

# 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 All events page displays with the Events tab open by default.
2. Click the blue **+ Create event** button in the upper right corner of the screen. If no current events or webinars exist, you may also click the **+ Create event** button in the main body of the page. The Create Event page displays.

If your Kaltura Events is configured with Custom templates (as in our example above), the Create Event page displays two tabs - one for Preset templates (Presets) and one for Custom templates (Custom). If Custom templates are not configured, the Create Event 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.
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. 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**.

[template("cat-subscribe")]

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