Kaltura

Create an event from a blank template

Last Modified on 03/13/2026 4:43 pm IST

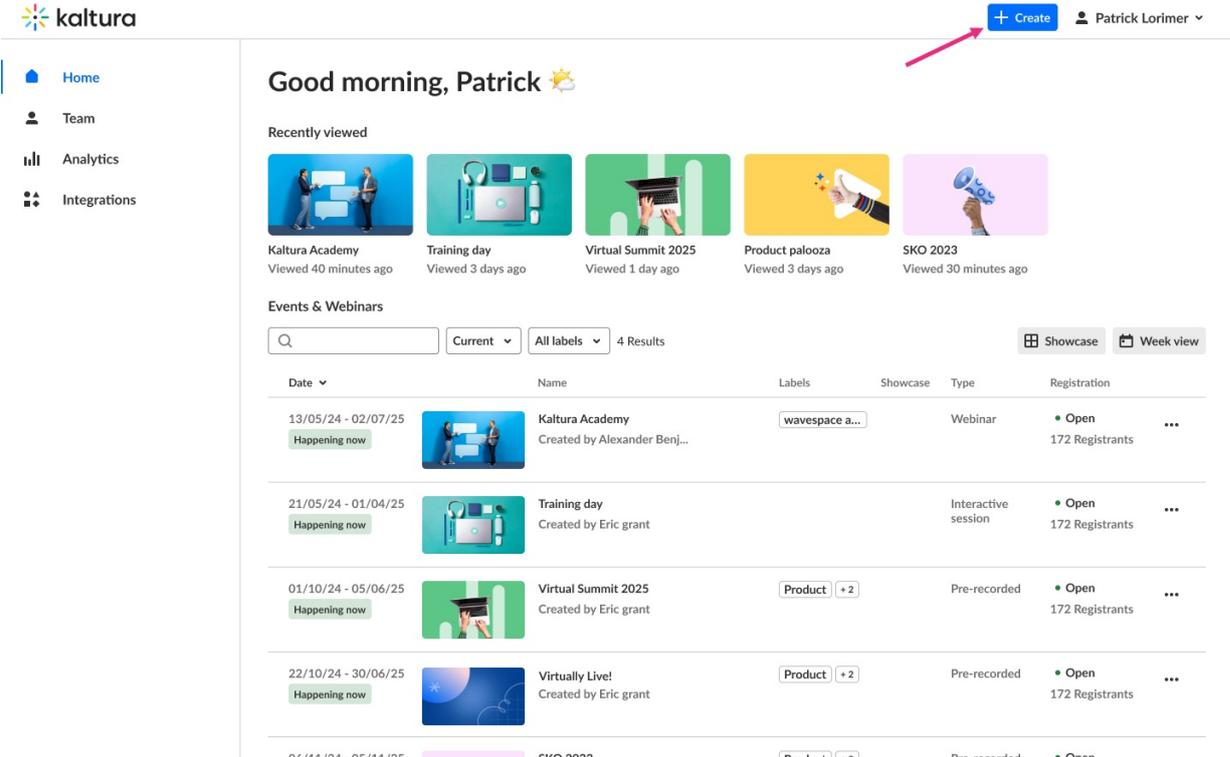👥 **This article is designated for all users.**

About

The **Blank template** lets you start from scratch and build a custom event. This option isn't tied to a specific session type.

You create the event first, then add sessions to the agenda based on your needs.

Create an event from a blank template

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 '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 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 **Blank template**.

Get started with a template

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.
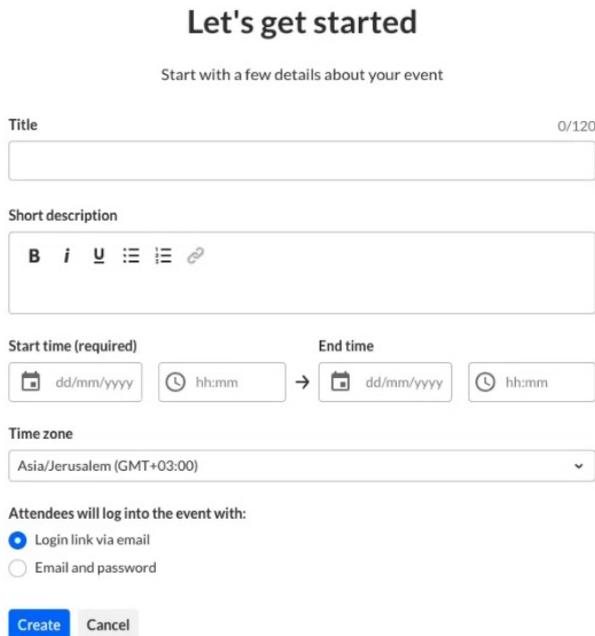Select

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

The 'Let's get started' window displays.
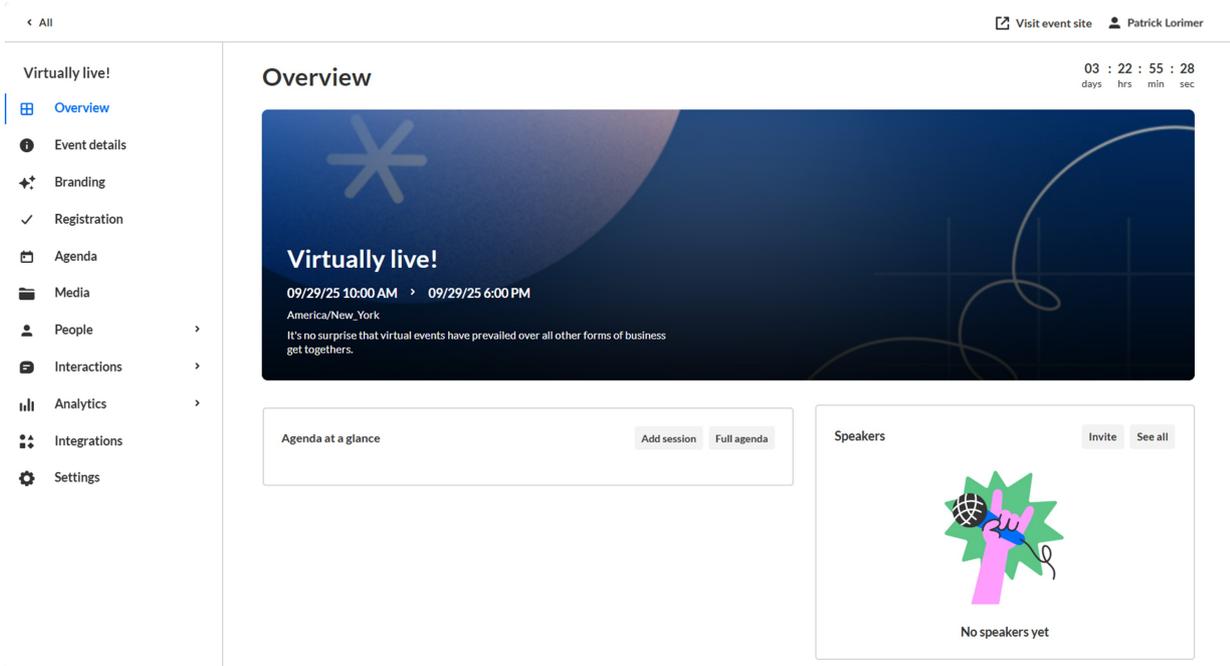

4. Complete the following details:
   - **Title** - A title for your event (char limit is 120).
   - **Short description** - A description for your event.
   - **Start time** - The day and time your event will start.
   - **End time** - The day and time your event will end.
   - **Time zone** - The time 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.
   - 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.**
5. Click **Create**. The building process begins, which can 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.

The Overview page serves as the homepage for the event and 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.

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