Edit event details for multi-session events

Content updated: 03/16/2022

This article is designated for all users.

About

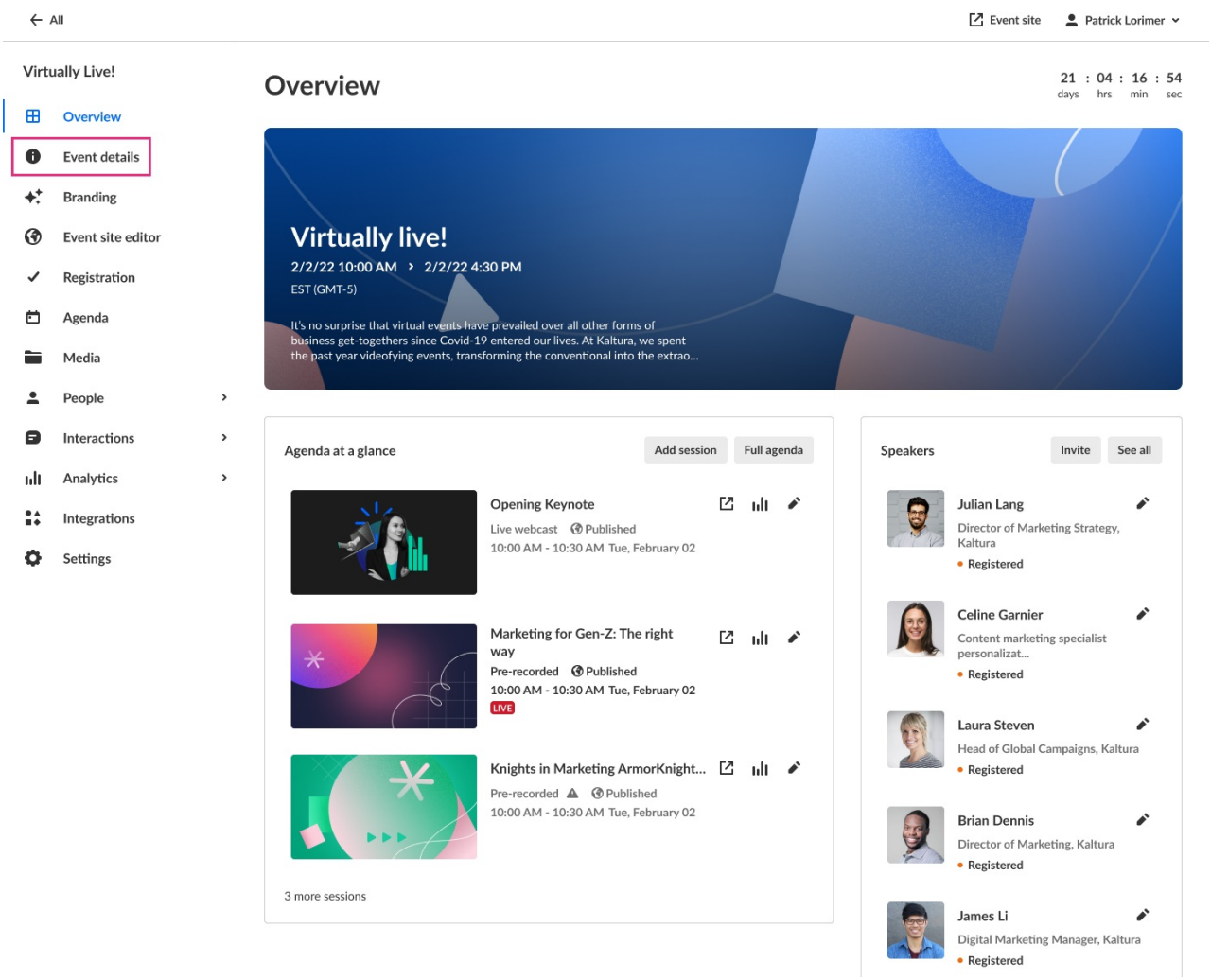
This article describes how to edit the event details. Herein, we also direct you to an article about customizing your Lobby page.

This article pertains only to multi-session events.

Navigate to the Event details page

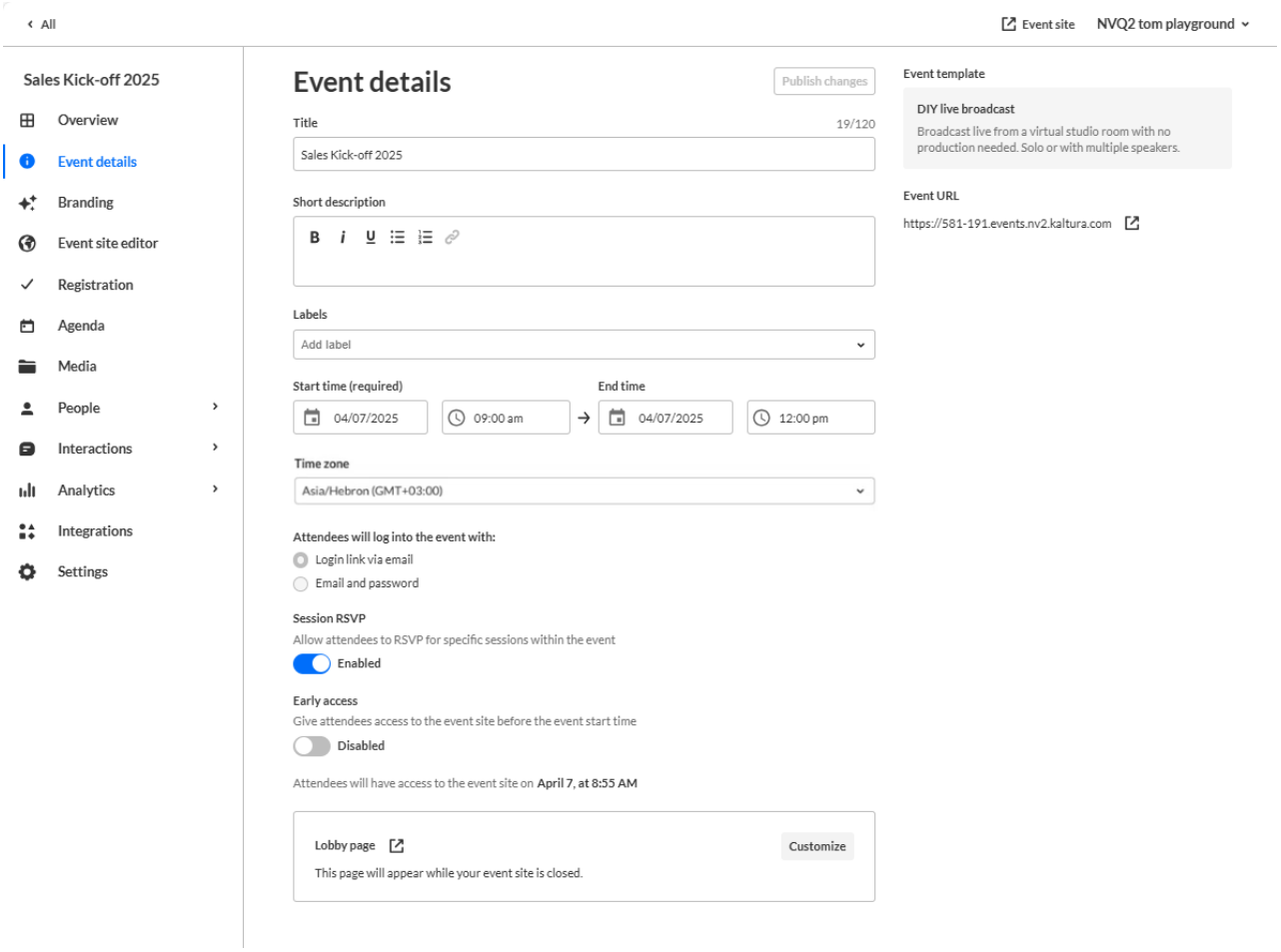
After creating a new event, navigate to the Event details page; click the Event details tab.

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The Event details page displays.

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Items in the upper right corner of the Event details page:

- Event template from which the event was created
- Event URL that was generated automatically when the event was created
- Two ways to access the event site:
  - **Event site** button
  - Up arrow next to the Event URL

The Event details page also includes a link to the Lobby page at the bottom of the screen. The Lobby page is the page that displays while your event site is closed. To learn more about your Event site and Lobby page, see Getting to know your event site, session page, lobby page, and main stage.

Edit event details

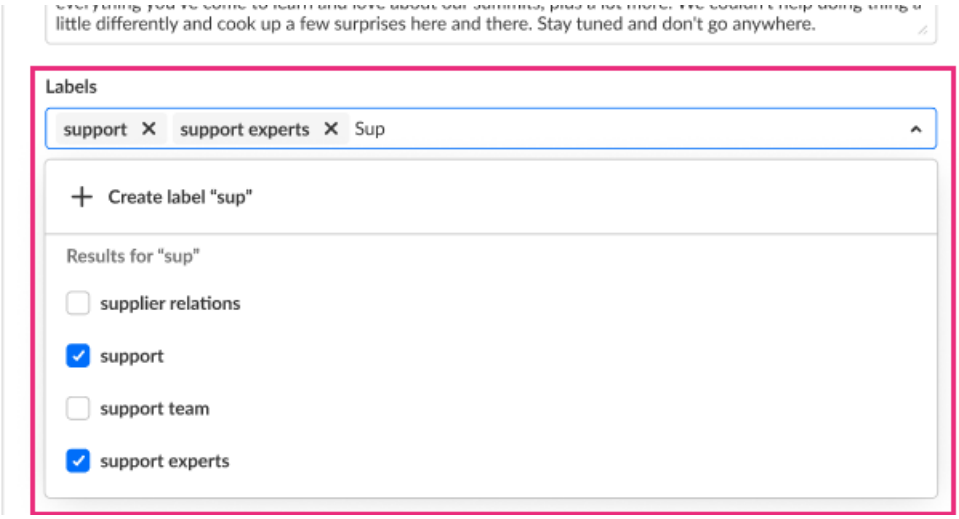
You may edit the following event details:

Title - A title for your event.

Short description - A description of your event.

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Labels - Attach labels to the event to categorize and enable filtering of events on Event list. For example, label the event as having to do with a specific theme, target audience, or department. To attach a label, click in the Labels field and choose from the list of available labels. You may also start typing the first few letters of a label and a list of matching labels will populate for you.



To create a new label, type your new label in the Labels field, then click **Create label "[label name]"**.

Depending on your account configuration, you may only be able to select from the approved label list on the Event details page list rather than create new labels.

Labels you've attached to this event will display on the account level Events list.

To un-attach a label from the event, click "X".

Start time - The day and time your event will start.

End time - The day and time your event will end.

Time zone - The time zone for your event. The list of time zones is organized in alphabetical order by time zone name, then city name. This list is searchable and as you start typing characters, a list of matching time zones will populate for you.

Attendees will log into the event with: - Choose whether attendees will enter the event with login link via email (AKA "Magic Link") or with email and password. Click here for more information on Magic Link.

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Session RSVP - Choose whether to allow attendees to RSVP for specific sessions within the event. This option is available only if RSVP has been enabled and configured on your account.

Early access - Choose whether to give attendees access to the event site before the event starts. If disabled (by default), attendees will have access to the event site 5 minutes before start time. If you choose to enable, select the minutes, hours, days, or weeks ahead of start time that your attendees will be able to access the event site.

Customize the look of your Lobby page - See Customize your Landing or Lobby page.

The ability to customize the look of your Lobby page must be enabled on your account. If it is not, please contact a Kaltura representative about enabling it.

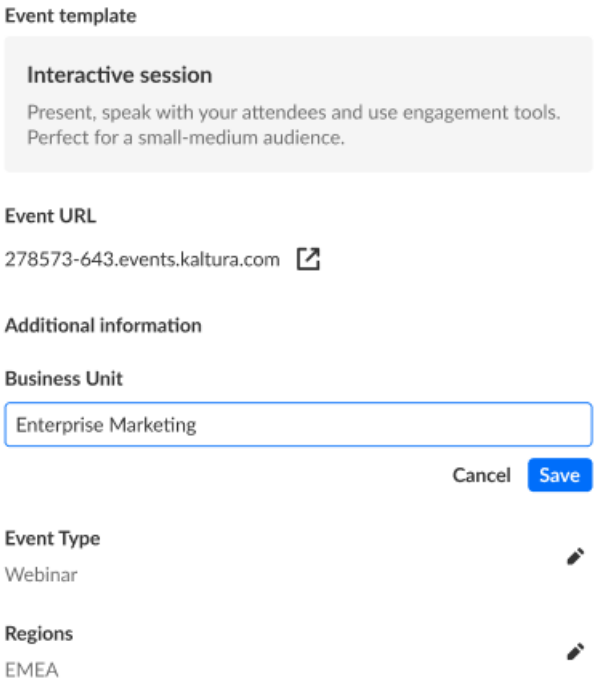
Additional information

The Event details page may display custom metadata fields associated with your event. These fields are defined by your organization and can store additional information relevant to your workflows - such as an external event identifier, a CRM campaign ID, or other business-specific attributes.

If custom metadata fields are configured for your account, they will appear on the Event details page. Fields that are editable can be updated directly - click the field, make your change, and save. Read-only fields are displayed for reference only.

Custom metadata is useful when you need to associate structured data with an event for reporting, integration with external systems, or internal tracking purposes.

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Publish changes to the event

Once you are finished editing all the event details, click **Publish changes**.

The Publish changes button is grayed out/dimmed upon entering the page and only becomes 'clickable' after at least one edit is made to the page.

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