

Create a Pre-recorded live session

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

 This article is designated for all users.

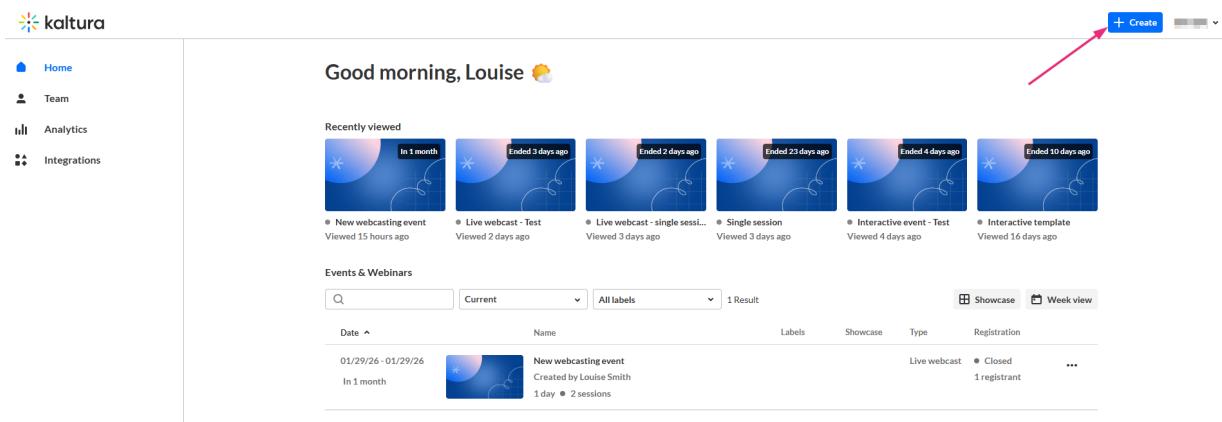
About

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 screenshot shows the Kaltura Events homepage. On the left, there is a sidebar with links for Home, Team, Analytics, and Integrations. The main area displays a "Recently viewed" section with six event thumbnails, each with a star icon and a timestamp. Below this is an "Events & Webinars" section. A red arrow points to the blue "+ Create" button located in the top right corner of the main content area.

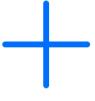
The 'Get started with a template' page displays.

x

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
Start from scratch and create your own event.

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The 'Let's get started' window displays.

Let's get started

Start with a few details about your event

Title 0/120

Short description

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)
<input type="text"/> mm/dd/yyyy	<input type="text"/> hh:mm aa	<input type="text"/> 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

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**.



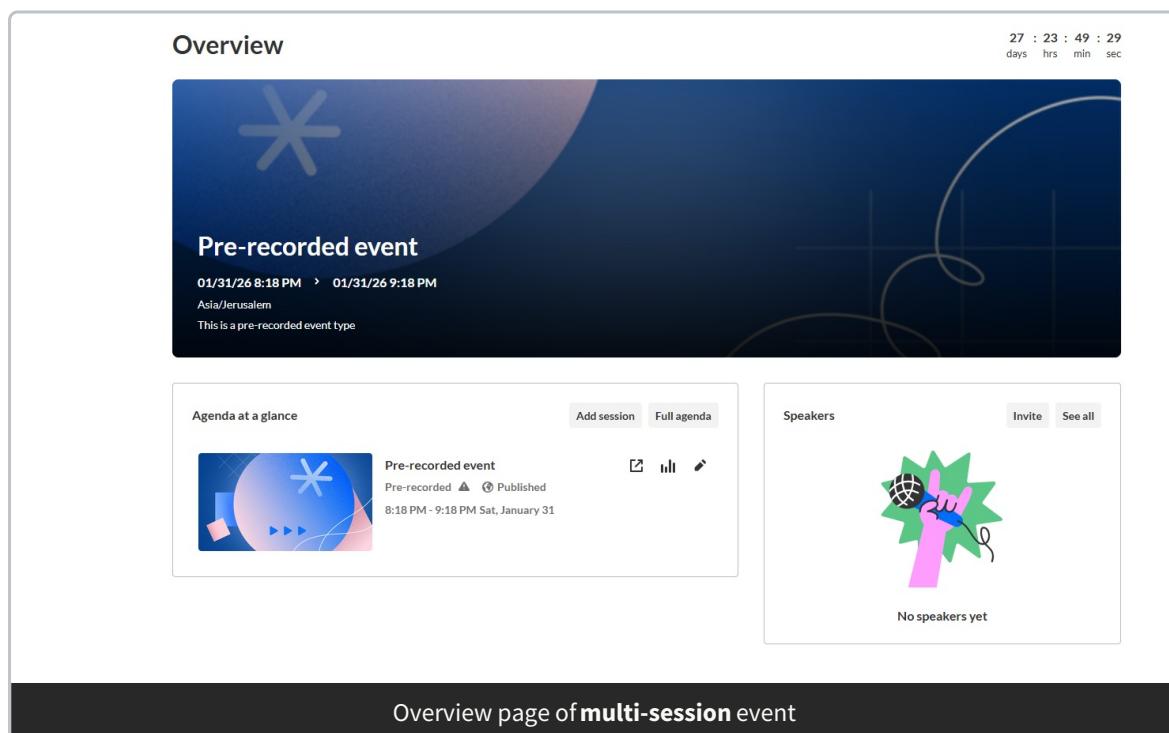
This option is only available for Preset event templates and, after creation of event, can only be changed by Kaltura. On Custom event templates, this will be preconfigured by the template.

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

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

Add session Full agenda

Speakers

Invite See all

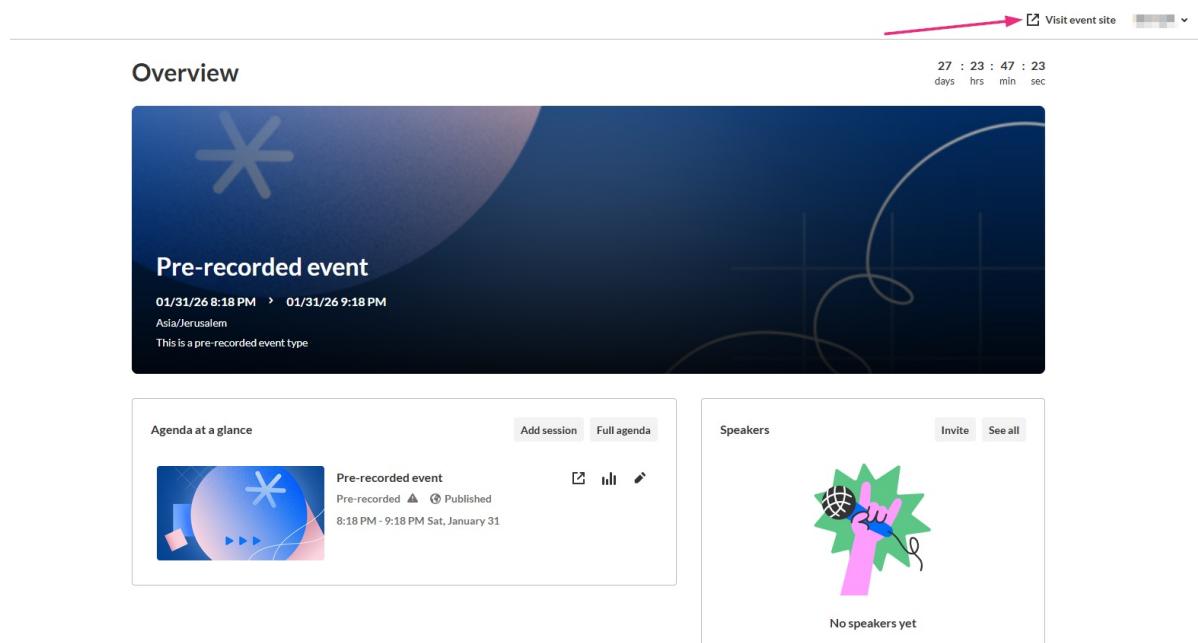
No speakers yet

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.



Visit event site

Overview

Pre-recorded event

01/31/26 8:18 PM > 01/31/26 9:18 PM
Asia/Jerusalem
This is a pre-recorded event type

27 : 23 : 47 : 23
days hrs min sec

Agenda at a glance

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

Add session Full agenda

Speakers

Invite See all

No speakers yet

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](#)