

Meetingentry module

Last Modified on 06/04/2026 9:18 am IDT

 This article is designated for administrators.

About

This module enables users to create, publish, and search for Kaltura Rooms within the site. It requires the [Newrow module](#) to be enabled.

Configure

1. Go to your Configuration Management console and click on the **Meetingentry** module. You can also navigate directly using a link: https://{your_URL}/admin/config/tab/meetingentry.

Listpage
Mediastitching
Meetingentry
Embed
Onedrive
Personalprofile
Presenters

The Meetingentry page displays.

Configuration Management

Server Tools

- Backup Configuration
- Player replacement tool

Global

- Application
- AddNew
- Auth
- Categories
- Channels
- Client
- Debug
- EmailService
- EmailTemplates
- Gallery
- Header
- Languages
- Login
- MediaCollaboration
- Metadata
- Moderation
- My-media
- Navigation
- Player
- PlaylistPage
- Recaptcha
- Search
- Security
- SharedRepositories
- Widgets
- TimeAndDate

Modules

- Accessibility

Meetingentry

Module Info

Description This module will enable your site with the ability to create, publish, and search for Kaltura Meetings Rooms in the site. This module depends on the Newrow module.

Note Our new room experience is now available for early access. You can try out the new room experience and enable it for your users below. Please note the new room experience does not include all features and functionality currently available in the room experience.

enabled Enable the Meetingentry module.

allowedUsersOrRoles Who are the users allowed to create meeting entries.

advancedEntrance How long (in seconds) before the event is scheduled to begin, can attendees join the meeting room, if a moderator started the room.

advancedRoomTemplates Collapse

Setup the default room template and available room templates that owners can use for personal rooms.

availableRoomTemplates

- KMS Video Portal - Interactive room
- KMS Video Portal - Panel room

Choose which templates can room owners use for their rooms upon room creation or editing of the room settings using the Room Mode drop down.

defaultRoomTemplate Select what is the default room template for all new rooms created in the account.

2. Configure the following:

enable - set to 'Yes' to enable the module.

allowedUsersOrRoles - Select who can create a Kaltura Room. Choose from the following options:

- privateOnly Role
- admin Role
- unmoderatedAdmin Role
- Specified Users / Groups

advancedEntrance - Set the time (in seconds) before the scheduled event start when attendees can join the meeting room, provided a moderator has already started it.

advancedRoomTemplates

Here you can set up the default room template and manage the available room templates that owners can choose from when creating their personal rooms.

availableRoomTemplates - Choose from the following:


- **Interactive** - This template is used by legacy Video Portal and LMS Video for creation and updates of Kaltura Room entries and will work by default with C&C only
- **Webinar** - This template is used by legacy Video Portal and LMS Video for creation


and updates of Kaltura Room entries and will work by default with C&C only

Create a Room

Name *

Room mode

**Interactive**
This template is used by KMS and KAF for creation and updates of KME entries and will work by default with CnC only

**Webinar**
This template is used by KMS and KAF for creation and updates of KME entries and will work by default with CnC only

Room availability

Always open Specific time frame

Cancel

'Create a room' modal in Video Portal

defaultRoomTemplate - Select the default room template for all new rooms created in the account. Choose from **Interactive** or **Webinar**.

3. Click **Save**.