

Event Registration Entry Owner Guide

Last Modified on 06/29/2026 1:47 pm IDT

i 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.

After the KMS admin has enabled the [Registration module](#) and has configured Registration Forms that are available, the entry owner may reconfigure the Registration Page's display as well as change the selected Registration Form to use. The entry owner may also disable the Registration Form.

Workflow

Create an Entry with Registration



Registration forms may be configured for Webcast, Live, VOD, and Quiz entries.







The Add Registration Field will be available only if the Registration Module has been enabled in the KMS Admin. When you are creating an event you can select to Add Registration or when you are editing an entry.

Add Registration When Creating an Event

The following shows an example of the Schedule Webcast Event screen with the Add Registration Option.

Schedule a Webcast Event

Name: (Required)

Description: **Black** **Bold** *Italic* Underline      

Tags:

Start Time:

End Time:

Add Registration:

Enable Registration Page

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

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

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

Only registration forms that have been added to the KMS by the KMS Admin will be available.

1. Check Enable Registration Page
2. Select a Registration Form from the Add Registration drop down menu.
3. Enter the relevant information and click Create Event.

A default Registration form is used if you do not make a selection.




After you have added the Registration option and selected a Registration Form, you may customize the Registration Page.

Add Registration When Editing an Event

The following shows an example of the Edit Webcast Event screen with the Enable Registration Option.


MediaSpace
HOME
ABOUT
SERVICES
PRODUCTS
GALLERY ▾
🔍 SEARCH
➕ ADD NEW
👤 GUEST




Tuesday, September 10, 2019 8:30 PM - 10:00 PM EEST

Starts in 12 days

+ Add to Calendar



Scott Hill
Digital Media Producer



Emma Jensen
Human Resources

Edit:

What Will the Classroom of Tomorrow Look Like?

Published

Thursday, September 10, 2019
4:00 PM to 5:00 PM

Details
Options
Collaboration
Thumbnails
Presenters
Captions
Attachments
Timeline
Replace Video
★ Registration

Customize Registration Page

Select & customize the settings for your registration page.

☑ SET UP REGISTRATION PAGE
▾

Select Form:*

Kaltura Training Form2019
▾

This field is required.

Add Media:

Enter Media URL or ID

This media will be public.

Add Media:

Enter Media URL or ID

This media will be public.

Calendar Reminder:

30 minutes
▾

⚙ DISPLAY SETTINGS
➤

☑ EMAIL VALIDATION
➤

🔗 SHARE REGISTRATION PAGE
➤

Save

Save & Preview

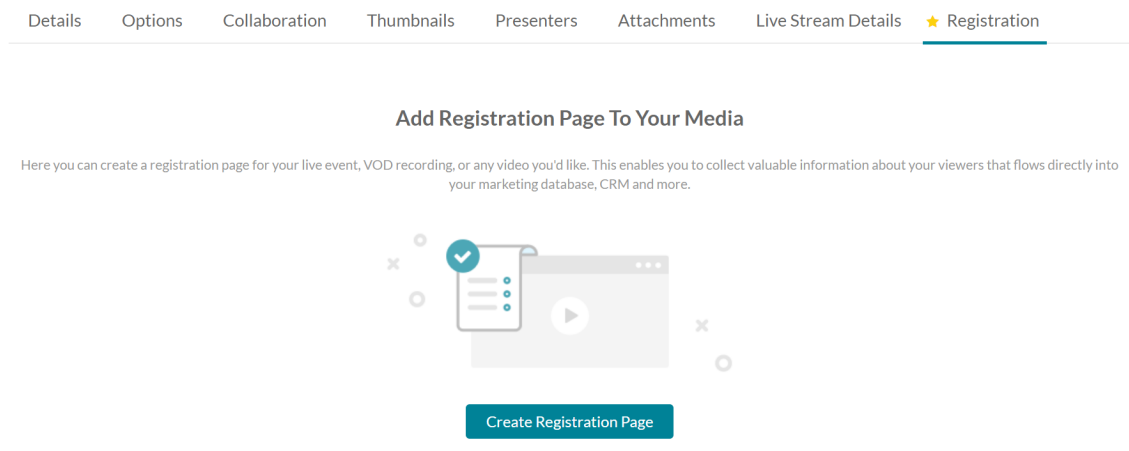
Enable Registration Page

MediaSpace™ video portal by Kaltura

Follow the instructions [To add the Registration Option.](#)

Customize the Registration Page

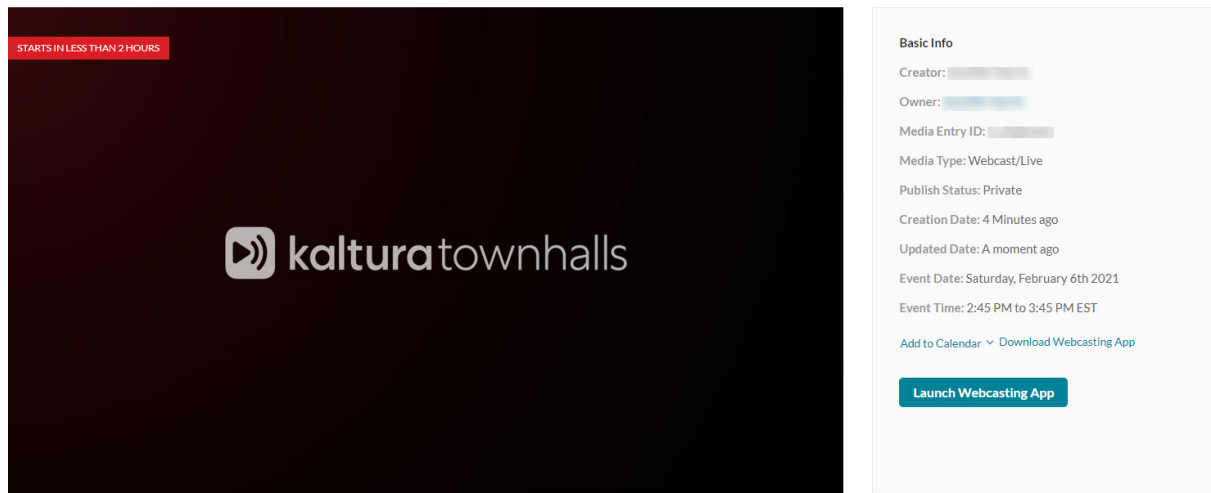
1. Edit the Entry. The Registration tab (with a yellow star to highlight it) is added for all users that have the Registration Module enabled.



2. Click Create Registration Page. The Customize Registration Page is displayed.

[← Back to Media Page](#)

Tech Pubs



Details Publish Options Collaboration Thumbnails Presenters InPlayer Monetization Hive Streaming Attachments Live Stream Details Display **★ Registration**

Customize Registration Page

Select & customize the settings for your registration page.

- SET UP REGISTRATION PAGE >
- DISPLAY SETTINGS >
- EMAIL VALIDATION >
- SHARE REGISTRATION PAGE >

Save Save & Preview

Enable Registration Page

Each section opens up configuration options to customize your Registration Page.


Use the links to edit the options.

3. Select **Disable Registration Page** if you want to cancel the Registration Form display.
4. Modify each section as you want and click **Save and Preview** or **Save** when you are satisfied with your settings.

Set Up the Registration Page

Use this section to select a different registration form. The Registration Form field is mandatory. The default form is used if you do not select a Registration Form.

You may add a media URL or Media ID in this section that will be shown on the event Registration Page. For example you may want to add a video as a teaser, or other relevant media to interest your viewers. Whatever media is selected here will be public to those viewing the registration page.

 SET UP REGISTRATION PAGE ▼

Select Form:*

Tech Pub Event ▼

This field is required.

Add Media:

1_eomz4wnu

This Media will be public.

Display Settings

Use this section to configure the display on the event registration page. All of the information is taken from the tabs that are configured for this entry. Each of these are fields are configurable and you can decide whether to display the field or not.

- The Header Banner displays the thumbnail that is shown in the back of the Header section. Use the link to edit the thumbnail.
- The Title is the title of the event.
- The Description is the description of the event.
- The Presenters is taken from the configured presenters.
- The Time and Date is the scheduling for the event. When you click on Edit the event scheduling page is displayed. You can select to change the time, date and time zone for the event as well as display it on the event registration page..
- The Timer shows a countdown until the event starts

⚙️ DISPLAY SETTINGS ▼

Select the components you would like to include on your registration page.

- Header Banner ?
- Title ?
- Description ?
- Time & Date ?
- Add Timer ?
- Presenters ?

Email Validation

There is a chance that you may want a specific group of emails to register for the event, or perhaps you want to exclude certain viewers. There are two ways to configure registration parameters through email. You can upload an excel file, CSV with one column or enter manually up to 150 mails.

After you upload the CSV you can replace, remove or download the excel file. The file size is limited to a 10 MB.

- Include - include the emails that are eligible to register for the event.
- Exclude - exclude the emails that are not eligible. All others emails will be eligible. Wildcards are allowed (asterisk). For example *@gmail.com to include or exclude gmail viewers.

✉️ EMAIL VALIDATION ▼

Upload or enter a closed list of emails and configure their permissions for the event.

Include Exclude

[Upload CSV File](#)

0/150 Emails

Share the Registration Page

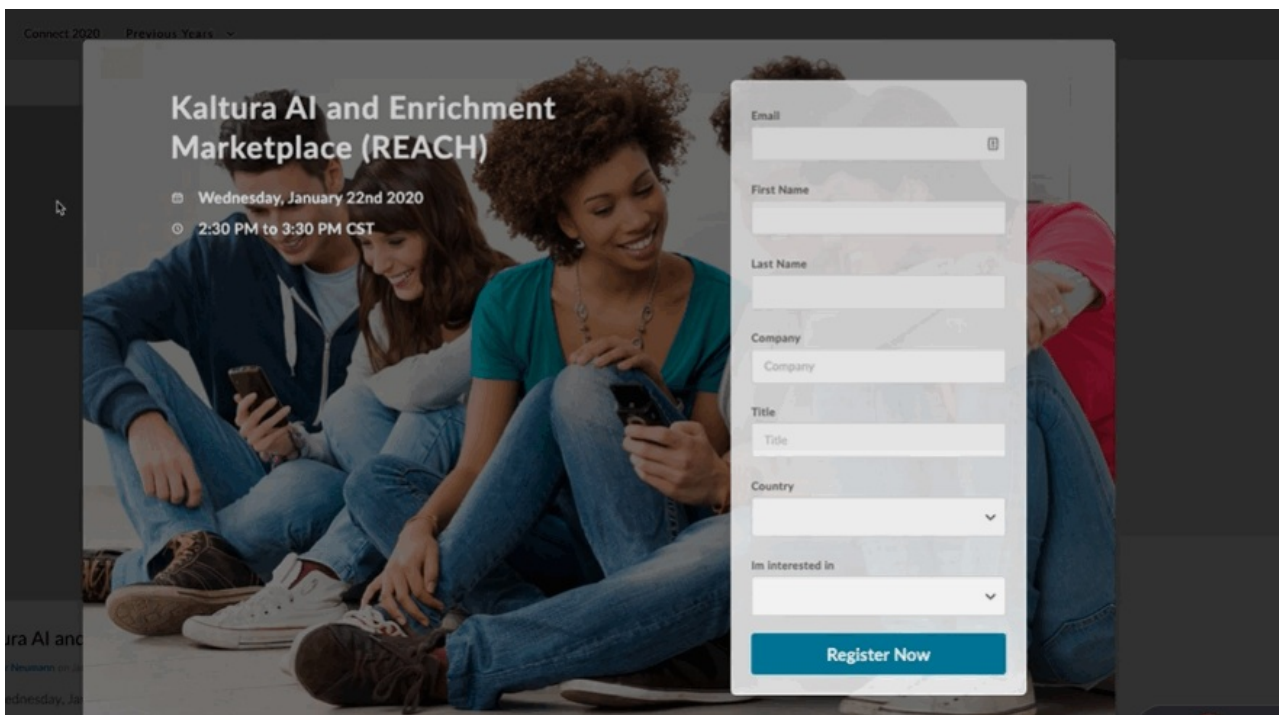
The entry owner should distribute the link to the event within the organization via any preferred communication channel. KMS doesn't support sending out links via mail.

SHARE REGISTRATION PAGE

Share this link with people, so they can register for your event.

https://2354051.qakmstest.dev.kaltura.com/media/t/0_xn151pko?registrationPreview=1 [Copy Link](#)

The following is an example of a registration page that is configured for a Webcasting event.



[View the Event Registration Analytics](#)