

Event details tab - Edit event details

Last Modified on 07/06/2025 3:41 pm IDT

 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.

← All

Event site Patrick Lorimer ▾

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


Virtually live!

2/2/22 10:00 AM > 2/2/22 4:30 PM
EST (GMT-5)

It's no surprise that virtual events have prevailed over all other forms of business get-togethers since Covid-19 entered our lives. At Kaltura, we spent the past year videofying events, transforming the conventional into the extrao...

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 ArmorKnight...


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.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

1

All
Event site
NVQ2 tom playground

Sales Kick-off 2025

Overview
Event details
Branding
Event site editor
Registration
Agenda
Media
People
Interactions
Analytics
Integrations
Settings

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

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

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 - an **Event site** button on the top right corner of the screen, and an up arrow next to the Event URL. It 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, 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.

Get ready for the coming to learn and here, where our audience, just a few more. The content is being shared a little differently and cook up a few surprises here and there. Stay tuned and don't go anywhere.

Labels

support X support experts X Sup

+ Create label "sup"

Results for "sup"

☐ supplier relations
☒ support
☐ support team
☒ support experts

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 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

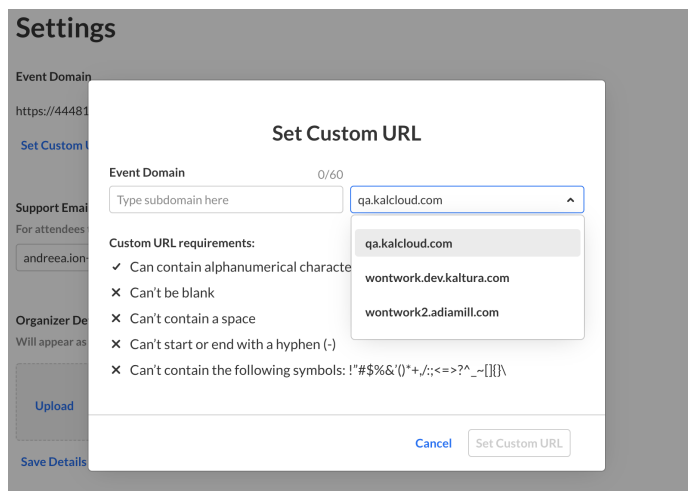
Present, speak with your attendees and use engagement tools. Perfect for a small-medium audience

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.
