

Kaltura Events Account Home page - Create a webinar

This article describes how to create a webinar.

Create a webinar

1. Log into your account. The Kaltura Events Account Home page displays with the Events tab open by default.
2. Click the blue **+ Create event** button in the upper right corner of the screen. If no current events or webinars exist, you may also click the **+ Create event** button in the main body of the page. The Let's start with your topic page displays.
3. 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). **Please note:** Characters "<" and ">" are not supported.

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).

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

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

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

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

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**.

The Now set up the date & time page displays.

4. 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*.

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

Click **Generate again** for more options.

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

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 room and prepare it](#) 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.

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