

Create an event

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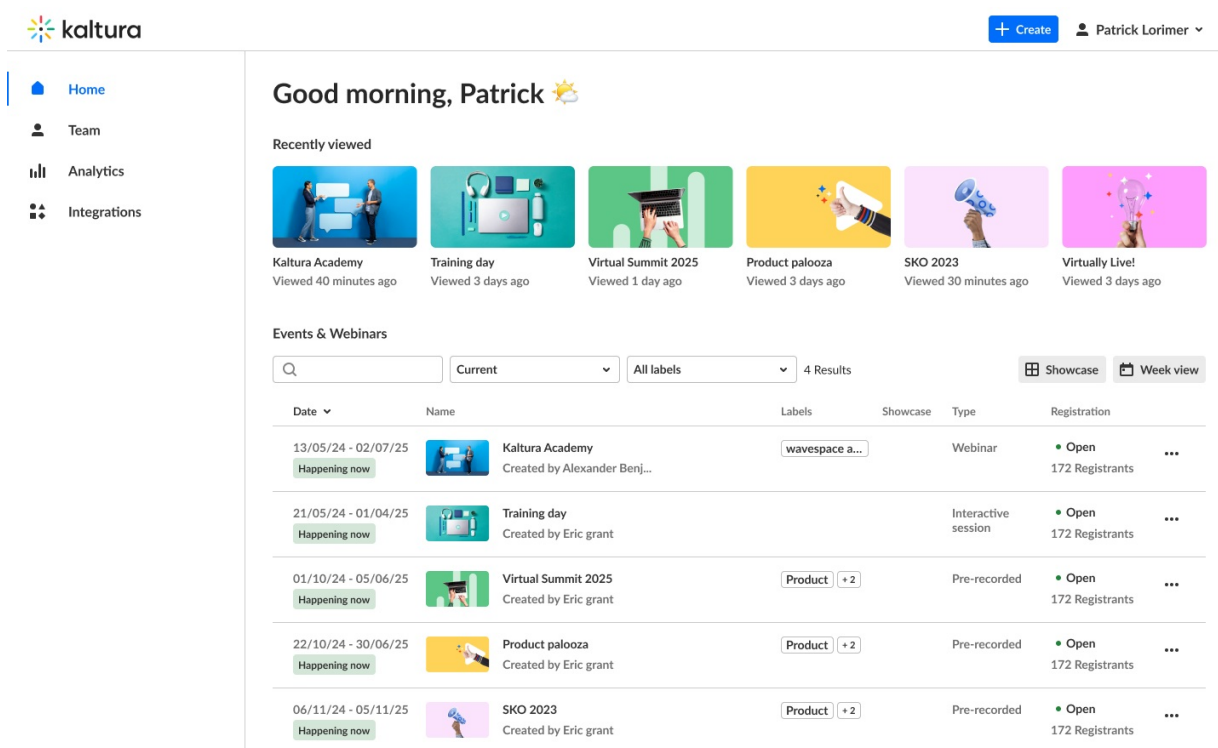
 This article is designated for all users.

About

Creating an event is easy with Kaltura Events. This article will guide you through the process.

Create an event

1. Log into your Kaltura Events account. The Kaltura Events Home page displays with the Home tab open by default.

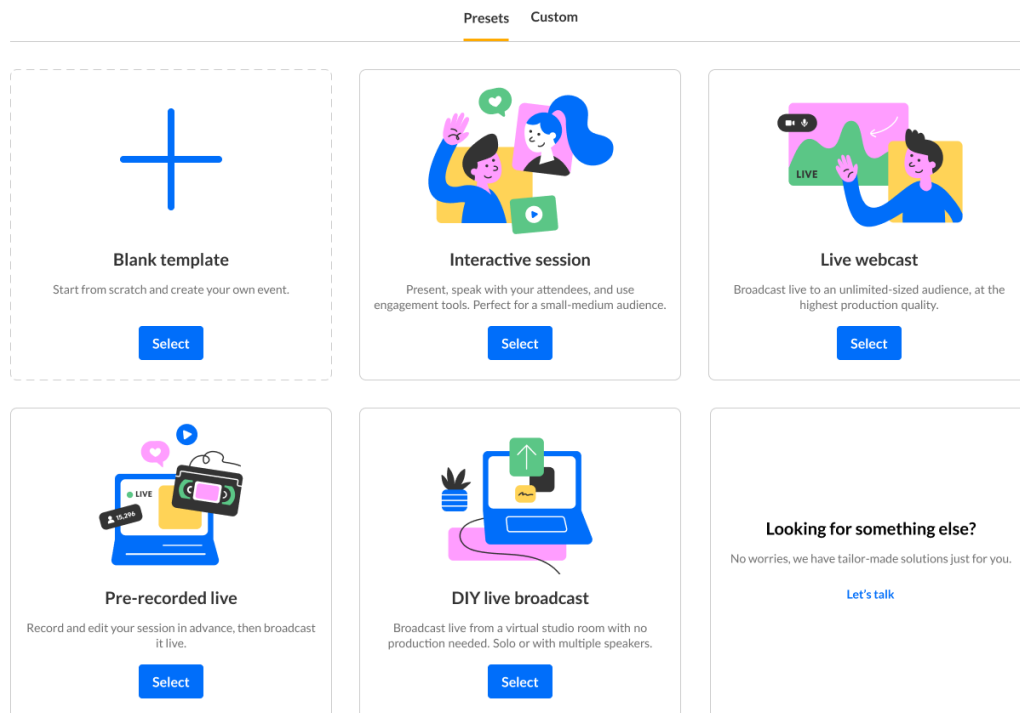


The screenshot shows the Kaltura Events Home page for user Patrick Lorimer. The page features a sidebar with navigation tabs: Home (selected), Team, Analytics, and Integrations. The main content area displays a greeting "Good morning, Patrick" and a "Recently viewed" section with six event cards: Kaltura Academy, Training day, Virtual Summit 2025, Product palooza, SKO 2023, and Virtually Live!. Below this is an "Events & Webinars" section with a search bar, filters (Current, All labels), and a table of 4 results. The table columns are Date, Name, Labels, Showcase, Type, and Registration. The events listed are Kaltura Academy, Training day, Virtual Summit 2025, Product palooza, and SKO 2023, all with "Open" registration and 172 registrants.

Date	Name	Labels	Showcase	Type	Registration
13/05/24 - 02/07/25 Happening now	Kaltura Academy Created by Alexander Benj...	wavespace a...		Webinar	Open 172 Registrants
21/05/24 - 01/04/25 Happening now	Training day Created by Eric grant			Interactive session	Open 172 Registrants
01/10/24 - 05/06/25 Happening now	Virtual Summit 2025 Created by Eric grant	Product +2		Pre-recorded	Open 172 Registrants
22/10/24 - 30/06/25 Happening now	Product palooza Created by Eric grant	Product +2		Pre-recorded	Open 172 Registrants
06/11/24 - 05/11/25 Happening now	SKO 2023 Created by Eric grant	Product +2		Pre-recorded	Open 172 Registrants

2. Click the blue **+ Create** button in the upper right corner of the screen. If no current events or webinars exist, you may also click the **+ Create** button in the main body of the page. The Get started with a template page displays.

Get started with a template



If your Kaltura Events account is configured with Custom templates (as in our example above), the Get started with a template page displays two tabs - one for Preset templates (Presets) and one for Custom templates (Custom). If Custom templates are not configured, the Get started with a template page does not display the two tabs and only displays Preset templates from which to choose. For more information, see [Custom event templates](#).

Preset templates consist of the following:

[Interactive Sessions](#) allow attendees to connect with others during your Virtual Event. Hosts can use this collaboration space to provide demos with advanced moderation controls, breakout rooms that allow smaller group interactions, and so much more! Engage attendees through interactive tools like chat, breakout rooms, live polls, screen sharing, whiteboard, and more. Enhance your event experience by adding an interactive session with the speaker right after the session for a small group of attendees to interact with the speaker in a more intimate environment.

[Live Webcasts](#) are orchestrated, highly produced live streaming events for large audiences. Kaltura Webcasting supports you from the initial planning stage to live broadcast production and management and finally to post-production and after-

event management. This session type includes automated transition from live to VOD.

[Pre-recorded Live Sessions](#) are pre-recorded videos that are broadcasted as if they were live. They are considered as if they were a live broadcast from the system's point of view (player, analytics, etc.).

[DIY Live Broadcasts](#) give you the ability to broadcast/webcast a Kaltura live directly from a Kaltura studio room. Simply create a DIY session, then navigate to the studio room and begin broadcasting.

[Blank template](#) gives you the ability to start from scratch and create your own event with our blank template.

Please note - You may also click the "Let's talk" button on the Looking for something else? box to speak with a Kaltura representative about tailoring a solution just for you.




3. Select the appropriate tab (Presets or Custom) (if applicable), then click **Select** on the desired event template. In the following example, we have chosen the **Live webcast preset template** and the Let's get started page is displayed.

Let's get started

Start with a few details about your event

Title 0/120

Short description

B *i* u   


Event format


☒ Single session
 ☐ Multi-session

Date

Time


Duration (Minutes)

 mm/dd/yyyy

 hh:mm aa

60

Time zone

America/New_York (GMT-05:00) 

Attendees will log into the event with:

☒ Login link via email
 ☐ Email and password

Create

Cancel

4. Enter the following:

- Title - A title for your event (char limit is 120). **Please note:** Characters "<" and ">" are not supported.
- Short description - A description for your event.

5. Choose your event format - either a single session or multi session event.

- The **Single session event experience** simplifies virtual event creation and management by streamlining event setup into a single, unified flow. With one cohesive banner, title, description, and scheduled time/duration, organizers only need to input event details once - eliminating the need to manage separate event and session configurations. Speakers and moderators are automatically assigned to the session upon invitation, and all essential event information is prominently displayed on the Overview page. This frictionless approach significantly reduces setup complexity, enabling teams to focus more on delivering engaging content and less on administrative overhead.
- The **Multi session event experience** is an event structure that contains multiple individual sessions, all managed within a single event site. Each session can include its own media, agenda, and interactive features (such as chat, Q&A, or polls), while remaining part of the overall event framework. This setup allows organizers to manage complex programs with multiple tracks or time slots and provides attendees with a central hub to access and navigate all sessions.



Looking for more information about the Single session event experience?
Feel free to contact your Kaltura representative.

6. If you chose **Single session**, enter a date and time your webcast will start, a duration for your webcast, and a time zone. 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.

Let's get started

Start with a few details about your event

Title

0/120

Short description

B

i

u

☰

☷

🔗

Event format

☒ Single session
 ☐ Multi-session

Date

Time

Duration (Minutes)

📅 mm/dd/yyyy

🕒 hh:mm aa

60

Time zone

America/New_York (GMT-05:00) ▼

Attendees will log into the event with:

☒ Login link via email
 ☐ Email and password

Create

Cancel




If you chose **Multi-session**, enter a start and end time for your event and a time zone. 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.

Let's get started

Start with a few details about your event

Title 0/120


Short description


B *i* U   

Event format


☐ Single session
 ☒ Multi-session


Start time (required) End time

 mm/dd/yyyy


 hh:mm aa

→

 mm/dd/yyyy

 hh:mm aa

Time zone

America/New_York (GMT-05:00) 

Attendees will log into the event with:

☒ Login link via email
 ☐ Email and password

7. Choose whether attendees will log into the event with a login link via email (AKA Magic Link), or with an email and password. **This option is only available for Preset event templates and, after creation of event, can only be changed by Kaltura. On Custom event templates, this will be preconfigured by the template.**
8. Click **Create**. The building process begins. This may take a few minutes.



Creating your event

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

Here is an example of a **Single session Live webcast** Overview page:

← All

Visit event site

Patrick Lorimer

Virtually Live!

Overview

Event details

Branding

Event site editor

Registration

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 videoifying events, transforming the conventional into the extrao...

Set up your studio and manage the live stream

Launch studio Copy link

Event site for audience

Visit event site Copy link to share with your registrants

Share chat moderation app with your moderators

Launch moderation app Copy app link to share with your moderators

Live stream details

Copy the details below into your broadcast app to stream to this event

RTMP URLs

Show

RTMPS URLs

Show

Stream Name: 1

Copy

Event controls

Basics

Configure event basics: adjust settings and view event recordings.

Captions

Order live captions for streaming events or order/add captions to your on-demand content.

Attachments

Attach downloadable content to the event.

Share & embed

Stream anywhere anonymously with no registration required. Share live on social media.

Speakers

Invite See all

No speakers yet

Moderators

Invite See all

No moderators yet

Here is an example of a **Multi-session Live webcast** Overview page:

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All
Event site
Knowledge Center

Virtually live!

Overview

Event details

Branding

Registration

Agenda

Media

People

Interactions

Analytics

Integrations

Settings

Overview

03 : 22 : 55 : 28
days hrs min sec

Virtually live!

09/29/25 10:00 AM > 09/29/25 6:00 PM

America/New_York

It's no surprise that virtual events have prevailed over all other forms of business get together.

Agenda at a glance

Add session Full agenda

Virtually live!

Live webcast Published

10:00 AM - 11:00 AM Mon, Septembe...

Speakers

Invite See all

No speakers yet

The event site and registration are not yet published at this point.

Now it's time to make this event your own! Customize event details, update branding, add media, invite attendees, speakers, and moderators, showcase your event, and so much more!

The process of building an event varies slightly depending on whether it's a Single session or Multi-session. We recommend starting with the [Overview page - Your event at a glance](#) to understand the available options before proceeding.

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