

Create an event

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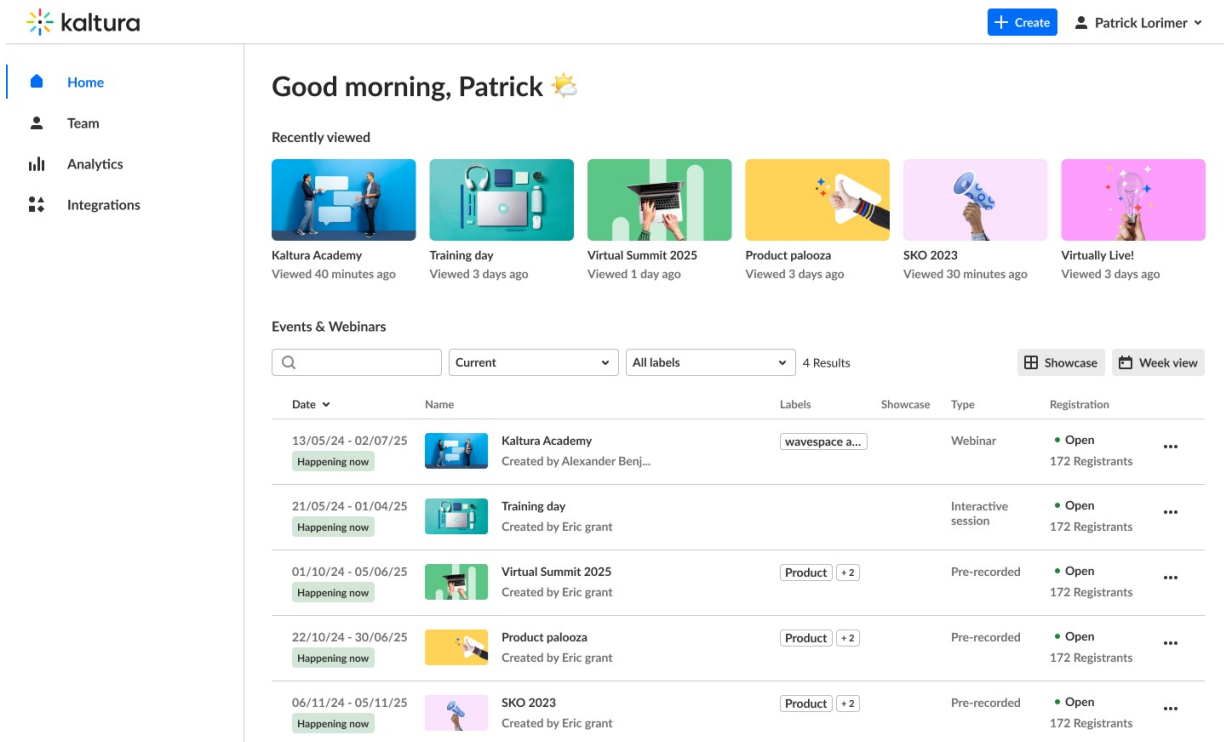
 This article is designated for all users.

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.



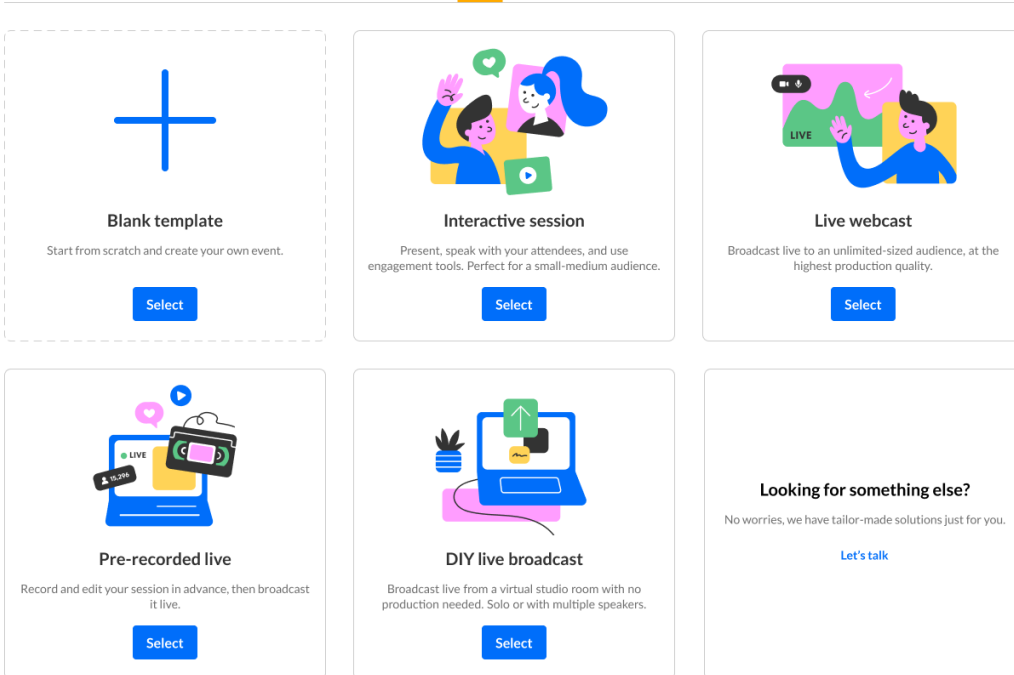
The screenshot shows the Kaltura Events Home page. At the top left is the Kaltura logo. In the top right corner, there is a blue '+ Create' button and a user profile for Patrick Lorimer. A navigation sidebar on the left contains links for Home, Team, Analytics, and Integrations. The main content area features 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 for 'Current' and 'All labels', and '4 Results'. A table lists the events with columns for Date, Name, Labels, Showcase, Type, and Registration.

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

Presets Custom



The screenshot shows a user interface for selecting event templates. At the top, there are two tabs: 'Presets' and 'Custom'. Below the tabs is a grid of six template cards. The first card, 'Blank template', is highlighted with a dashed border and contains a plus sign icon, the text 'Blank template', a description 'Start from scratch and create your own event.', and a 'Select' button. The second card, 'Interactive session', features an icon of two people interacting, the text 'Interactive session', a description 'Present, speak with your attendees, and use engagement tools. Perfect for a small-medium audience.', and a 'Select' button. The third card, 'Live webcast', has an icon of a person speaking, the text 'Live webcast', a description 'Broadcast live to an unlimited-sized audience, at the highest production quality.', and a 'Select' button. The fourth card, 'Pre-recorded live', shows an icon of a laptop with a play button, the text 'Pre-recorded live', a description 'Record and edit your session in advance, then broadcast it live.', and a 'Select' button. The fifth card, 'DIY live broadcast', displays an icon of a laptop with a camera, the text 'DIY live broadcast', a description 'Broadcast live from a virtual studio room with no production needed. Solo or with multiple speakers.', and a 'Select' button. The sixth card, 'Looking for something else?', contains the text 'No worries, we have tailor-made solutions just for you.' and a link '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 (required) **End time**

 dd/mm/yyyy

 hh:mm

→

 dd/mm/yyyy

 hh:mm

Time zone

Asia/Jerusalem (GMT+03:00) ▼

Attendees will log into the event with:

Login link via email

Email and password

CreateCancel

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. 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.

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



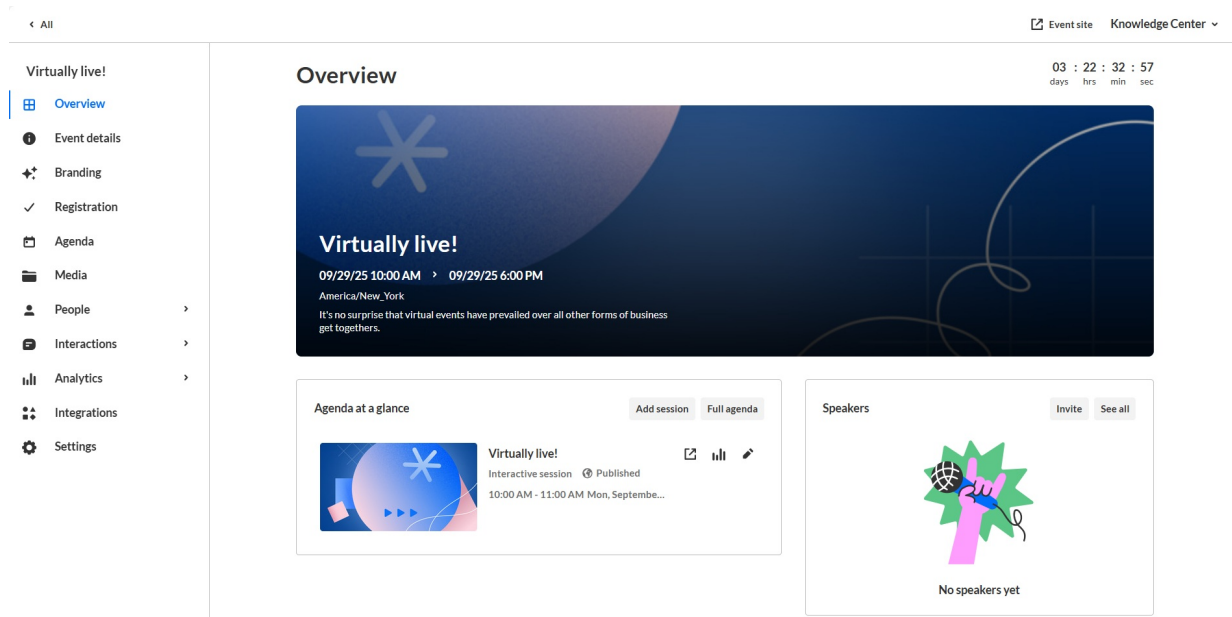
This option is only available for Preset event templates and, after creation of event, can only be changed by Kaltura. On Custom event templates, this will be preconfigured by the template.

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 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/time duration, time zone, and description (if provided).
- Agenda at a glance - Displays a list of event sessions, including access to the session page, session analytics, and editing capabilities for each. You may click **Add session*** to add a new session to your event and **Full agenda** to access the Agenda

page.

- **Speakers** - Displays a list of speakers scheduled for the event, including headshot and bio (if provided), registration status, and access to editing capabilities for each. You may click **Invite** to invite a new speaker to the event and **See all** to access the Speakers page.

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, lobby page, and main stage](#) .

*For more information on adding sessions, see the following Knowledge Center articles:

[Add and edit Interactive Room session](#)

[Add and edit Live Webcast session](#)

[Add and edit Pre-recorded session](#)

[Add and edit DIY Live Webcast session](#)
