

Create a Kaltura webinar

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 This article is designated for all users.

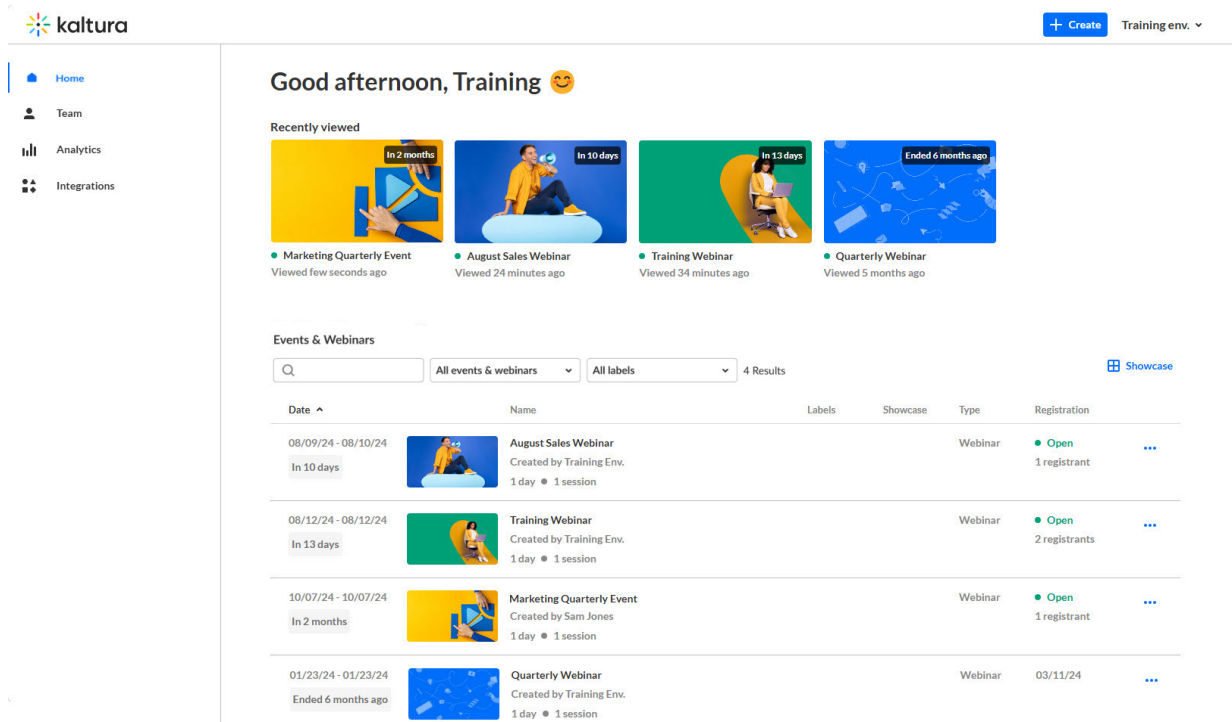
About

This article describes how to create a webinar.





Create a webinar

1. Log into your account.

The Webinars home page displays with the **Home** tab open by default.



The screenshot shows the Kaltura webinars home page. The top navigation bar includes the Kaltura logo, a '+ Create' button, and a dropdown menu for 'Training env.'. The left sidebar contains navigation options: Home (selected), Team, Analytics, and Integrations. The main content area displays a greeting 'Good afternoon, Training 😊' and a 'Recently viewed' section with four thumbnails: 'Marketing Quarterly Event' (viewed few seconds ago), 'August Sales Webinar' (viewed 24 minutes ago), 'Training Webinar' (viewed 34 minutes ago), and 'Quarterly Webinar' (viewed 5 months ago). Below this is an 'Events & Webinars' section with a search bar, filters for 'All events & webinars' and 'All labels', and a 'Showcase' button. A table lists four events:




Date	Name	Labels	Showcase	Type	Registration
08/09/24 - 08/10/24 In 10 days	 August Sales Webinar Created by Training Env. 1 day • 1 session			Webinar	Open 1 registrant
08/12/24 - 08/12/24 In 13 days	 Training Webinar Created by Training Env. 1 day • 1 session			Webinar	Open 2 registrants
10/07/24 - 10/07/24 In 2 months	 Marketing Quarterly Event Created by Sam Jones 1 day • 1 session			Webinar	Open 1 registrant
01/23/24 - 01/23/24 Ended 6 months ago	 Quarterly Webinar Created by Training Env. 1 day • 1 session			Webinar	03/11/24

- Click the blue **+ Create** button in the upper right corner of the screen. If no current events or webinars exist, you can also click the **+ Create** button in the main body of the page. The **Let's start with your topic** page displays.
- If you already have a title and description in mind for your webinar, enter them in the appropriate fields *in the left panel* and click **Continue** (as shown below) (char limit is 120).


 Characters "<" and ">" are not supported.

Let's start with your topic

Title 0/120

Short description
B *i* U   

Continue






Want to try our AI powered topic generator?
Write a few words about your webinar, and we'll generate options for your title and description

Generate


If you would like to try Kaltura's AI powered topic generator, type a few words about your webinar *in the right panel* and click **Generate** (as shown below).

Let's start with your topic

Title 0/120

Short description
B *i* U   

Continue



Want to try our AI powered topic generator?
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Generate

Three initial options for your title and description are generated for you.

Let's start with your topic

Title 0/120

Short description

B *i* U   

Continue

Marketing kick-off 2023 **Generate**

OPTION 1

Unleashing Success: Marketing Kick-Off 2023

Embark on an exhilarating journey as we unveil our groundbreaking marketing strategies for 2023. Join us at the Marketing kick-off 2023, where innovation meets excellence. Get ready to be inspired, empowered, and equipped with the tools to conquer the ever-evolving business landscape. Let's make this year the catalyst for unprecedented success.

OPTION 2

Fueling Success: Unleashing the Power of Marketing in 2023

Join us at the Marketing kick-off 2023, where creativity meets strategy and innovation takes center stage. Be inspired by industry leaders, network with like-minded professionals, and gain valuable insights to drive your marketing efforts to new heights. Don't miss this opportunity to make your mark in the world of marketing.

OPTION 3

The Path to Success: Unleashing the Power of Marketing in 2023

Join us at the highly anticipated Marketing Kick-off 2023! Get ready to embark on a journey of innovation, creativity, and strategic brilliance. Together, we'll unlock new horizons, captivate audiences, and redefine the future of marketing. Don't miss out on this extraordinary event that will shape the industry for years to come.

[Generate different options](#)

4. Hover over a title and click **Use title**.
The title will be populated in *the left panel*.
5. Hover over a description and click **Use description**.
The description will be populated *in the left panel*.

OPTION 2

Fueling Success: Unleashing the Power of Marketing in 2023

Join us at the Marketing kick-off 2023, where creativity meets strategy and innovation takes center stage. Be inspired by industry leaders, network with like-minded professionals, and gain valuable insights to drive your

Use title
Copy text

You can also simply copy a title and/or description by clicking **Copy text**.

6. Click **Generate different options** for three more options.




Once you've chosen a desired title and description, and they've been populated in the fields *in the left panel*, click **Continue**.

Let's start with your topic

Title 0/120

Unleashing Success: Marketing Kick-Off 2023

Short description

B *i* U   

Join us at the Marketing Kick-off 2023, where creativity meets strategy and Innovation takes center stage. Be inspired by industry leaders, network with like-minded professionals, and gain valuable insights to drive your marketing efforts to new heights. Don't miss this opportunity to make your mark in the world of marketing.

[Continue](#)

Marketing kick-off 2023

[Generate](#)

OPTION 1

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[Generate different options](#)

The **Now set up the date & time** page displays.

Now set up the date & time

Date 08/18/2023 Time 03:11 PM Duration (Minutes) 30

Time zone

EDT (GMT-04:00) America/New_York

[Continue](#)

AI powered webinar agenda

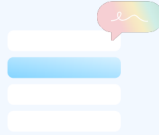
According to your webinar duration, we'll suggest an agenda for your session.

[Generate](#)

7. Choose a date and time your webinar will start, a duration for your webinar, and a time zone. If you would like Kaltura to suggest an agenda for your webinar, you may click **Generate** in the right panel.

Now set up the date & time

Date	Time	Duration (Minutes)
<input type="text" value="01/15/2024"/>	<input type="text" value="02:00 PM"/>	<input type="text" value="60"/>
Time zone		
<input type="text" value="EDT (GMT-04:00) America/New_York"/>		
<input type="button" value="Continue"/>		



AI powered webinar agenda

According to your webinar duration, we'll suggest an agenda for your session.

An agenda is generated for you. The longer your webinar, the more complex the agenda will be. You can copy the agenda by clicking **Copy text** and use it later as you plan for your webinar.

8. Click **Generate again** for more options.

Now set up the date & time

Date	Time	Duration (Minutes)
<input type="text" value="01/14/2024"/>	<input type="text" value="02:00 PM"/>	<input type="text" value="30"/>
Time zone		
<input type="text" value="EDT (GMT-04:00) America/New_York"/>		
<input type="button" value="Continue"/>		

Duration: 30 minutes

Agenda for 2023 Marketing Kick-off:

1. Welcome and Introduction (5 minutes)
2. Recap of 2022 Marketing Highlights (5 minutes)
3. Presentation on Marketing Goals for 2023 (10 minutes)
4. Discussion on Key Strategies and Initiatives (5 minutes)
5. Q&A Session (5 minutes)

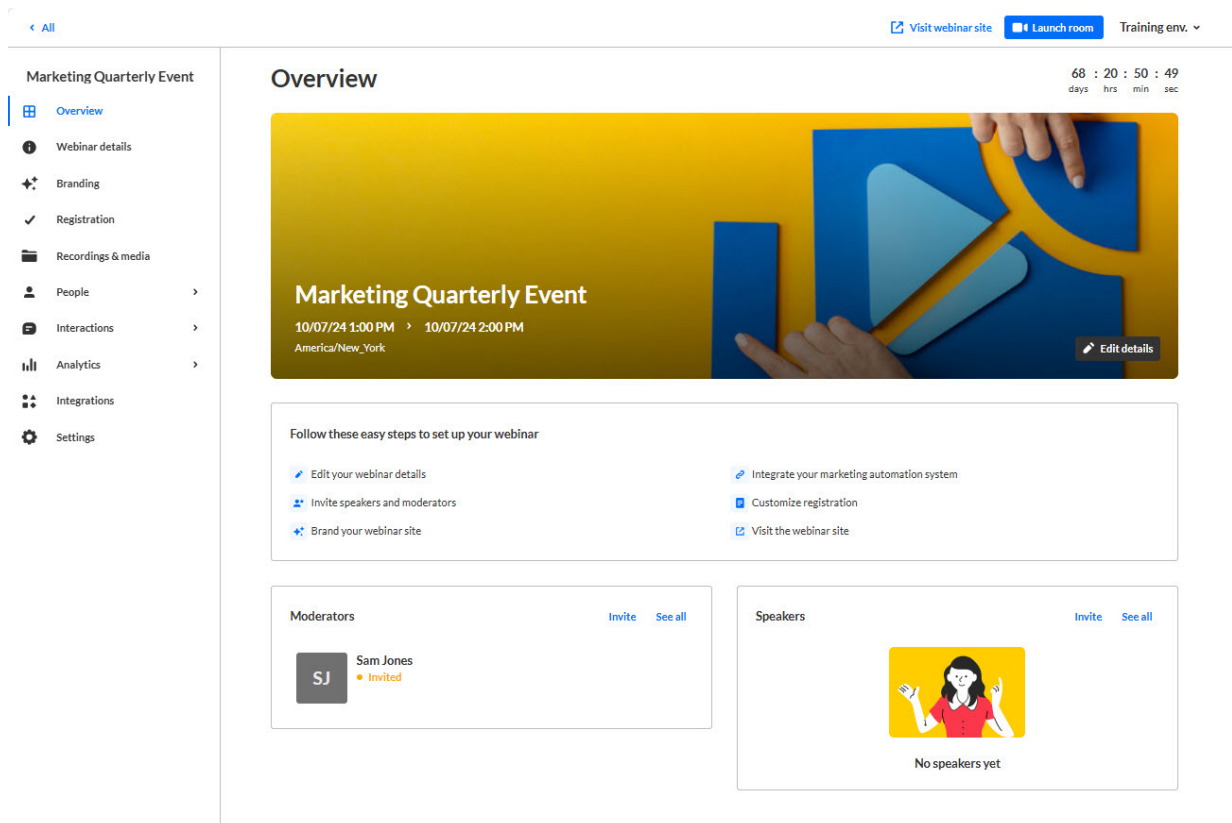
Note: Please ensure that the event adheres strictly to the 30-minute duration.

9. Click **Continue**. The building process begins. This may take a few minutes.



Creating your event

Once complete, the site page displays with the Overview tab open by default.



The Overview page acts as the home page for this particular webinar, displaying the vital details of the webinar.

Additional functionality available on the Overview page

Click **Visit webinar site** to navigate to the Landing page or Webinar site. (This is available on every site page as well.) See [Getting to know your landing page and webinar site](#) for more information.

Click **Launch room** to launch the webinar. (This is available on every site page as well.) See [Launch a webinar and enter the Kaltura Room](#) for more information.

Click **Edit details** on the banner to edit webinar details. See [Webinar Details tab - Edit the site details](#) for more information.



Follow one of the links in the Site Navigation List to further customize your webinar.

In the Moderators box, click **Invite** to invite additional moderators, or click **See all** to see the Users list filtered by moderator.

In the Speakers box, click **Invite** to invite additional speakers, or click **See all** to see the Speakers list.
