

Blank template

Last Modified on 10/07/2024 3:38 pm IDT

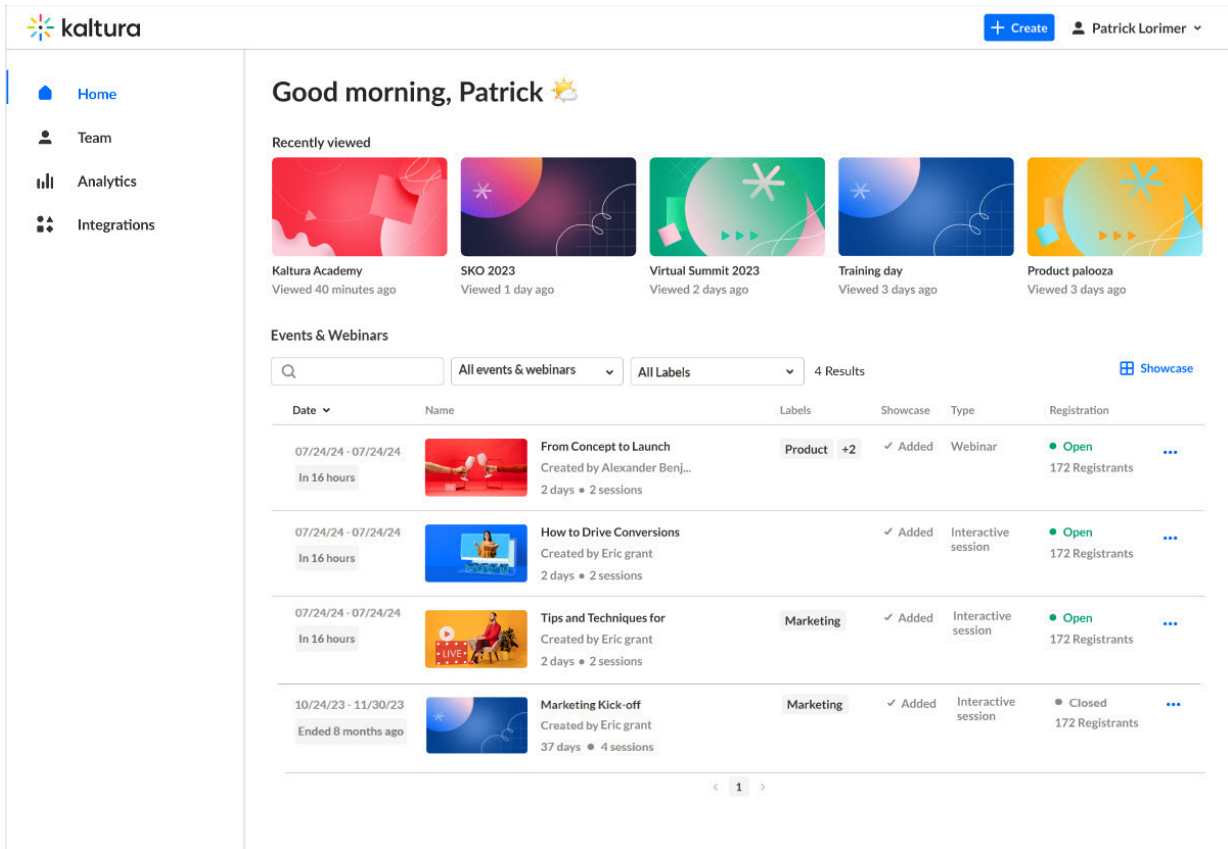
 This article is designated for all users.

About

Blank template gives you the ability to start from scratch and create your own event with our blank template. This way, you are not associating your event with a specific session type. You are creating an event, *then* adding sessions to your agenda.

To use a Blank template

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 Home page. The top navigation bar includes the Kaltura logo, a '+ Create' button, and the user name 'Patrick Lorimer'. The left sidebar contains navigation options: Home (selected), Team, Analytics, and Integrations. The main content area displays a greeting 'Good morning, Patrick' and a 'Recently viewed' section with five event cards: '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 'All events & webinars' and 'All Labels', and a 'Showcase' button. A table lists four events with columns for Date, Name, Labels, Showcase, Type, and Registration. The first three events are 'Open' and the last one is 'Closed'.

Date	Name	Labels	Showcase	Type	Registration
07/24/24 - 07/24/24 In 16 hours	From Concept to Launch Created by Alexander Benj... 2 days • 2 sessions	Product +2	✓ Added	Webinar	● Open 172 Registrants
07/24/24 - 07/24/24 In 16 hours	How to Drive Conversions Created by Eric grant 2 days • 2 sessions		✓ Added	Interactive session	● Open 172 Registrants
07/24/24 - 07/24/24 In 16 hours	Tips and Techniques for Created by Eric grant 2 days • 2 sessions	Marketing	✓ Added	Interactive session	● Open 172 Registrants
10/24/23 - 11/30/23 Ended 8 months ago	Marketing Kick-off Created by Eric grant 37 days • 4 sessions	Marketing	✓ Added	Interactive session	● Closed 172 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

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 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.




3. Choose the Blank template. The Let's get started page displays.

Let's get started


Start with a few details about your event


Title 0/120

Short description


B *i* u   


Start time **End time**

 mm/dd/yyyy

 hh:mm (a|p)m

→

 mm/dd/yyyy

 hh:mm (a|p)m

Time zone

EDT (GMT-04:00) America/New_York▼

Attendees will log into the event with:

Login link via email

Email and password

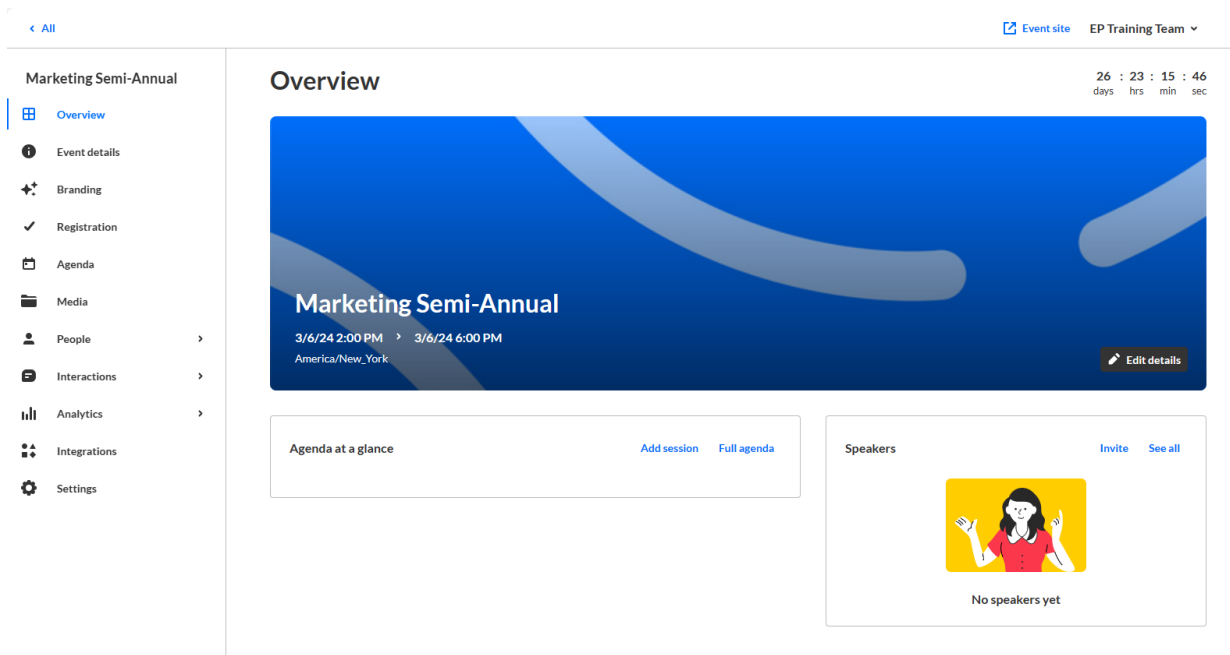
CreateCancel

4. Enter the following:
 - Title - A title for your event (char limit is 120).
 - 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.
5. 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.**
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.



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

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 and time, time zone, and description (if provided).
- Agenda at a glance (displays the individual sessions within your event). Blank template does not require you to associate your event with a specific session type, so your agenda will be blank at this time. Now that you've created your event, you

may go ahead add sessions to your agenda as outlined later in this article.

- [Speakers](#) (displays the speakers scheduled for the event)

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](#).

You may also edit vital details directly from this page:

- Edit the event by clicking on the **Edit details** button in the lower right corner of the event banner. See [Edit the Event Details](#).
 - Add sessions to the agenda by clicking the **Add session** button in the Agenda at a glance section. See the following articles:
 - [Agenda tab - Add and edit Interactive Room session](#)
 - [Agenda tab - Add and edit Live Webcast session](#)
 - [Agenda tab - Add and edit Pre-recorded session](#)
 - [Agenda tab - Add and edit DIY live webcast session](#)
 - Invite speakers by clicking on the **Invite** button or navigate to the Speakers page by clicking **See all**.
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