

# Create a Pre-recorded live session

Last Modified on 01/04/2026 6:59 pm IST

 This article is designated for all users.

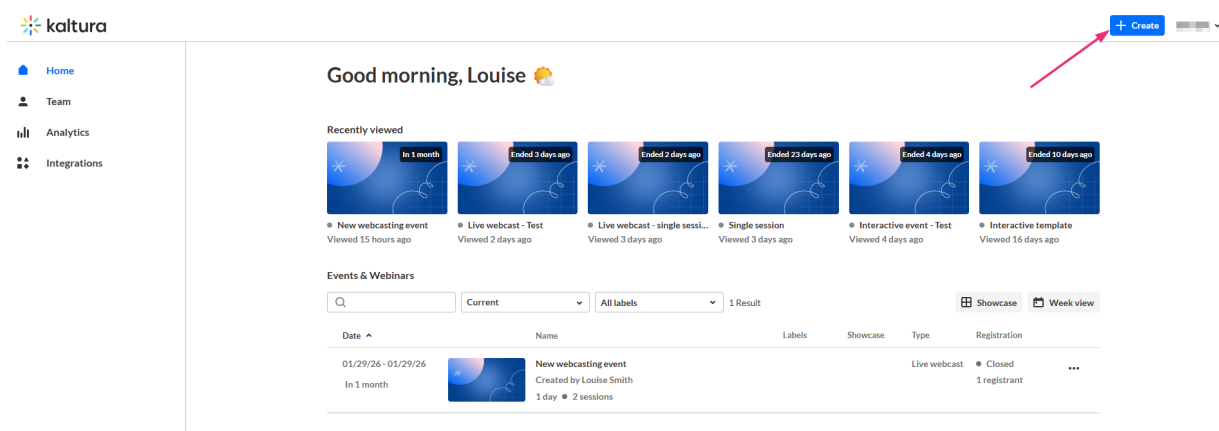
## About

**Pre-recorded live sessions** use pre-recorded videos that are broadcast as if they were live. From the system's perspective, such as playback and analytics, they behave like a live broadcast.

This format works well when you want the reliability of pre-recorded content with a scheduled, live-style experience.

## Create a Pre-recorded live session


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.

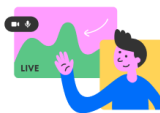
Select



**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 **Pre-recorded live** template.

## Get started with a template


Blank template
Interactive session
Live webcast



**Blank template**

Start from scratch and create your own event.


Select



**Interactive session**

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[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**
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☰
☷
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**Event format**

☐ Single session
 ☒ Multi-session

**Start time (required)** **End time**

→

**Time zone**

Asia/Jerusalem (GMT+02:00) ▼

**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](#).



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)**

**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

→

Time zone

6. 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.

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

27 : 23 : 49 : 29  
days hrs min sec



**Pre-recorded event**


01/31/26 8:18 PM > 01/31/26 9:18 PM


Asia/Jerusalem

This is a pre-recorded event type

Agenda at a glance


Add session Full agenda



**Pre-recorded event**  
 Pre-recorded  Published  
 8:18 PM - 9:18 PM Sat, January 31

Speakers

Invite See all



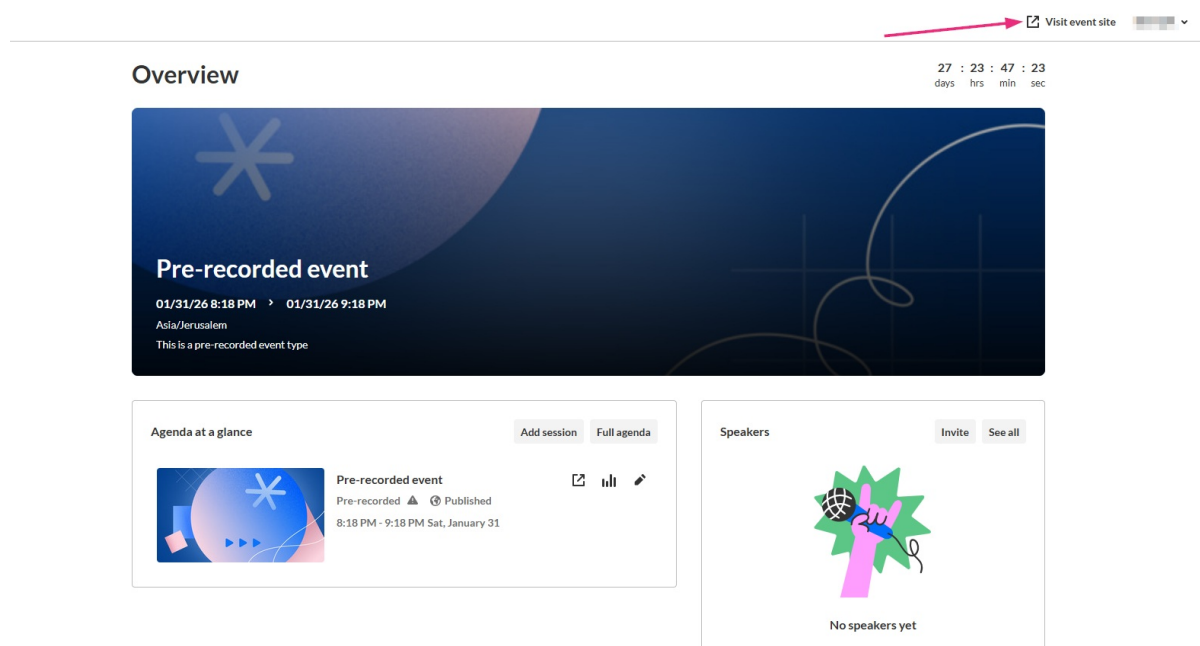
No speakers yet

Overview page of **multi-session** 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.



The screenshot shows the 'Overview' page for a 'Pre-recorded event'. At the top right, there is a 'Visit event site' link with an external icon. Below this, a countdown timer shows '27 : 23 : 47 : 23' in days, hrs, min, and sec. The main header area displays 'Pre-recorded event' with the dates '01/31/26 8:18 PM' and '01/31/26 9:18 PM', and the location 'Asia/Jerusalem'. Below the header, there are two main sections: 'Agenda at a glance' and 'Speakers'. The 'Agenda at a glance' section includes a thumbnail for a 'Pre-recorded event' with a duration of '8:18 PM - 9:18 PM Sat, January 31'. The 'Speakers' section shows a graphic of a hand holding a globe and the text 'No speakers yet'. Both sections have buttons for 'Add session', 'Full agenda', 'Invite', and 'See all'.

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 and edit Interactive Room session](#)
- [Add and edit Live Webcast session](#)
- [Add and edit Pre-recorded session](#)
- [Add and edit DIY Live Webcast session](#)