Create a Pre-recorded live session

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This article is designated for all users.

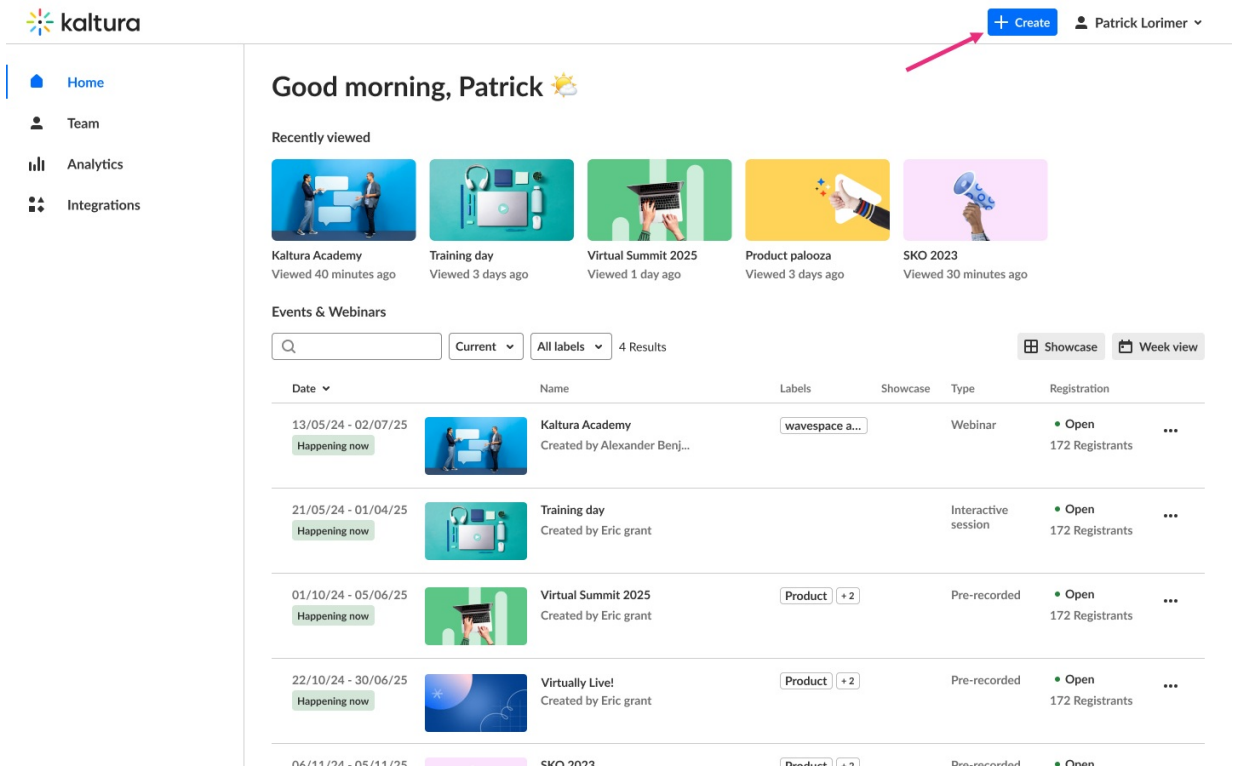
About

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.

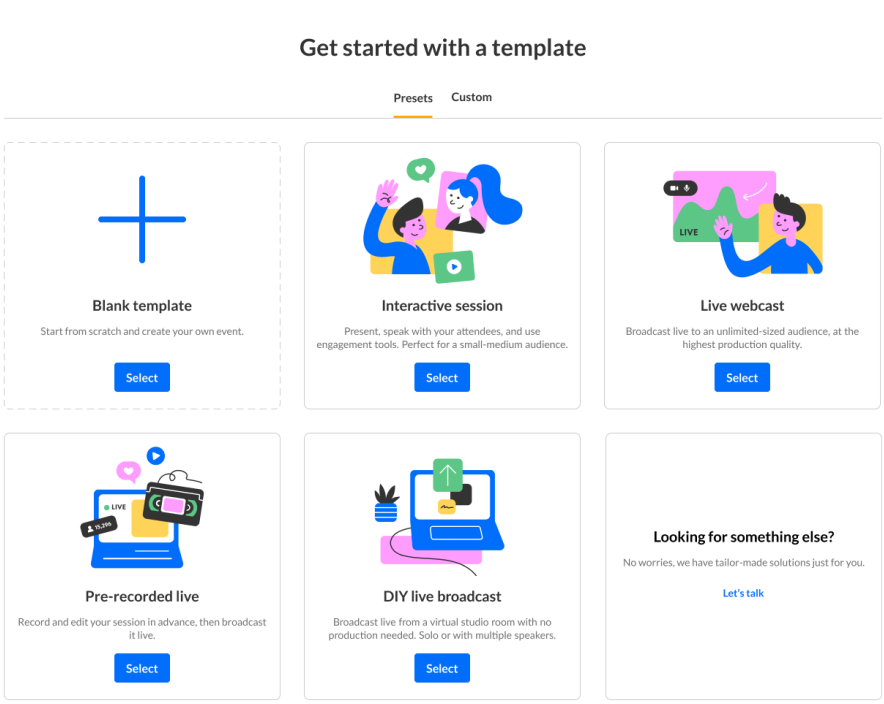
Create a Pre-recorded live session

1. Log into your Kaltura Virtual Events account.
   The homepage displays.
2. Click the blue **+ Create** button in the upper right corner of the screen.



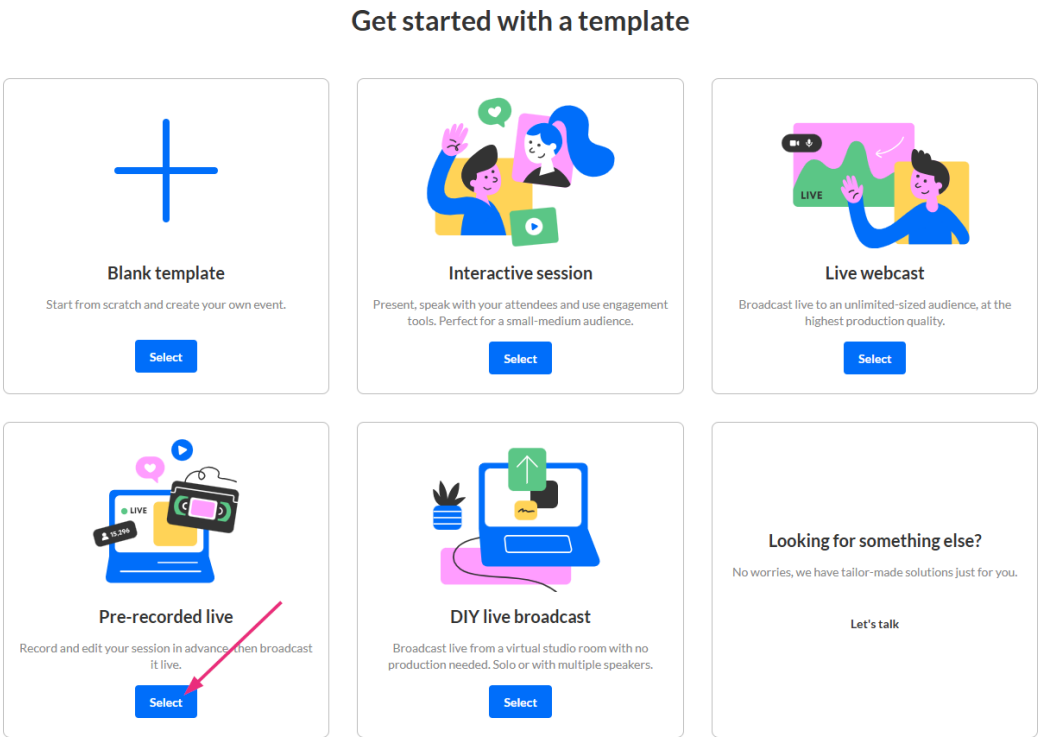
The 'Get started with a template' page displays.

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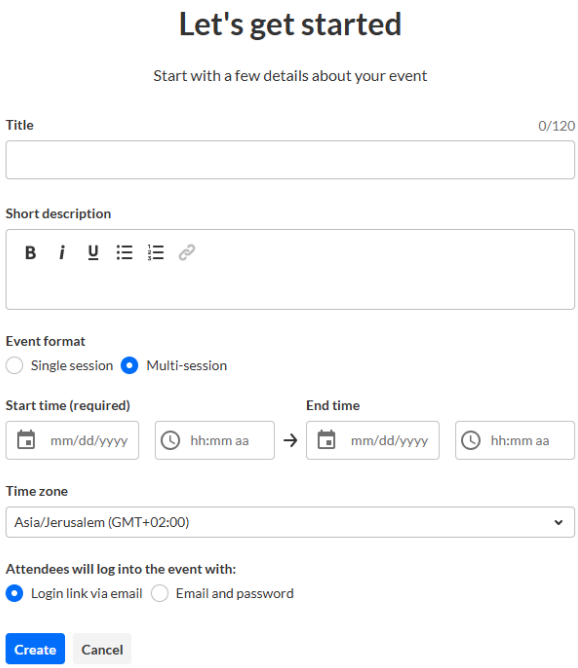
If your Kaltura Virtual Events account includes Custom templates, the Get started with a template page shows two tabs: **Presets** and **Custom**. If Custom templates aren't configured, only Preset templates appear.

3. Choose the **Pre-recorded live** template.



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The 'Let's get started' window displays.

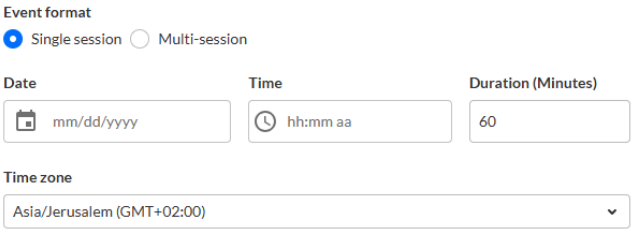


4. Complete the following details:
   - **Title** - A title for your event (char limit is 120).
   - **Short description** - A description for your event.
   - **Event format** - Choose single session or multi-session. For information on these formats, see Single-session vs multi-session events.

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

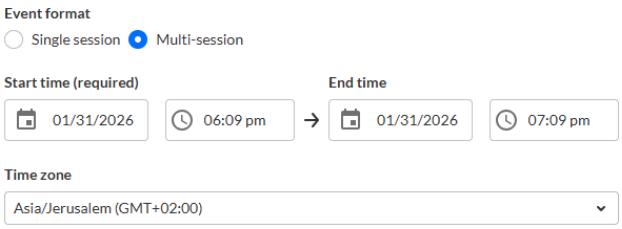
5. Set the **event schedule**:

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



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

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- Choose whether attendees will log into the event with a **login link via email** (AKA Magic Link), or with an **email and password**.

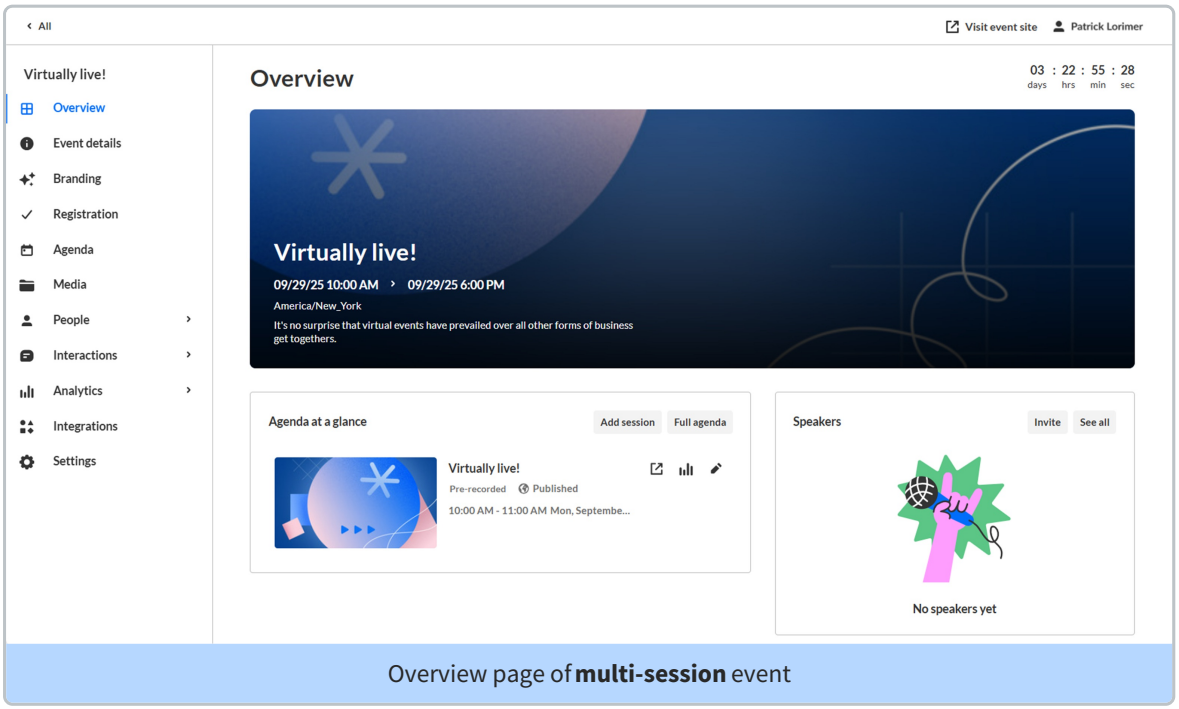
> This option is only available for Preset event templates and, after creation of event, can only be changed by Kaltura. On Custom event templates, this will be preconfigured by the template.

- 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.



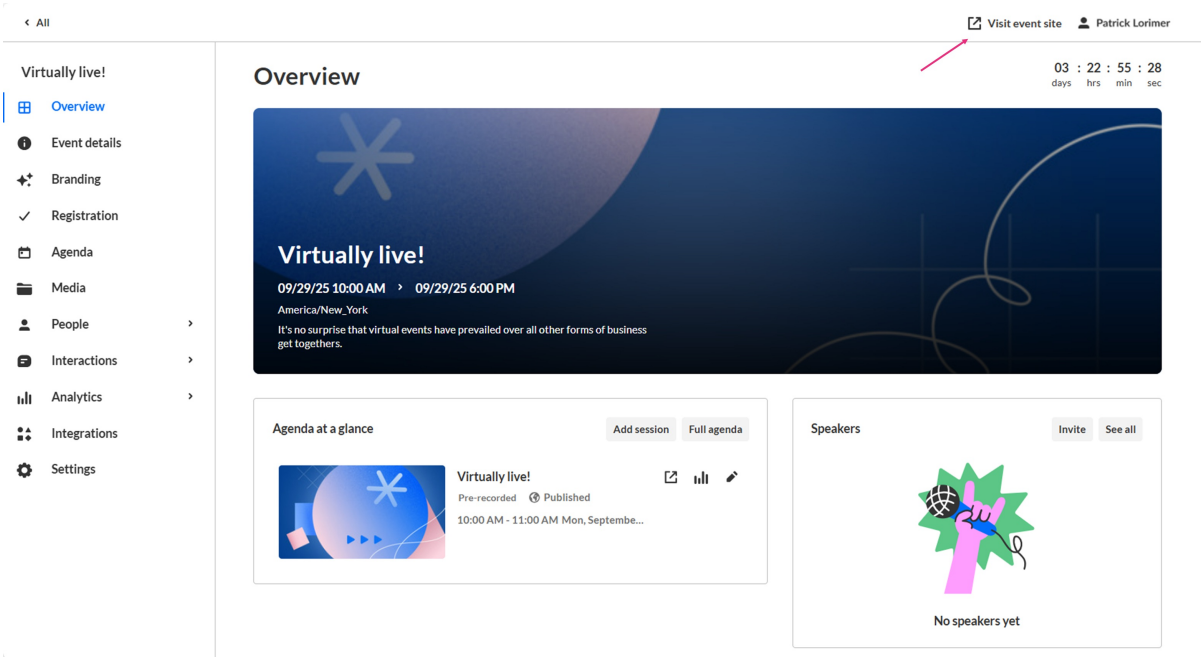
Overview page of **multi-session** event

The Overview page shows key details, including:

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- **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

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