Create a Live webcast

Last Modified on 03/13/2026 4:35 pm IST

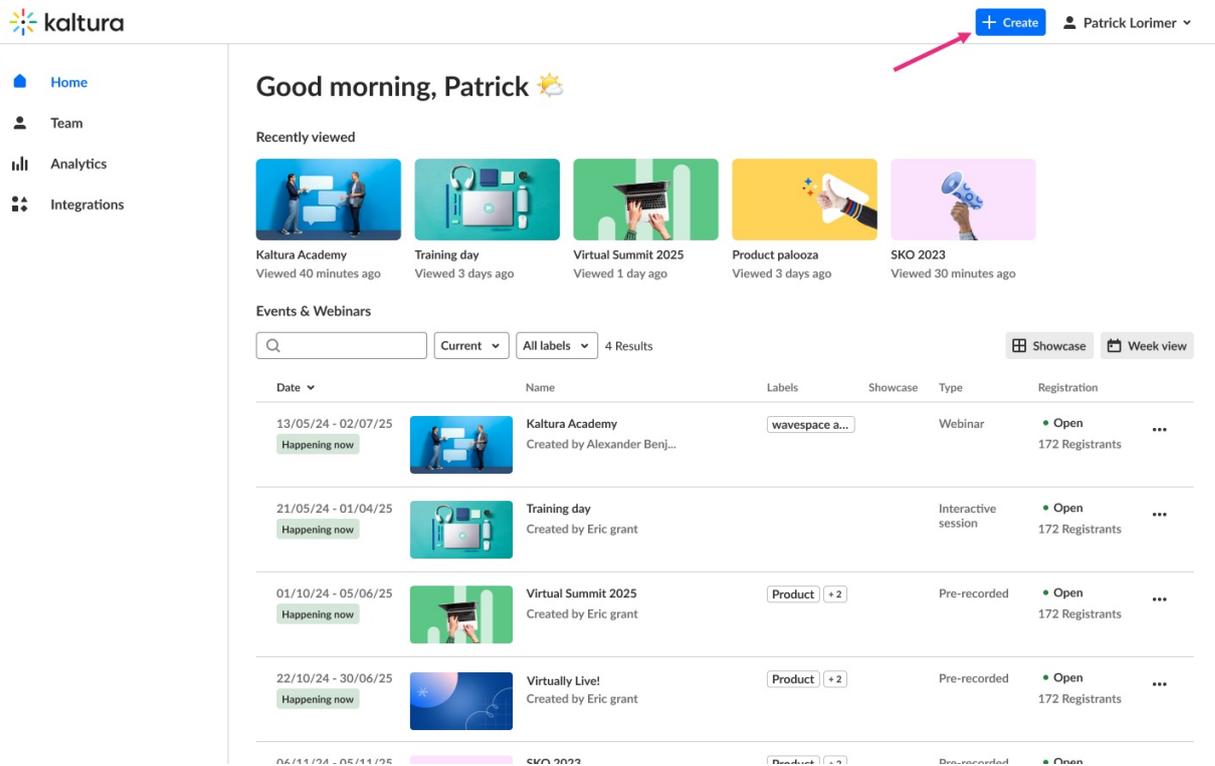👥 **This article is designated for all users.**

About

Live webcasts are highly produced live streaming events designed for large audiences. They support end-to-end workflows, from planning and live production to post-event management.

Live webcasts automatically transition from live to VOD, making them a good fit for broadcasts that need a polished live experience with on-demand playback afterward.

Create a Live webcast

1. Log into your Kaltura Events account.

   The homepage displays.

2. Click the blue **+ Create** button in the upper right corner of the screen.

The 'Get started with a template' page displays.

Get started with a template

Presets Custom

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?
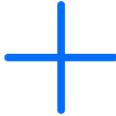
No worries, we have tailor-made solutions just for you.

Let's talk

If your Kaltura Events account includes Custom templates, the Get started with a template page shows two tabs: **Presets** and **Custom**. If Custom templates aren't configured, only Preset templates appear.

3. Choose the **Live webcast** template.

Get started with a template

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.

DIY live broadcast
Broadcast live from a virtual studio room with no production needed. Solo or with multiple speakers.

Looking for something else?
No worries, we have tailor-made solutions just for you.
Let's talk

The 'Let's get started' window displays.

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. Complete the following details:
   - **Title** - A title for your event (char limit is 120).

- **Short description** - A description for your event.
- **Event format** - Choose single session or multi-session. For information on these formats, see Single-session vs multi-session events.

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

5. Set the **event schedule**:

- If you chose **Single session**, enter a start date and time, duration, and time zone.

Event format
◉ Single session ◯ Multi-session

Date	Time	Duration (Minutes)
📅 mm/dd/yyyy	🕐 hh:mm aa	60

Time zone
Asia/Jerusalem (GMT+02:00) ⌄

- If you chose **Multi-session**, enter the event start and end times and time zone.

Event format
◯ Single session ◉ Multi-session

Start time (required)   **End time**
📅 01/31/2026   🕐 06:09 pm → 📅 01/31/2026   🕐 07:09 pm

Time zone
Asia/Jerusalem (GMT+02:00) ⌄

6. Choose whether attendees will log into the event with a **login link via email** (AKA Magic Link), or with an **email and password**.
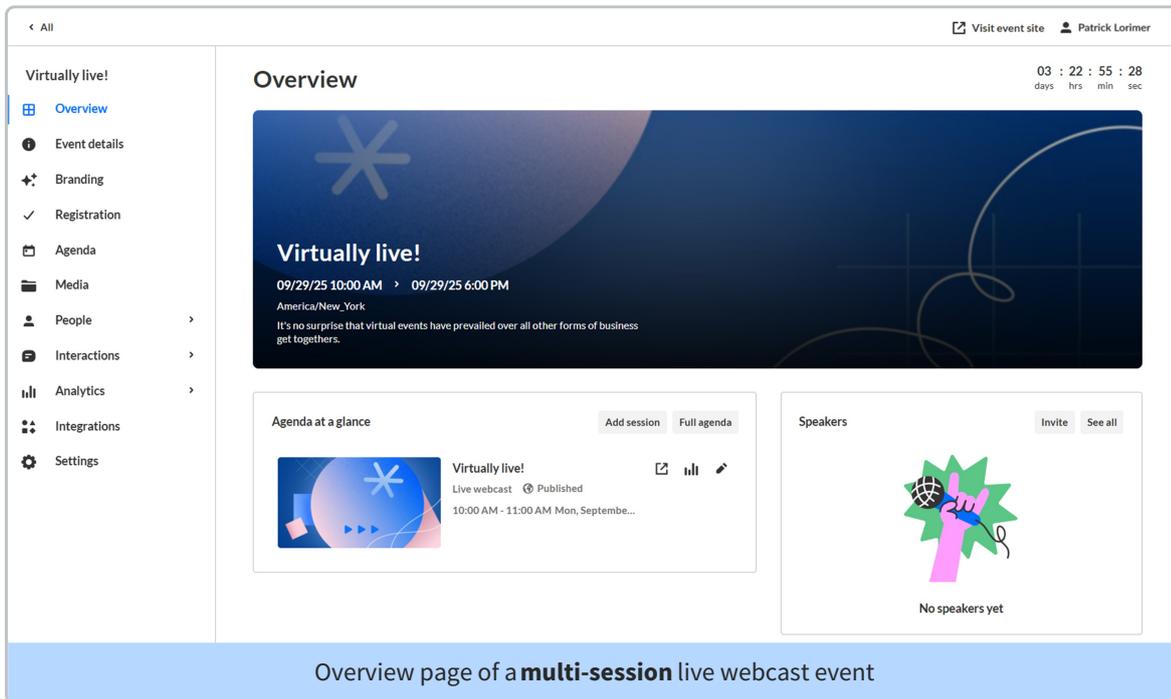
> ℹ️
>
> This option is only available for Preset event templates and, after creation of event, can only be changed by Kaltura. On Custom event templates, this will be preconfigured by the template.

7. Click **Create**.

The building process begins, which may take a few minutes.

View your new event

Once the event is created, it appears on the **Overview** page, which opens by default. At this stage, the event site and registration aren't published yet.

Overview page of a **multi-session** live webcast event

The Overview page shows key details, including:

- **Event status** - a countdown to when the event will start, "Happening now", or "Ended [time period] ago"
- **Event details** - name, scheduled date/time duration, time zone, and description (if provided).
- **Agenda at a glance** -A list of event sessions with access to each session's page, analytics, and editing options
    - Click **Add session** to add a new session*
    - Click **Full agenda** to open the Agenda page
- **Speakers** - A list of invited speakers, including headshots, bios (if provided), registration status, and editing options
    - Click **Invite** to add a speaker
    - Click **See all** to open the Speakers page

The Overview page also includes a link to the event site. Click **Visit Event site** at the top right corner to preview it.

To learn more, see Getting to know your event site, session page, lobby page, and main stage.

*For more information on adding sessions, see:

- Add an Interactive Room session to your event
- Add a Live Webcast session to your event
- Add a Pre-recorded session to your event
- Add a DIY Live Webcast session to your event