

Blank template

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 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.
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 webinar

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 (required)

End time

dd/mm/yyyy
 hh:mm

→

dd/mm/yyyy
 hh:mm

Time zone

 Asia/Jerusalem (GMT+03:00)

Attendees will log into the event with:

☒ Login link via email
 ☐ Email and password

Create

Cancel

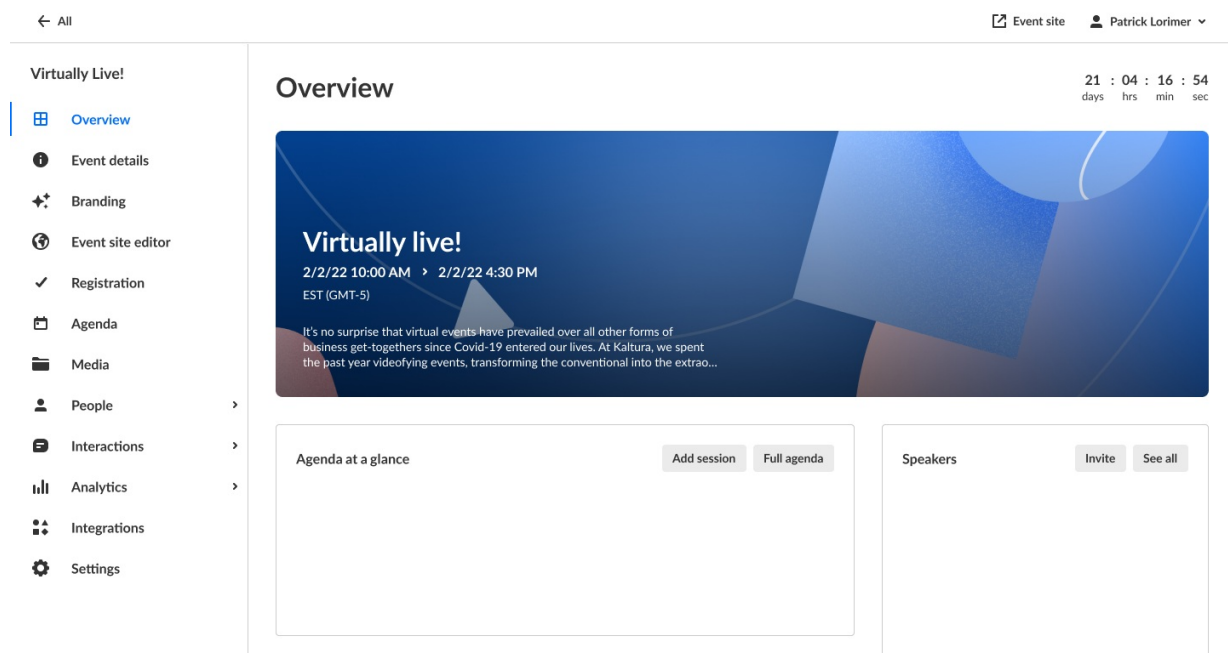
4. Enter the following:
 - Title - A title for your event (char limit is 120).
 - Short description - A description for your event.
 - Start time - The day and time your event will start.
 - End time - The day and time your event will end.
 - Time zone - The time zone for your event. The list of time zones is organized in alphabetical order by time zone name, then city name. This list is searchable and as you start typing characters, a list of matching time zones will populate for you.
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 screenshot shows the Kaltura Event Overview page. On the left is a sidebar with a 'Virtually Live!' header and a list of navigation items: Overview (selected), Event details, Branding, Event site editor, Registration, Agenda, Media, People, Interactions, Analytics, Integrations, and Settings. The main content area is titled 'Overview' and features a large banner for the event 'Virtually live!' scheduled for 2/2/22 from 10:00 AM to 4:30 PM EST (GMT-5). A countdown timer shows 21 days, 04 hours, 16 minutes, and 54 seconds remaining. Below the banner, there are two main sections: 'Agenda at a glance' with buttons for 'Add session' and 'Full agenda', and 'Speakers' with buttons for 'Invite' and 'See all'.

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/time duration, time zone, and description (if provided).
- Agenda at a glance - Displays a list of event sessions, including access to the session

page, session analytics, and editing capabilities for each. You may click **Add session*** to add a new session to your event and **Full agenda** to access the Agenda page.

- **Speakers** - Displays a list of speakers scheduled for the event, including headshot and bio (if provided), registration status, and access to editing capabilities for each. You may click **Invite** to invite a new speaker to the event and **See all** to access the Speakers page.

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, lobby page, and main stage](#).

*For more information on adding sessions, see the following Knowledge Center articles:

[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](#)
