

Edit event details for multi-session events

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 This article is designated for all users.

About

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



This article pertains only to multi-session events.

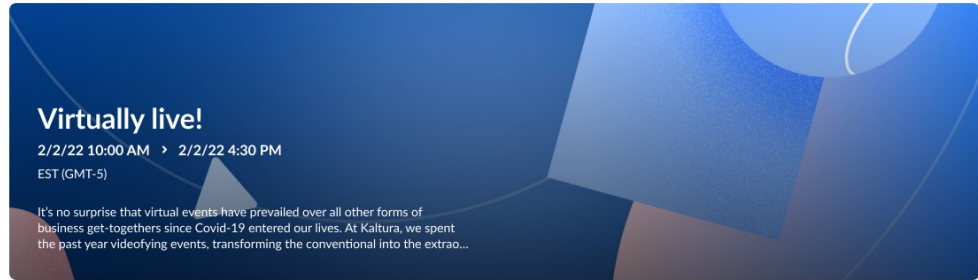
Navigate to the Event details page

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

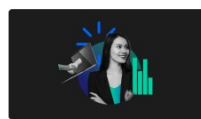
Virtually Live!


[Overview](#)[Event details](#)[Branding](#)[Event site editor](#)[Registration](#)[Agenda](#)[Media](#)[People](#)[Interactions](#)[Analytics](#)[Integrations](#)[Settings](#)

Overview


21 : 04 : 16 : 54
days hrs min sec

Agenda at a glance


[Add session](#)[Full agenda](#)

Opening Keynote
Live webcast  Published
10:00 AM - 10:30 AM Tue, February 02



Marketing for Gen-Z: The right way
Pre-recorded  Published
10:00 AM - 10:30 AM Tue, February 02



Knights in Marketing Armor
Pre-recorded  Published
10:00 AM - 10:30 AM Tue, February 02

[3 more sessions](#)

Speakers

[Invite](#)[See all](#)

Julian Lang
Director of Marketing Strategy, Kaltura
• Registered



Celine Garnier
Content marketing specialist personalizat...
• Registered



Laura Steven
Head of Global Campaigns, Kaltura
• Registered



Brian Dennis
Director of Marketing, Kaltura
• Registered



James Li
Digital Marketing Manager, Kaltura
• Registered



The Event details page displays.

← All Event site NVQ2 tom playground ▾

Sales Kick-off 2025

- Overview
- Event details
- Branding
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Event details Publish changes

Title 19/120

Sales Kick-off 2025

Short description

B *i* U **≡** **≡** [🔗](#)

Labels

Add label ▾

Start time (required) **End time**

📅 04/07/2025 ⌚ 09:00 am → 📅 04/07/2025 ⌚ 12:00 pm

Time zone

Asia/Hebron (GMT+03:00) ▾

Attendees will log into the event with:

Login link via email

Email and password

Session RSVP

Allow attendees to RSVP for specific sessions within the event

Enabled

Early access

Give attendees access to the event site before the event start time

Disabled

Attendees will have access to the event site on **April 7, at 8:55 AM**

Lobby page [🔗](#) Customize

This page will appear while your event site is closed.

Event template

DIY live broadcast

Broadcast live from a virtual studio room with no production needed. Solo or with multiple speakers.

Event URL

<https://581-191.events.nv2.kaltura.com> [🔗](#)

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](#).

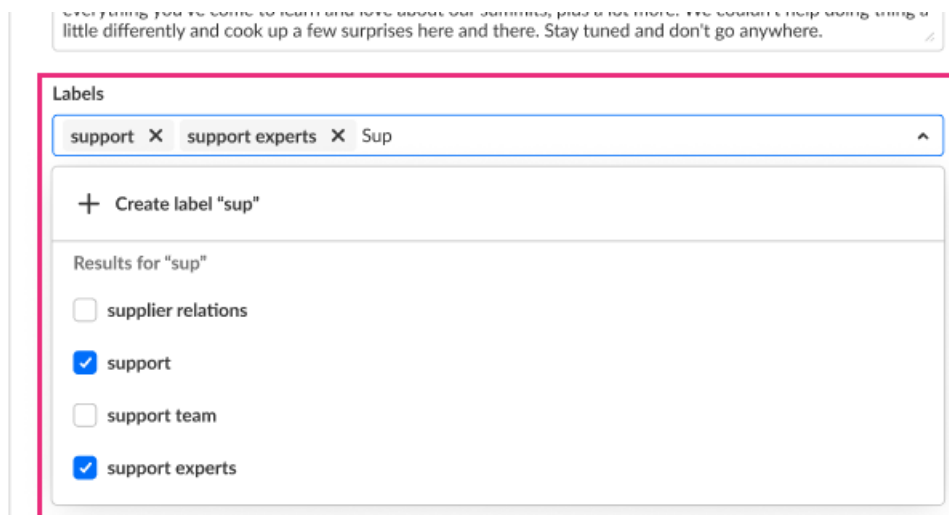
Edit event details

You may edit the following event details:

Title - A title for your event.

Short description - A description of your event.

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]"**.



Labels you've attached to this event will display on the account level Events list and on the Overview tab of the Event page.

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.

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.

Set a custom URL

If configured by your Admin, a **Set Custom URL** button displays on the Event details page. Click this button to change the default generated event URL to customize it for your event.

 [Event site](#) EP DEV Sandbox ▾

Event template

Interactive Session

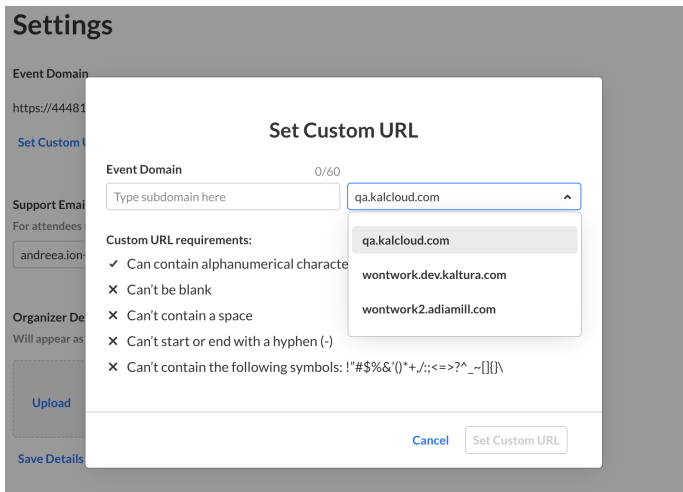
Present, speak with your attendees and use engagement tools. Perfect for a small-medium audience

Event URL

<https://4448132-2844.events.dev.kaltura.com> 

 **Set Custom URL**

Enter a unique Event Domain according to the validation rules, then click on the right-hand list to choose from the list of root domains your Admin configured. Once finished, click **Set Custom URL**.



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.