

Kaltura Events Account Home page - Create an event

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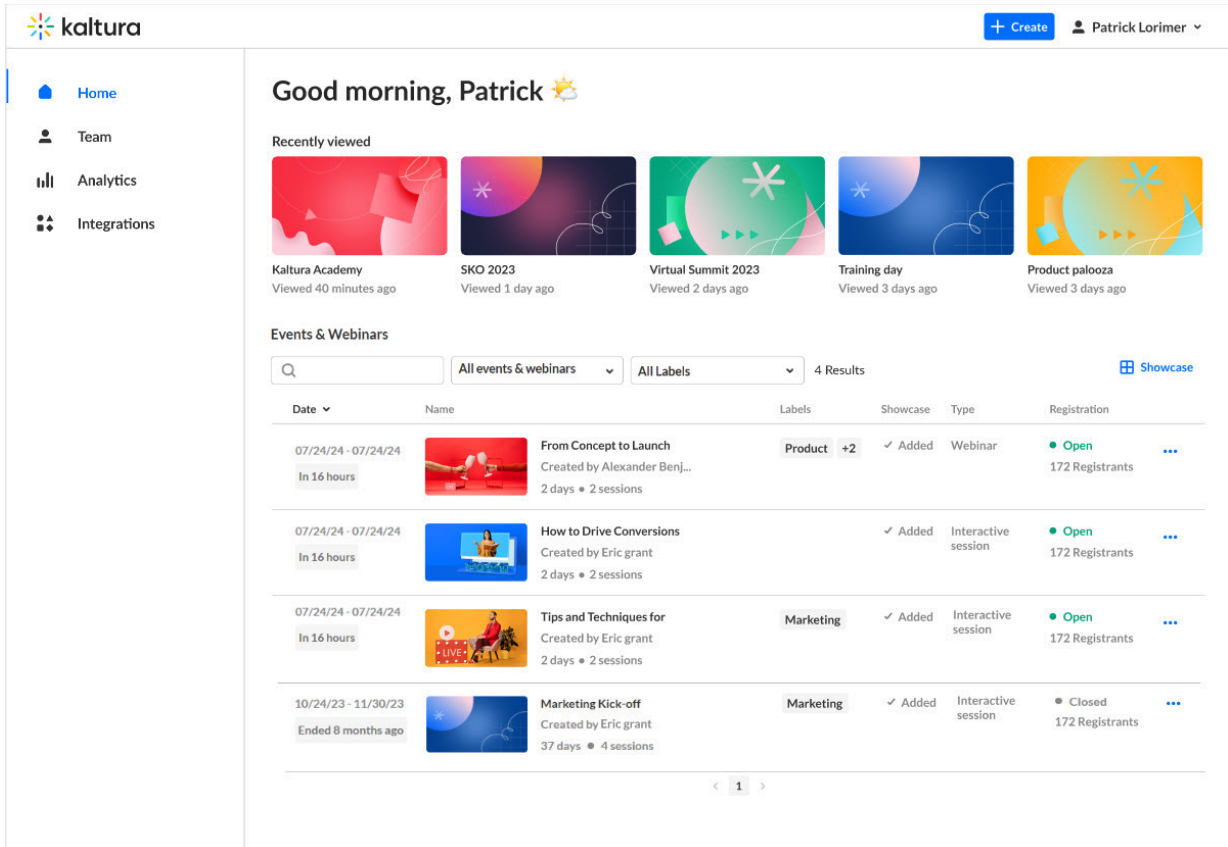
 This article is designated for all users.

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.



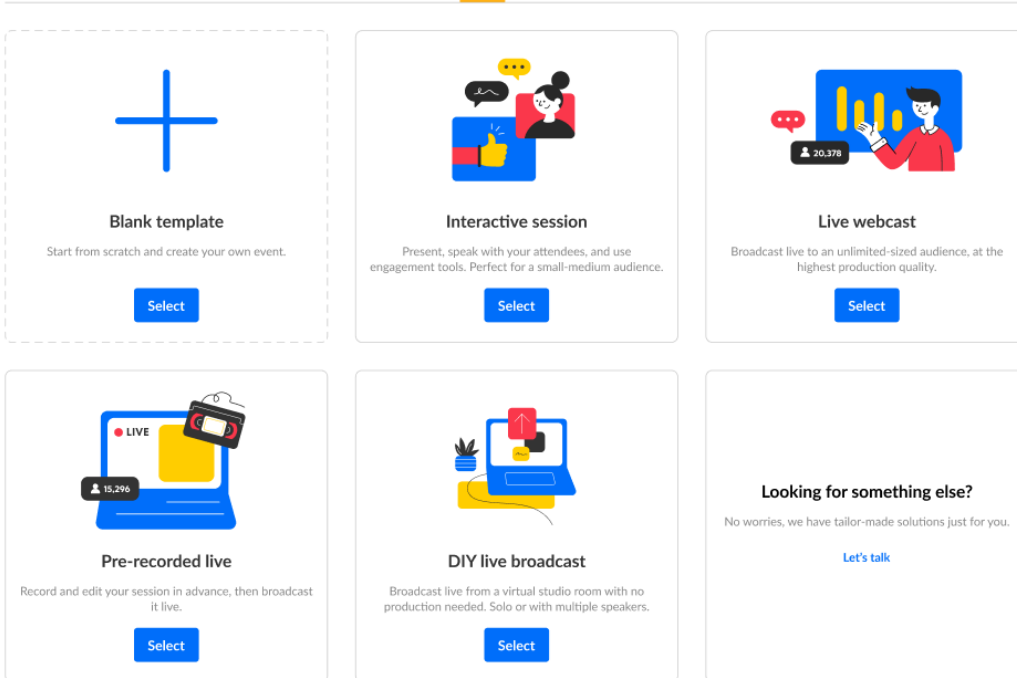
The screenshot shows the Kaltura Events Home page. At the top left is the Kaltura logo. In the top right corner, there is a blue '+ Create' button and a user profile for Patrick Lorimer. A left-hand navigation menu includes 'Home', 'Team', 'Analytics', and 'Integrations'. The main content area features a greeting 'Good morning, Patrick' and a 'Recently viewed' section with five event cards: 'Kaltura Academy', 'SKO 2023', 'Virtual Summit 2023', 'Training day', and 'Product palooza'. Below this is an 'Events & Webinars' section with a search bar, filters for 'All events & webinars' and 'All Labels', and a '4 Results' indicator. A 'Showcase' button is also present. The events are listed in a table with columns for Date, Name, Labels, Showcase, Type, and Registration. The first event is 'From Concept to Launch' (Webinar, Open, 172 Registrants). The second is 'How to Drive Conversions' (Interactive session, Open, 172 Registrants). The third is 'Tips and Techniques for' (Interactive session, Open, 172 Registrants). The fourth is 'Marketing Kick-off' (Interactive session, Closed, 172 Registrants). A pagination bar at the bottom shows page 1 of 1.

Date	Name	Labels	Showcase	Type	Registration
07/24/24 - 07/24/24 In 16 hours	From Concept to Launch Created by Alexander Ben... 2 days • 2 sessions	Product +2	✓ Added	Webinar	● Open 172 Registrants
07/24/24 - 07/24/24 In 16 hours	How to Drive Conversions Created by Eric grant 2 days • 2 sessions		✓ Added	Interactive session	● Open 172 Registrants
07/24/24 - 07/24/24 In 16 hours	Tips and Techniques for Created by Eric grant 2 days • 2 sessions	Marketing	✓ Added	Interactive session	● Open 172 Registrants
10/24/23 - 11/30/23 Ended 8 months ago	Marketing Kick-off Created by Eric grant 37 days • 4 sessions	Marketing	✓ Added	Interactive session	● Closed 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

Presets Custom



The screenshot shows a grid of six template options under the 'Presets' tab. The 'Blank template' option is highlighted with a dashed border. The 'Looking for something else?' option includes a 'Let's talk' link.

- Blank template**
Start from scratch and create your own event.
[Select](#)
- Interactive session**
Present, speak with your attendees, and use engagement tools. Perfect for a small-medium audience.
[Select](#)
- Live webcast**
Broadcast live to an unlimited-sized audience, at the highest production quality.
[Select](#)
- Pre-recorded live**
Record and edit your session in advance, then broadcast it live.
[Select](#)
- DIY live broadcast**
Broadcast live from a virtual studio room with no production needed. Solo or with multiple speakers.
[Select](#)
- Looking for something else?**
No worries, we have tailor-made solutions just for you.
[Let's talk](#)

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 Interactive Session 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   

Start time **End time**

→

Time zone


EDT (GMT-04:00) America/New_York ▼

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.
 - 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.
5. Choose whether attendees will log into the event with a login link via email, or with an email and password.

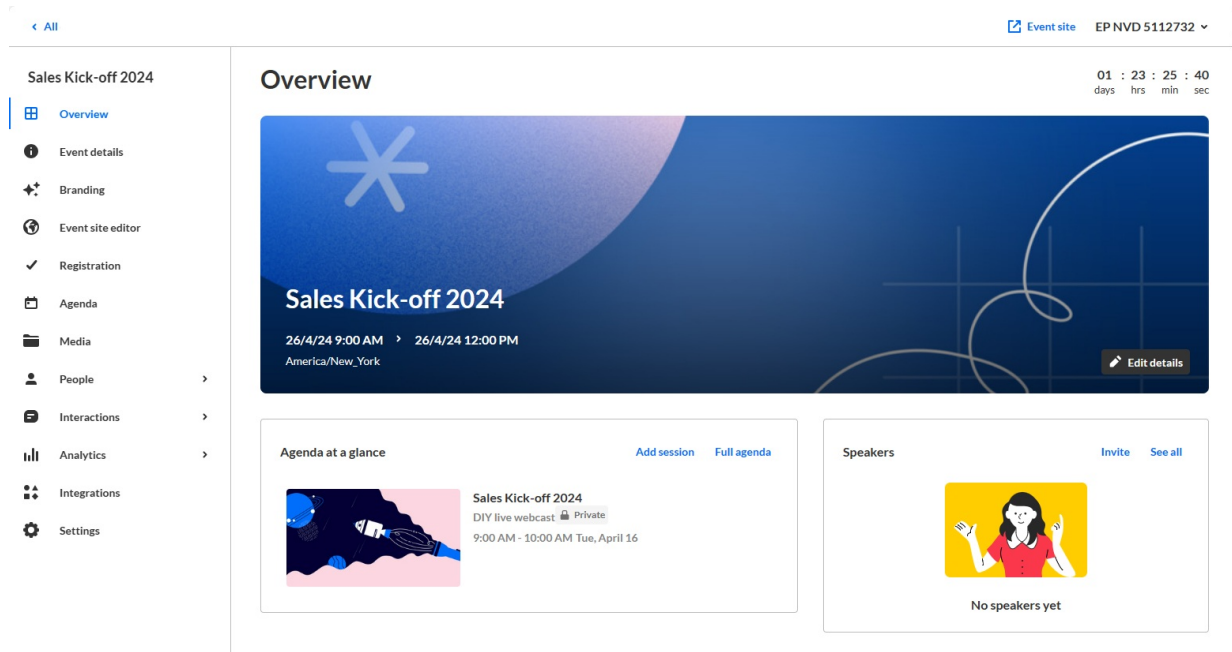
 This option is only available for Preset event templates and, after creation of event, can only be changed by Kaltura. On Custom event templates, this will be preconfigured by the template.

6. 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.



The screenshot shows the 'Overview' page for an event titled 'Sales Kick-off 2024'. On the left is a navigation sidebar with options: Overview (selected), Event details, Branding, Event site editor, Registration, Agenda, Media, People, Interactions, Analytics, Integrations, and Settings. The main content area features a large blue header with a star icon, the event title, dates '26/4/24 9:00 AM' to '26/4/24 12:00 PM', and location 'America/New_York'. Below the header are two sections: 'Agenda at a glance' showing a session 'Sales Kick-off 2024' (DIY live webcast, Private, 9:00 AM - 10:00 AM Tue, April 16) and 'Speakers' which currently shows 'No speakers yet'. A top right corner displays a countdown timer: '01 : 23 : 25 : 40' (days, hrs, min, sec). A top right navigation bar includes 'Event site' and 'EPNVD 5112732'. A warning banner at the bottom states: 'The event site and registration are not yet published at this point.'

The Overview page acts as the home page for this particular event. This page displays the vital details of the event. Information displayed includes:

- Event status (a countdown to when the event will start, "Happening now", or "Ended [time period] ago")
- Event name, scheduled date and time, time zone, and description (if provided).
- Agenda at a glance (displays the individual sessions within your event)
- Speakers (displays the speakers scheduled for the event)

The Overview page also includes a link to the event site; simply click the blue **Event site** button on the top right corner of the screen. To learn more about your event site, see [Getting to know your event site, session page, and lobby page](#).

You may also edit vital details directly from this page:

- Edit the event by clicking on the **Edit details** button in the lower right corner of the event banner. See [Edit the Event Details](#).
 - Edit the agenda by clicking on the **Edit** button that displays when hovering over a particular session. See the following articles:
 - [Agenda tab - Add and edit Interactive Room session](#)
 - [Agenda tab - Add and edit Live Webcast session](#)
 - [Agenda tab - Add and edit Pre-recorded session](#)
 - [Agenda tab - Add and edit DIY live webcast session](#)
 - Invite speakers by clicking on the **Invite** button or navigate to the Speakers page by clicking **See all**.
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