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Your event at a glance

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

About

The Overview page acts as the home page 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, Live webcast, Pre-recorded live, or DIY live broadcast.

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

Navigate to the Overview page

The Overview tab is opened by default when you first visit the Event page. If you navigate away, just click **Overview** to return.

Overview for Single session - Live webcast template

When creating your event, if you chose **Single session Live webcast**, 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 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.

(**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 event controls on the Basics, Captions, Attachments, and Share & embed screens. See Event controls for a single session Live webcast event for complete information.

(**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.

Overview for 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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Visit event site   👤 Patrick Lorimer ⌄

Virtually Live!

⊞	Overview
ⓘ	Event details
✦	Branding
✓	Registration
🗀	Media
👤	People ⟩
💬	Interactions ⟩
📊	Analytics ⟩
⠶	Integrations
⚙	Settings

Overview

1 21 : 04 : 16 : 54
days hrs min sec

Virtually live!
2/2/22 10:00 AM › 2/2/22 4:30 PM
EST (GMT-5)

2

It's no surprise that virtual events have prevailed over all other forms of business get-togethers since Covid-19 entered our lives. At Kaltura, we spent the past year videofying events, transforming the conventional into the extrao...

Event site for audience
⧉ Visit event site   Copy link to share with your registrants   **3**

Share chat moderation app with your moderators
⧉ Launch moderation app   Copy app link to share with your moderators   **4**

5 Video source
To ensure a seamless broadcast, upload your pre-recoded video ahead of the event.

Recommended file format: MP4, MOV
⬆ Upload
🗀 Choose from Media

6 Event controls

📌 **Basics**
Configure event basics.   ✏

CC Captions
Order live captions for streaming events or order/add captions to your on-demand content.   ✏

📄 **Attachments**
Attach downloadable content to the event.   ✏

Speakers   Invite   See all

No speakers yet

7

Moderators   Invite   See all

No moderators yet

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 may 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 on uploading media to the event site, see Manage Media for your Event). Media upload status is displayed in this window once video source has been selected and you may choose to cancel the action while processing.

⚠️

Media must be the same duration as the scheduled session time - no longer and no shorter. If the media is longer than the scheduled event time, a warning message displays. In addition, to avoid interruptions, media must complete uploading prior to the broadcast's start time. 30 minutes before broadcast start time, Upload functionality will be disabled and will remain disabled while the event is in progress. If the event is about to start, and you would like to upload media, consider postponing the start time of the broadcast.

(**6**) 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.

(**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. 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.

Overview for Single session - DIY live broadcast template

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

![Kaltura logo]

Visit event site ◼️ Launch studio 👤 Patrick Lorimer ⌄

Virtually Live!

- ⊞ **Overview**
- ⓘ Event details
- ✦ Branding
- ✓ Registration
- 📁 Media
- 👤 People ›
- 💬 Interactions ›
- 📊 Analytics ›
- ⠿ Integrations
- ⚙ Settings

Overview

① 21 : 04 : 16 : 54
days hrs min sec

Virtually live!
2/2/22 10:00 AM › 2/2/22 4:30 PM
EST (GMT-5)

It's no surprise that virtual events have prevailed over all other forms of business get-togethers since Covid-19 entered our lives. At Kaltura, we spent the past year videofying events, transforming the conventional into the extrao... ②

Set up your broadcast studio
◼️ Launch studio   Copy link to share with the speakers and moderators ③

Event site for audience
↗ Visit event site   Copy link to share with your registrants ④

Share chat moderation app with your moderators
↗ Launch moderation app   Copy app link to share with your moderators ⑤

⑥ **Event controls**

📌 **Basics**   ✏
Configure event basics: adjust settings and view event recordings.

cc **Captions**   ✏
Order live captions for streaming events or order/add captions to your on-demand content.

📄 **Attachments**   ✏
Attach downloadable content to the event.

</> **Share & embed**   ✏
Stream anywhere anonymously with no registration required. Share live on social media.

Speakers   Invite   See all

No speakers yet

⑦

Moderators   Invite   See all

No moderators yet

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.

(**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.
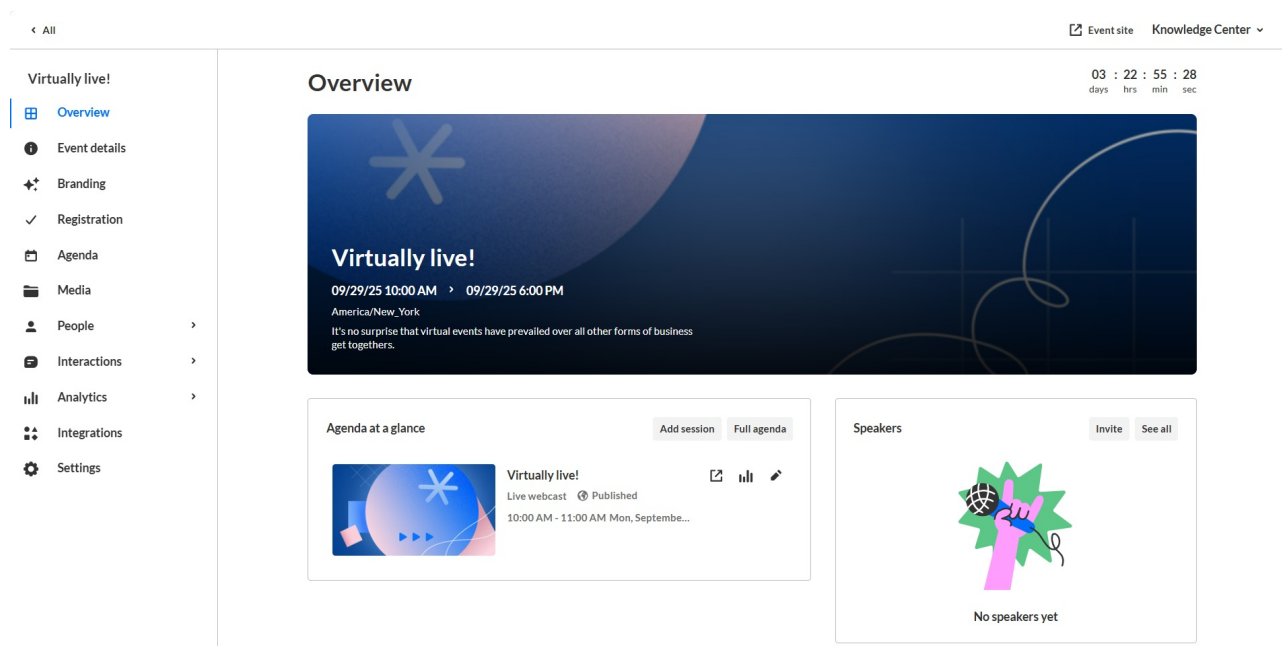
(**6**) Access to event controls on the Basics, Captions, Attachments, and Share & embed screens. See Event controls for a single session DIY live webcast event for complete information.

(**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. 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.

Overview for Multi session - All templates

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

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 **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 an Interactive Room session

Add a Live Webcast session

Add a Pre-recorded session

Add a DIY Live Webcast session