

Kaltura Events Account Home page - Create an event

Last Modified on 07/09/2025 9:00 pm IDT

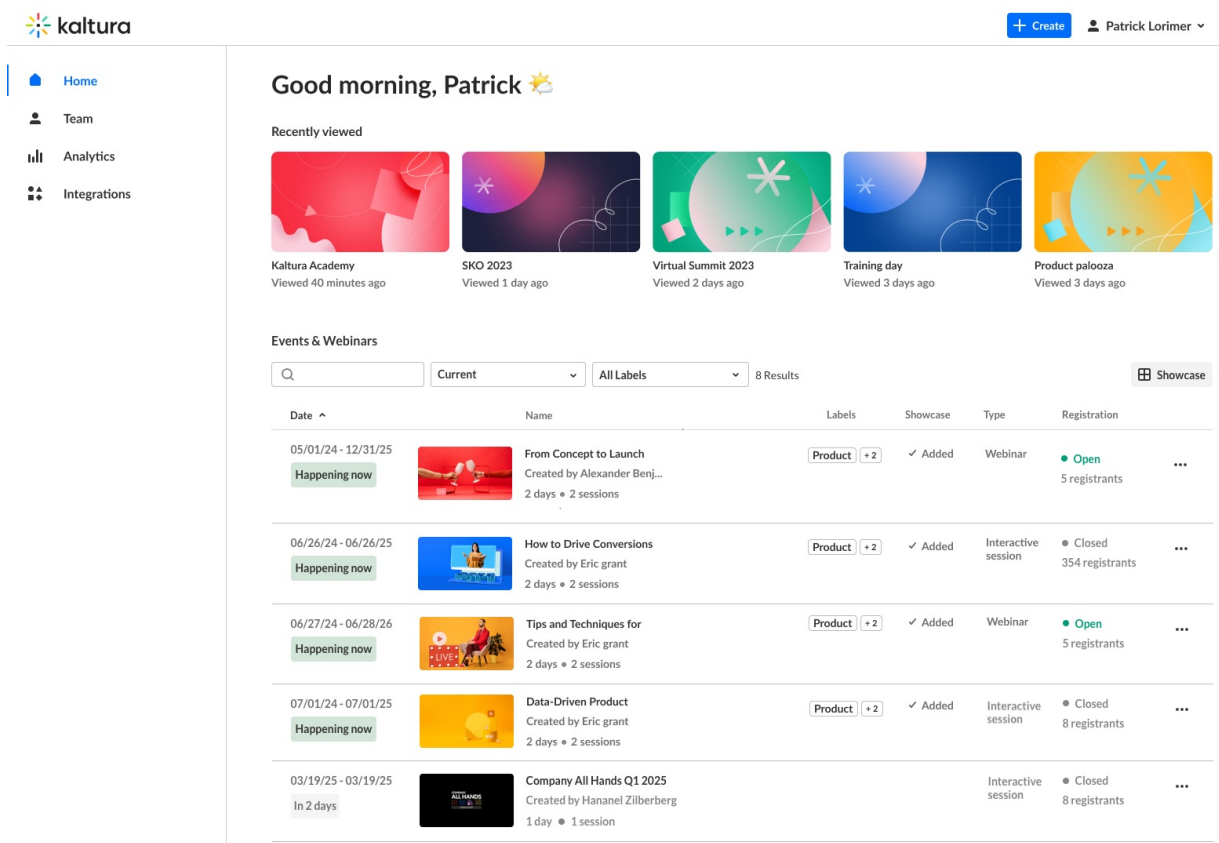
 This article is designated for all users.

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.

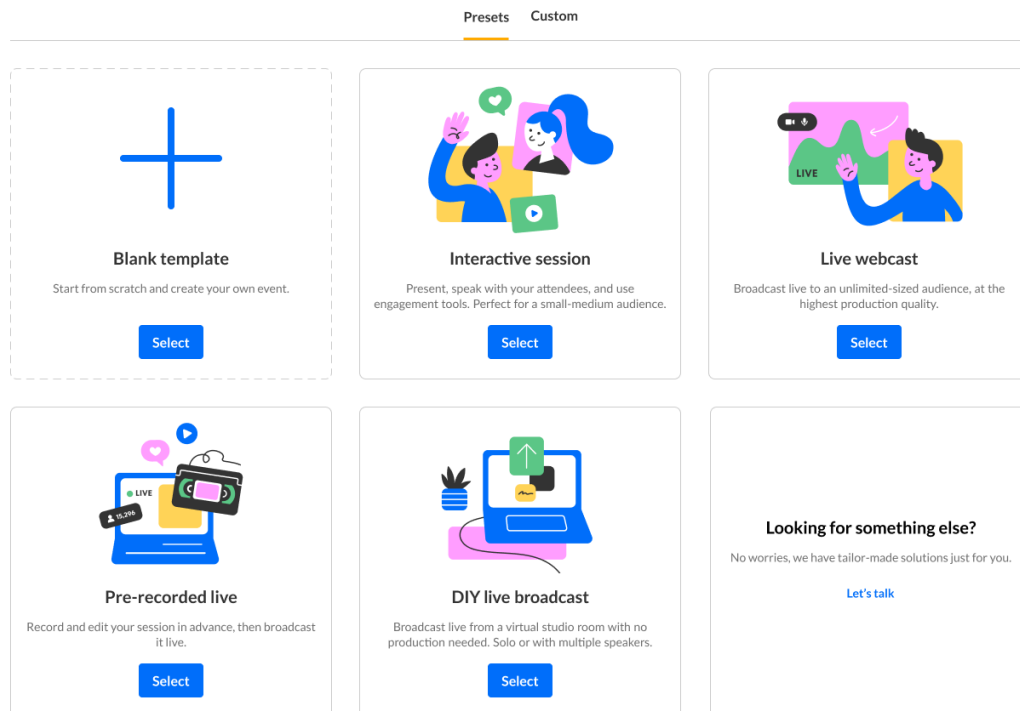


The screenshot shows the Kaltura Events Account Home page. The top navigation bar includes the Kaltura logo, a '+ Create' button, and the user's name 'Patrick Lorimer'. The left sidebar contains links for Home, Team, Analytics, and Integrations. The main content area displays a greeting 'Good morning, Patrick' and a 'Recently viewed' section with five event thumbnails: 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 'Current' and 'All Labels', and a 'Showcase' button. The table lists five events with columns for Date, Name, Labels, Showcase, Type, and Registration.

Date	Name	Labels	Showcase	Type	Registration
05/01/24 - 12/31/25 Happening now	From Concept to Launch Created by Alexander Benj... 2 days • 2 sessions	Product +2	✓ Added	Webinar	● Open 5 registrants
06/26/24 - 06/26/25 Happening now	How to Drive Conversions Created by Eric grant 2 days • 2 sessions	Product +2	✓ Added	Interactive session	● Closed 354 registrants
06/27/24 - 06/28/26 Happening now	Tips and Techniques for Created by Eric grant 2 days • 2 sessions	Product +2	✓ Added	Webinar	● Open 5 registrants
07/01/24 - 07/01/25 Happening now	Data-Driven Product Created by Eric grant 2 days • 2 sessions	Product +2	✓ Added	Interactive session	● Closed 8 registrants
03/19/25 - 03/19/25 In 2 days	Company All Hands Q1 2025 Created by Hananel Zilberberg 1 day • 1 session			Interactive session	● Closed 8 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 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


Title0/120

Short description


B *i* U   


Start time (required)

 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

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. 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.

← All

Event site Patrick Lorimer ▾

Virtually Live!

Overview

Event details

Branding

Event site editor

Registration

Agenda

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...

Agenda at a glance


Add session Full agenda



Opening Keynote

Live webcast Published


10:00 AM - 10:30 AM Tue, February 02



Marketing for Gen-Z: The right way

Pre-recorded Published

10:00 AM - 10:30 AM Tue, February 02



Knights in Marketing ArmorKnight...


Pre-recorded Published

10:00 AM - 10:30 AM Tue, February 02

3 more sessions

Speakers


Invite See all



Julian Lang

Director of Marketing Strategy, Kaltura


Registered



Celine Garnier

Content marketing specialist personalizat...


Registered



Laura Steven

Head of Global Campaigns, Kaltura


Registered



Brian Dennis

Director of Marketing, Kaltura


Registered



James Li

Digital Marketing Manager, Kaltura

Registered



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

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5

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, and lobby page](#).

*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](#)
