Overview page for events

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This article is designated for all users.

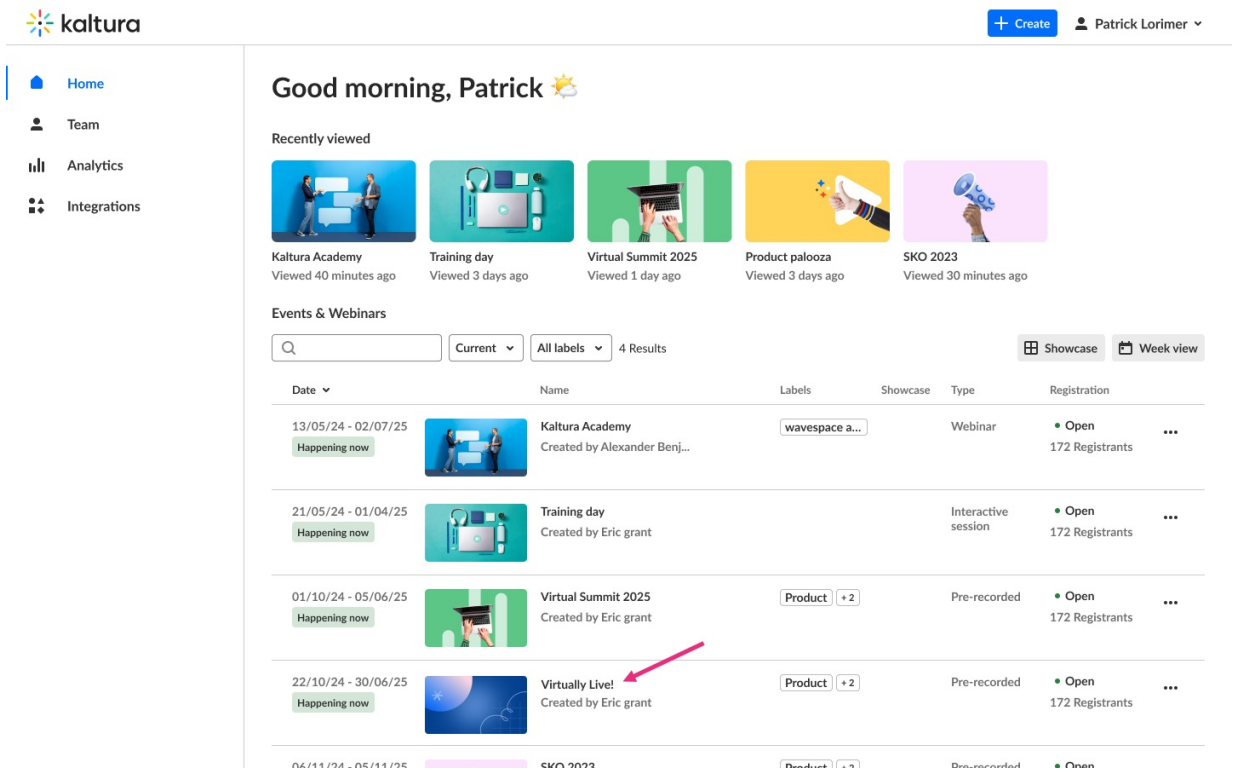
About

The **Overview** page acts as the homepage for your event. The layout and available options on the Overview page depend on two factors: the type of event you're building (single session or multi-session) and the template you selected - Interactive session (multi-session only), Live webcast, Pre-recorded live, or DIY live broadcast.

Looking for more information about single session events? Feel free to contact your Kaltura representative.

Navigate to the Overview page

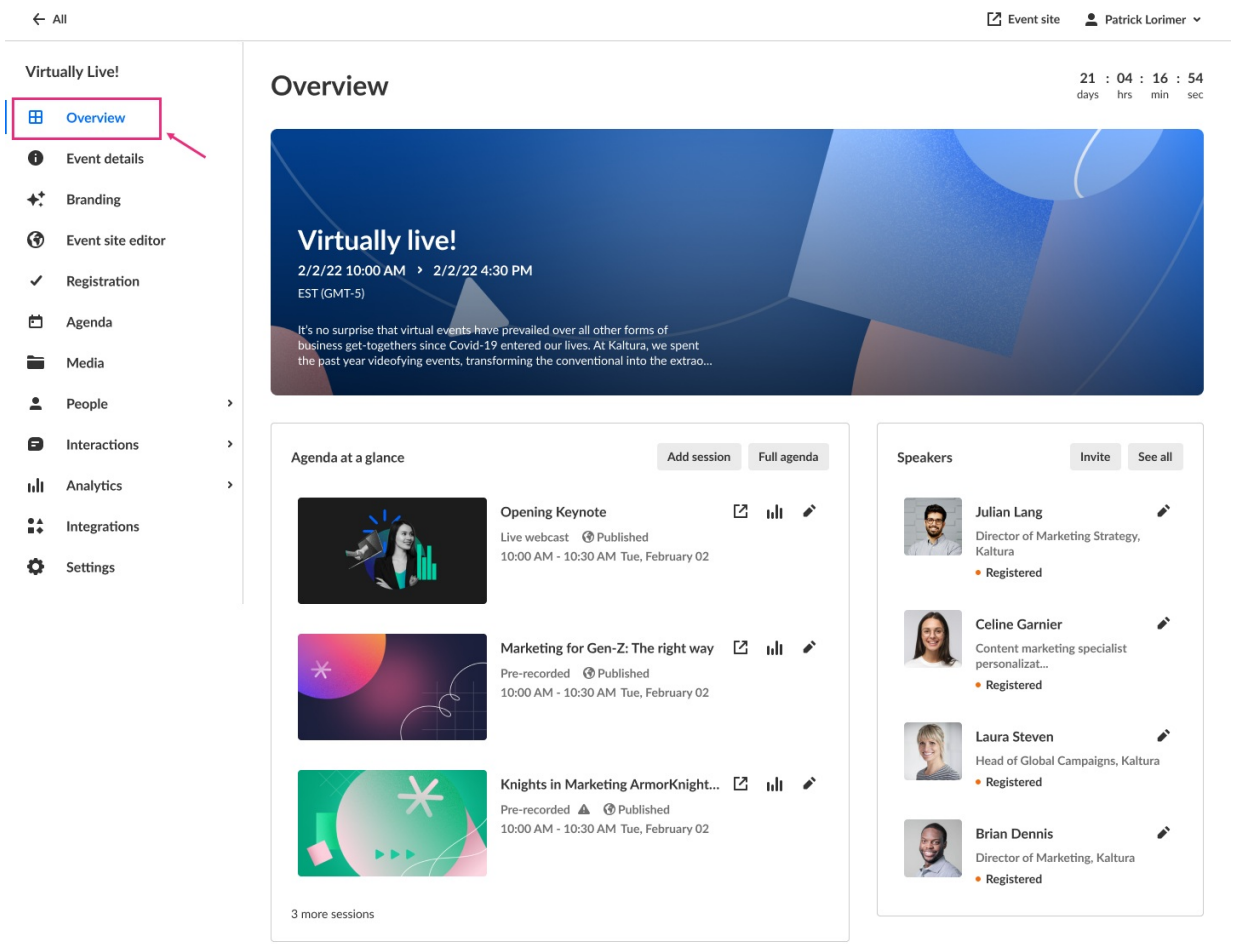
1. Log into your Kaltura Virtual Events account.
   The Kaltura Virtual Events Home page displays.
2. Click the event you want to view.



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The 'Overview' page opens by default.

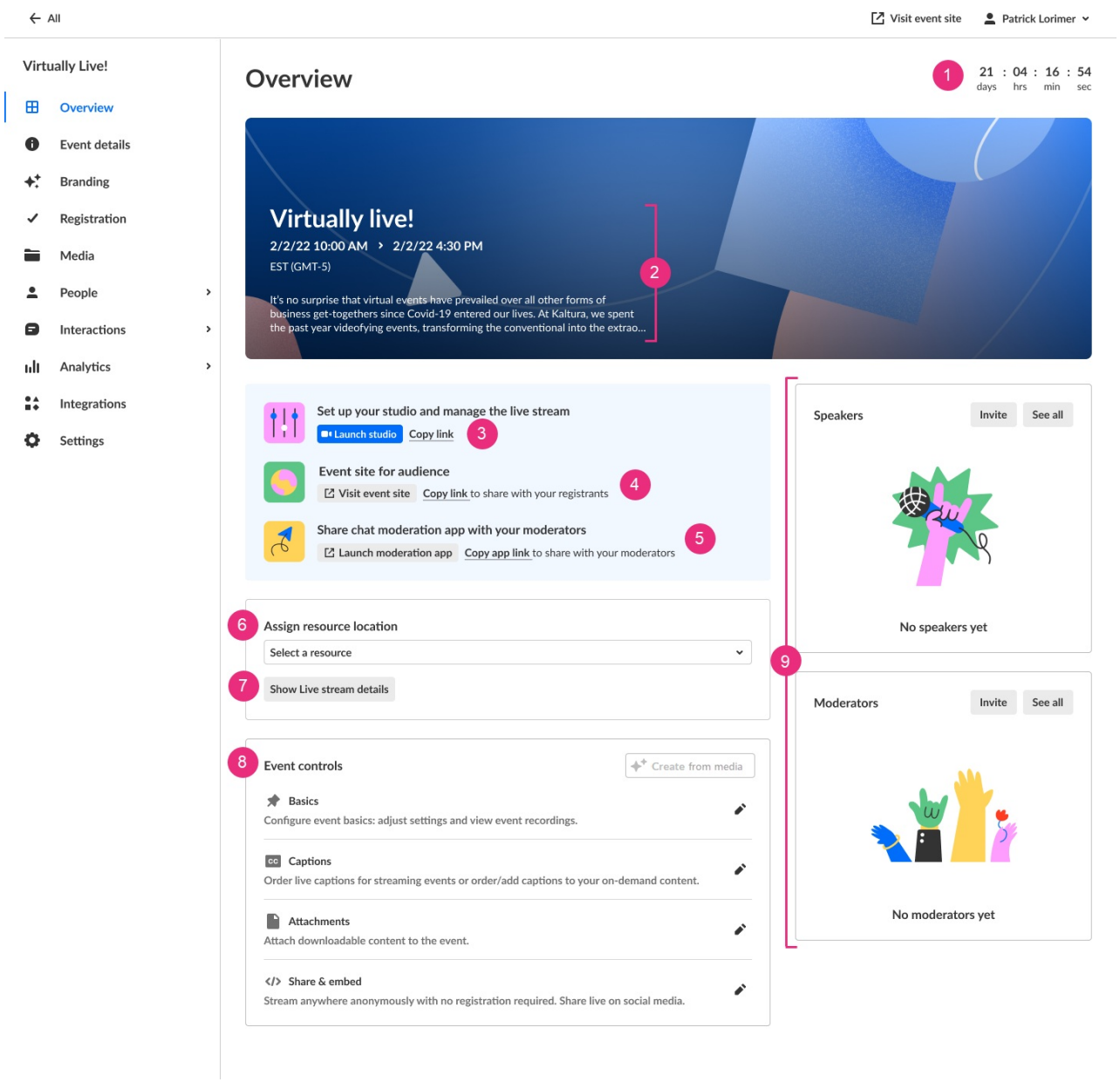
If you navigate away, just click **Overview** at the top of the left panel to return. The example below depicts an Overview page for a multi-session event.



Single session - Live webcast template

When creating your event, if you chose **Single session Live webcast**, the Overview page looks like this:

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This page displays the vital details of the event. It offers a centralized place to manage and customize event information. It includes the following:

(**1**) Event status - A countdown to when the event will start, "Happening now", or "Ended [time period] ago"

(**2**) Event name, scheduled date/time duration, time zone, and description (if provided).

(**3**) Click **Launch studio** to activate your broadcast studio, add slides and images to your live session, and start broadcasting directly from a Kaltura webcast studio (if the stream has already been initiated through the encoder tool). Click **Copy link** to copy and share the link to the Studio with a moderator. See Kaltura webcast studio for complete information.

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(**4**) Click **Visit event site** to access the event page. Click **Copy link** to copy and share a link to the event page with your registrants.

(**5**) Moderation links - Click **Launch moderation app** to access the chat moderation app, which allows you and your moderators to organize, manage, and answer Q&A threads; publish polls and Q&As; and answer private chats during the session. Click **Copy app link** to share a link to the moderation app with your moderators.

(**6**) Assign resource location - Once you have a configured resource, it becomes available as a resource and appears in the live resource location list. You can then select it when creating your new live webcast event to easily stream from that source. See Assign resource location for complete information.

(**7**) Click **Show Live stream details** to access to live stream details. Copy and paste the live stream details into your broadcast app/encoder(s) to stream to this event. See Obtain live stream details for complete information. You can always hide the live stream details by clicking **Hide live stream details**.

(**8**) Access to Content Lab functionality - Click the **Create from media** button to generate highlight clips, summaries, and chapters after your session. Access to event controls on the Basics, Captions, Attachments, and Share & embed screens. See Event controls for a single session Live webcast event for complete information.

> The **Create from media** button is only enabled when the session has a recording, the recording video is ready, and captions are available for the recording.

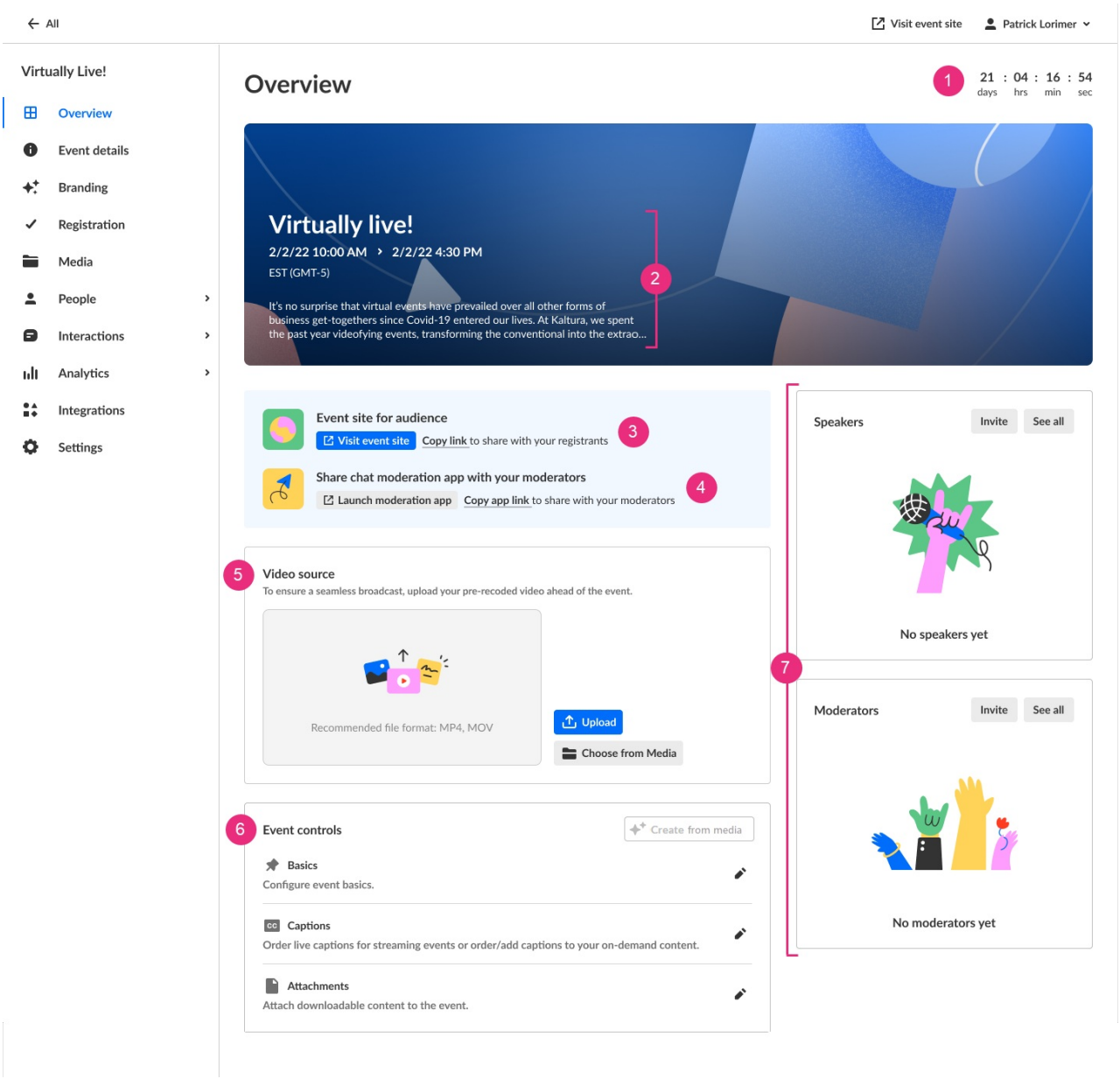
(**9**) Speakers and Moderators - Displays a list of speakers and moderators scheduled for the event, including headshot and bio (if provided), registration status, and access to editing capabilities for each. You may click **Invite** to invite a new speaker or moderator to the event and **See all**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

The Overview page also includes a link to the event site and the landing page; simply hover over the **Visit event site** button on the top right corner of the screen and make your selection.

Single session - Pre-recorded live template

When creating your event, if you chose **Single session Pre-recorded live**, the Overview page looks like this:

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This page displays the vital details of the event. It offers a centralized place to manage and customize event information. It includes the following:

(**1**) Event status - A countdown to when the event will start, "Happening now", or "Ended [time period] ago"

(**2**) Event name, scheduled date/time duration, time zone, and description (if provided).

(**3**) Click **Visit event site** to access the event page. Click **Copy link** to copy and share a link to the event page with your registrants.

(**4**) Moderation links - Click **Launch moderation app** to access the chat moderation app, which allows you and your moderators to organize, manage, and answer Q&A threads; publish polls and Q&As; and answer private chats during the session. Click

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Copy app link to share a link to the moderation app with your moderators.

(**5**) Video source - Ahead of the event you can upload your pre-recorded video or choose a video from the media you've already uploaded to the site:

- Click **Upload** and choose the desired media from your computer (we recommend MP4 and MOV file formats), or click **Choose from media** and select from media that has already been uploaded to the event site via the Media page (for more information, see Manage Media for your Event).

The upload status appears in this window, and you can cancel the upload while it's processing.

The video must match the scheduled session duration exactly. If the video is longer than the session time, a warning message appears.

- To avoid interruptions, make sure the video finishes uploading before the event starts. Uploading is disabled 30 minutes before the start time and remains disabled while the event is live.
- If you still need to upload media close to the start time, consider postponing the event.

(**6**) Access to Content Lab functionality - Click the **Create from media** button to generate highlight clips, summaries, and chapters after your session. Access to event controls on the Basics, Captions, and Attachments screens. See Event controls for a single session Pre-recorded live event for complete information.

The **Create from media** button is only enabled when the session has a recording, the recording video is ready, and captions are available for the recording.

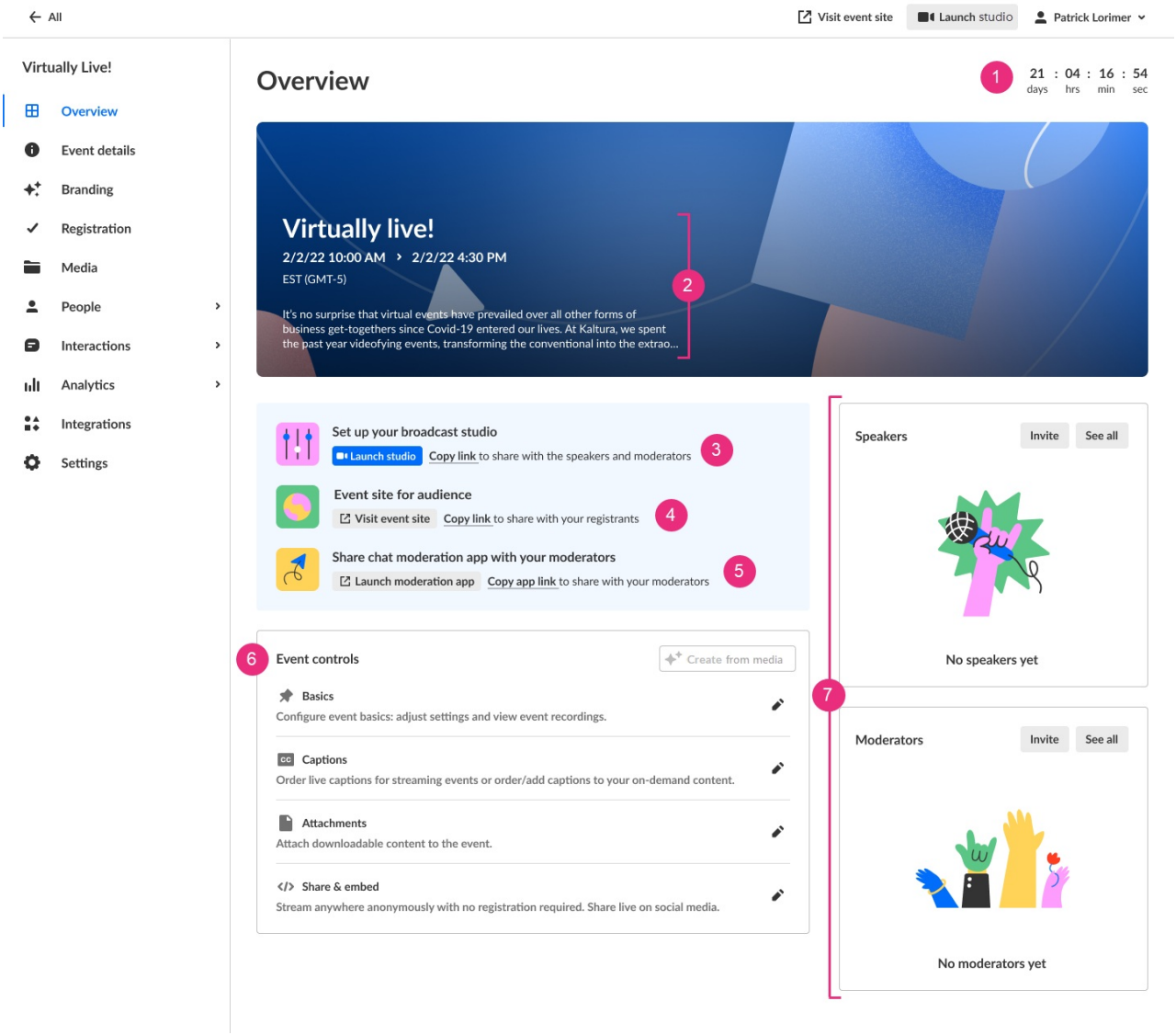
(**7**) Speakers and Moderators - Displays a list of speakers and moderators scheduled for the event, including headshot and bio (if provided), registration status, and access to editing capabilities for each. Click **Invite** to invite a new speaker or moderator to the event and **See all** to access the Speakers or Moderator page.

The Overview page also includes a link to the event site and the landing page; simply hover over the Visit event site button on the top right corner of the screen and make your selection.

Single session - DIY live broadcast template

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When creating your event, if you chose **Single session DIY live broadcast**, the Overview page looks like this:



This page displays the vital details of the event. It offers a centralized place to manage and customize event information. It includes the following:

(**1**) Event status - A countdown to when the event will start, "Happening now", or "Ended [time period] ago"

(**2**) Event name, scheduled date/time duration, time zone, and description (if provided).

(**3**) Click **Launch studio** to activate your broadcast studio, add files to your playlist, and start broadcasting directly from a Kaltura Studio room. Click **Copy link** to copy and share the link to the Studio with moderators and speakers. See Kaltura Studio room for complete information.

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(**4**) Click **Visit event site** to access the event page. Click **Copy link** to copy and share a link to the event page with your registrants.

(**5**) Moderation links - Click **Launch moderation app** to access the chat moderation app, which allows you and your moderators to organize, manage, and answer Q&A threads; publish polls and Q&As; and answer private chats during the session. Click **Copy app link** to share a link to the moderation app with your moderators.

(**6**) Access to Content Lab functionality - Click the **Create from media** button to generate highlight clips, summaries, and chapters after your session. Access to event controls on the Basics, Captions, Attachments, and Share & embed screens. See Event controls for a single session DIY live webcast event for complete information.

The **Create from media** button is only enabled when the session has a recording, the recording video is ready, and captions are available for the recording.

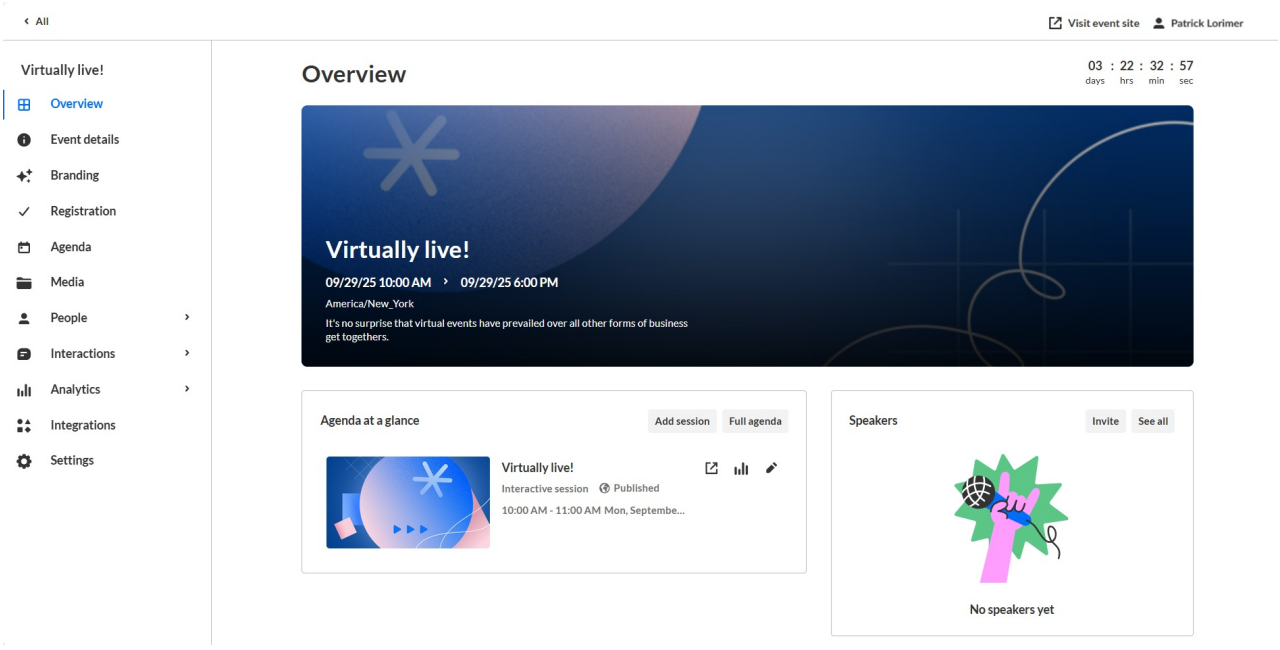
(**7**) Speakers and Moderators - Displays a list of speakers and moderators scheduled for the event, including headshot and bio (if provided), registration status, and access to editing capabilities for each. Click **Invite** to invite a new speaker or moderator to the event and **See all** to access the Speakers or Moderator page.

The Overview page also includes a link to the event site and the landing page; simply hover over the Visit event site button on the top right corner of the screen and make your selection.

Multi-session - All templates

If you chose **Multi session for any template**, the Overview page looks like this:

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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. 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 **Visit 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 articles:

Add an Interactive Room session

Add a Live Webcast session

Add a Pre-recorded session

Add a DIY Live Webcast session

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