

Event details tab - Edit event details

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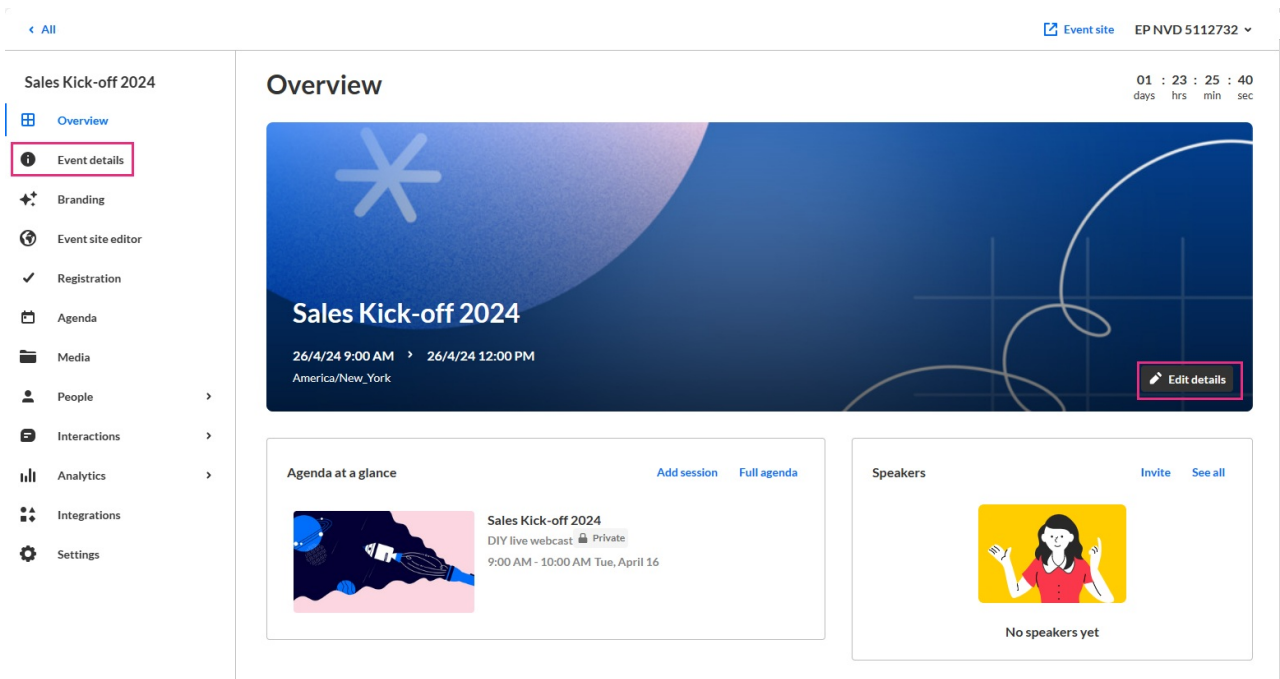
 This article is designated for all users.

About

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

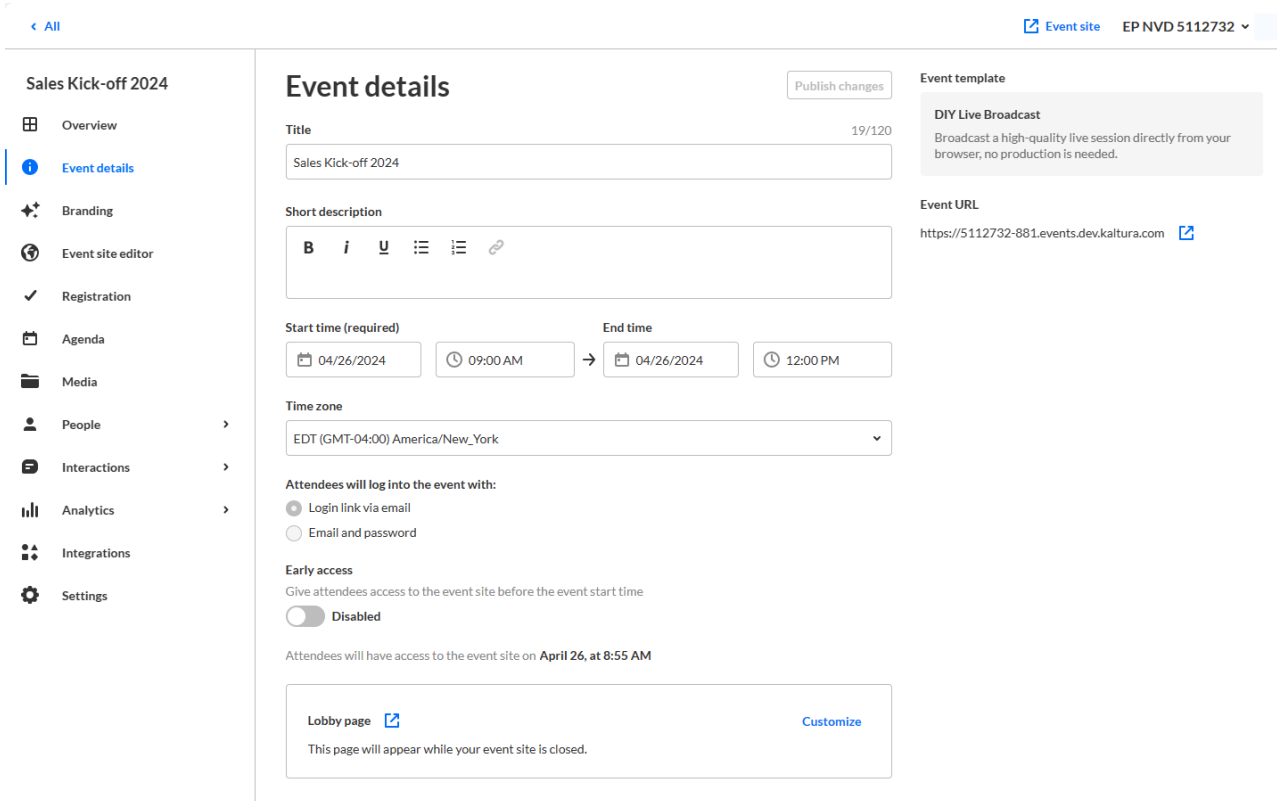
Navigate to the Event details page

After creating a new event, navigate to the Event details page. There are two ways to reach the Event details page from the Event page - click the Event details tab or click **Edit details** on the event banner.



The screenshot shows the Kaltura Event details page for "Sales Kick-off 2024". On the left is a navigation sidebar with options: Overview, **Event details** (highlighted with a red box), Branding, Event site editor, Registration, Agenda, Media, People, Interactions, Analytics, Integrations, and Settings. The main content area is titled "Overview" and includes a timer showing 01 : 23 : 25 : 40 (days hrs min sec). Below the timer is a large event banner with a blue background, a white starburst icon, and the text "Sales Kick-off 2024". The banner also displays the event dates and time: "26/4/24 9:00 AM > 26/4/24 12:00 PM" and "America/New_York". An "Edit details" button is visible in the bottom right corner of the banner, also highlighted with a red box. Below the banner are two sections: "Agenda at a glance" with "Add session" and "Full agenda" links, and "Speakers" with "Invite" and "See all" links. The "Speakers" section shows a placeholder for a speaker and the text "No speakers yet".

The Event details page displays.



The screenshot shows the 'Event details' page for 'Sales Kick-off 2024'. On the left is a navigation menu with options like Overview, Event details (selected), Branding, Event site editor, Registration, Agenda, Media, People, Interactions, Analytics, Integrations, and Settings. The main content area is titled 'Event details' and includes a 'Publish changes' button. It contains several sections: 'Title' (Sales Kick-off 2024), 'Short description' (with a rich text editor), 'Start time (required)' (04/26/2024, 09:00 AM) and 'End time' (04/26/2024, 12:00 PM), 'Time zone' (EDT (GMT-04:00) America/New_York), 'Attendees will log into the event with:' (Login link via email selected), 'Early access' (Disabled), and 'Attendees will have access to the event site on April 26, at 8:55 AM'. On the right, there is an 'Event template' section (DIY Live Broadcast) and an 'Event URL' (https://5112732-881.events.dev.kaltura.com) with an external link icon. At the bottom, there is a 'Lobby page' section with a 'Customize' link and a note that the page will appear while the event site is closed.

The Event details page lists the event template from which the event is created and the Event URL that was generated automatically when the event was created. This page also includes two ways to access the event site - a blue **Event site** button on the top right corner of the screen, and a blue up arrow next to the Event URL. It also includes a link to the Event lobby, 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, and lobby page](#).

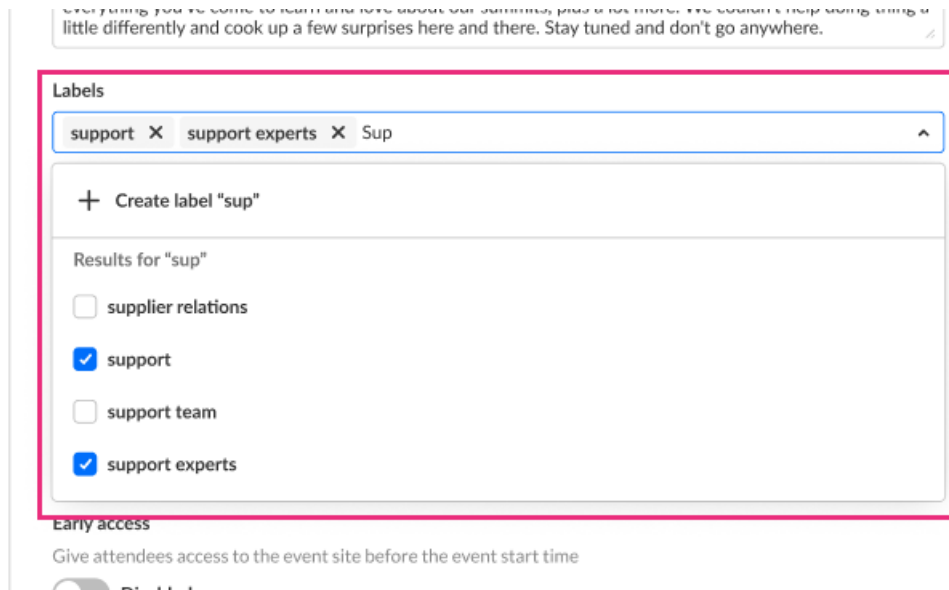
Edit event details

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.

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 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 template

Interactive Session

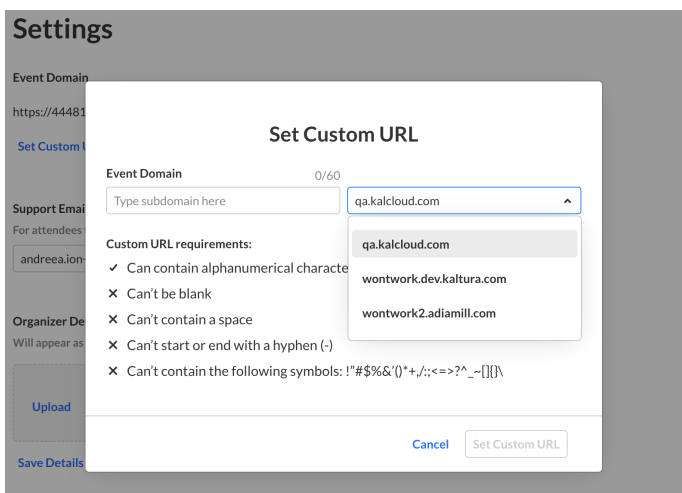
Present, speak with your attendees and use engagement tools. Perfect for a small-medium audience

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.