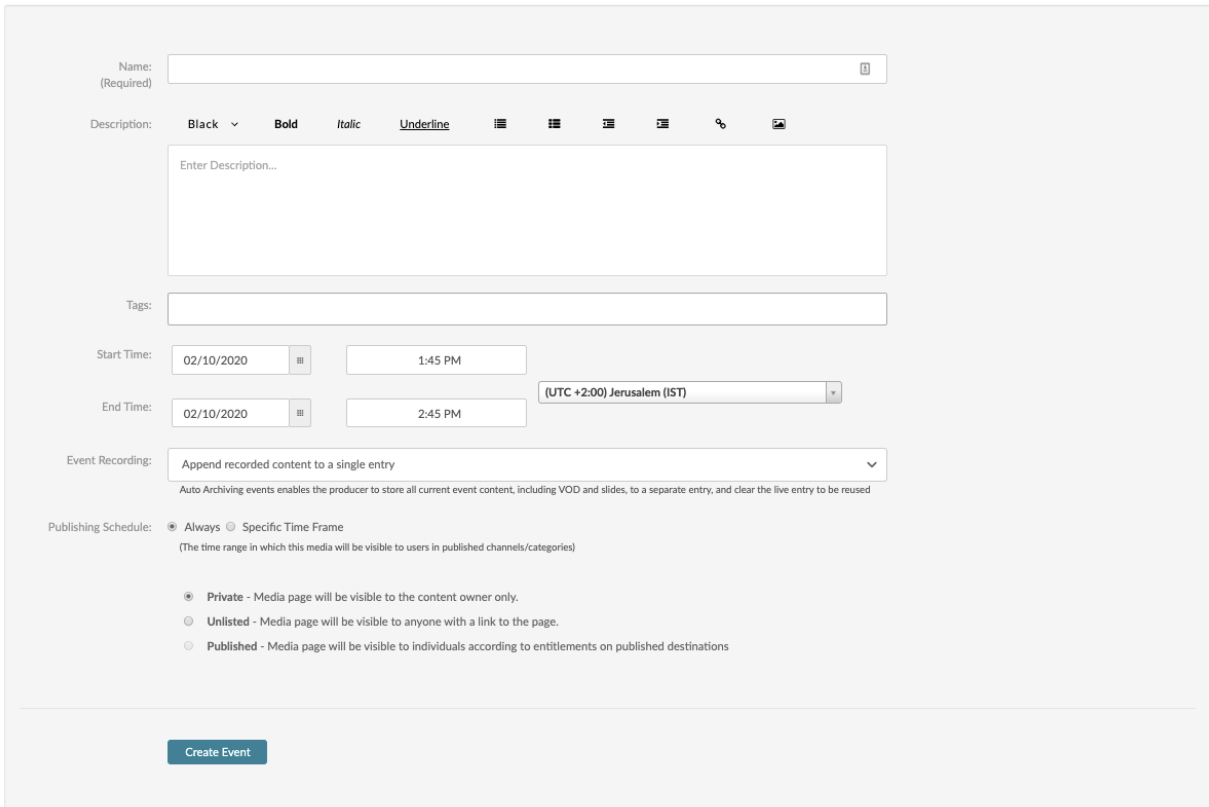
# Add Webcast Event

Last Modified on 03/08/2020 7:10 pm IST

## ☰ To add a Webcast Event

1. Select Webcast Event from the Add New dropdown menu.  
The Schedule a Webcast Event page is displayed.

### Schedule a Webcast Event



Name:  (Required)

Description: **Black** **Bold** *Italic* Underline [List] [List] [List] [List] [Link] [Image]

Enter Description...

Tags:

Start Time:

End Time:   (UTC +2:00) Jerusalem (IST)

Event Recording:  (dropdown)

Auto Archiving events enables the producer to store all current event content, including VOD and slides, to a separate entry, and clear the live entry to be reused

Publishing Schedule:  Always  Specific Time Frame  
(The time range in which this media will be visible to users in published channels/categories)

- 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

2. Select the Event Recording from the dropdown, the two options are:
  - a. Append Recorded Content to a Single Recording - each time a broadcast session finishes the content the recording of the session will be added to the entry content thus making one long recording
  - b. Export on each broadcast to VOD entry - once a broadcast finishes the recording will automatically be archived and a new VOD will be created. If slides were used during the broadcast they will also be migrated as part of the archiving process, [see here](#) for more information
3. Install the Webcasting application. See [Install/Launch the Kaltura Webcasting Application](#) for instructions. For more information on how to create a Kaltura Webcast, see [Editing a Webcasting Event](#).
4. Follow the instructions for the [Kaltura Webcasting Workflow](#).
5. Click Save and the [Edit the Webcast Event](#).