Event Registration

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Event Registration Overview

Event registration is the process by which an entry owner may add a registration page to the video thus making it only available for users that have filled in the registration form. Entry collaborators may configure a registration form that fits their needs and configure the form per entry basis.

Online registration not only improves efficiencies and adds security, it also eliminates unnecessary paperwork. Registration maximizes participation and improves marketing capabilities while allowing participants to sign up when and where it is most convenient for them.

Event Registration Roles

When creating an event, or editing media, there are several people involved that have different roles and objectives.

- **Admin** - Kaltura Management Console and Kaltura MediaSpace admins are responsible for enabling the Registration module and creating the schemas for the Registration Forms.
- **Entry Owner** - The entry owner is responsible for enabling the Registration Form (Add Registration) and selecting the registration form from one of the configured options. The entry owner may also choose to enable or disable the registration form for the entry, as well as customize the Registration Page. The Entry Owner is also responsible for sending a link to view the content/the event.
- **Viewer** -The viewer's role is to register by filling out the Registration Form's fields.

Event Registration Workflow

- Create a Registration Form in the Kaltura Management Console.
- Enable and Configure the Registration Module in the Kaltura MediaSpace Management Console.
- Create /Edit an Event - Add Registration and Select a Registration Form.
- Set up the Registration Page Display.
- Send a Link to Viewers
- Download the registration report

Kaltura Event Registration Documentation Guides

The information about Kaltura's Event Registration procedures, features and tips are written for specific roles. The following guides are available and written per user roles:

- Kaltura Event Registration Administrator's Guide
- Kaltura Event Registration Entry Owner Guide
- Kaltura Event Registration Viewer's Guide