

# Meetingentry module

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 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\\_KMS\\_URL}/admin/config/tab/meetingentry](https://{your_KMS_URL}/admin/config/tab/meetingentry).

Listpage
Mediastitching
<b>Meetingentry</b>
Embed
Onedrive
Personalprofile
Presenters

The Meetingentry page displays.

## Configuration Management

Server Tools

- Backup Configuration
- Player replacement tool

Global

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Modules

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### 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 **System template - Interactive room** or **System template - Panel room**. These are the templates that room owners can use for their rooms during creation, as shown below:

### Create a Room

Name \*

Room mode

 **KMS Video Portal -  
Interactive room**

 **KMS Video Portal -  
Panel room**

Room availability

Always open  Specific time frame

Cancel Create

Create a room modal in video portal

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

3. Click **Save**.