

Agenda tab - Add and edit Live webcast session

Last Modified on 09/09/2024 2:35 pm IDT

 This article is designated for all users.

About

This article describes how to add and edit a Live webcast session.

Live webcasts are orchestrated, highly produced live-streaming events for large audiences. Kaltura Webcasting supports you from the initial planning stage to live broadcast production and management and finally to post-production and after-event management. This session type includes an automated transition from live to VOD.

Our agenda management system is designed to cater to the diverse needs of virtual, hybrid, and in-person events. It allows organizers to include room or location information for specific sessions, facilitating easy navigation for in-person attendees. Whether it's a virtual webinar, a hybrid conference, or an in-person workshop, our agenda management system ensures that participants can access relevant details about session locations or virtual links, enhancing their overall event experience.

Furthermore, our agenda management system offers the option to seamlessly integrate live broadcasting of in-person sessions, extending accessibility to virtual participants. This feature enhances the inclusivity of events, enabling remote attendees to engage with on-site sessions in real-time.

Add a Live webcast session

There are two ways to add a session to your event:

- On the Event Overview page, in the Agenda at a glance section, click **Add session**.

Agenda at a glance

[Add session](#)

[Full agenda](#)

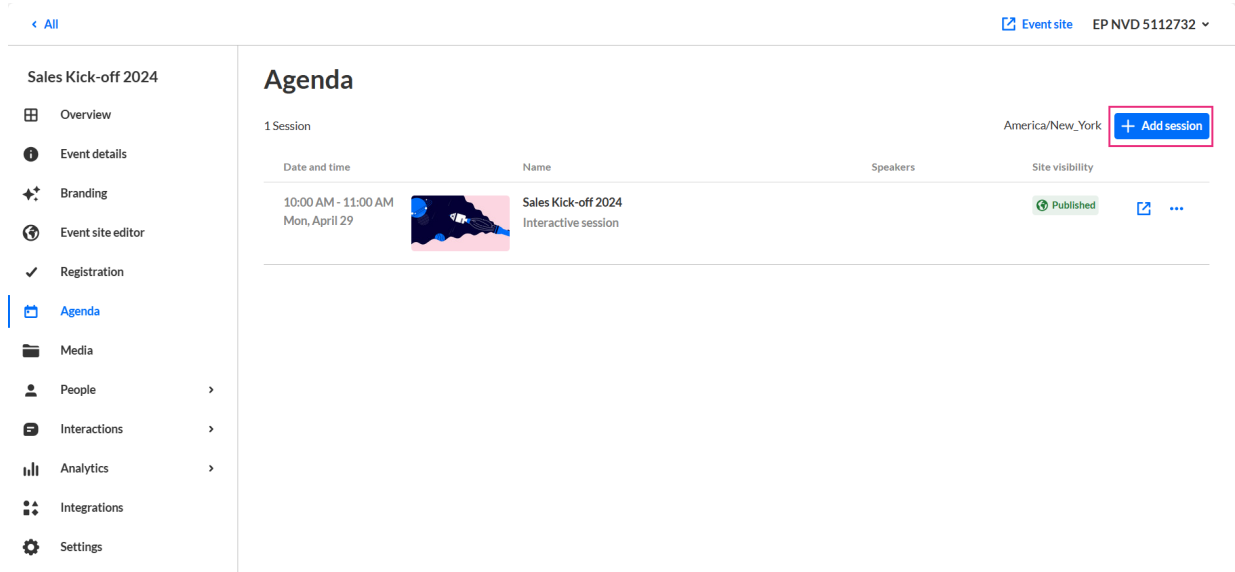


Sales Kick-off 2024





Interactive session  Published

10:00 AM - 11:00 AM Mon, April 29

- On the Event Agenda page, click **+ Add session**.



The Add session pop-up screen displays.

-  **Interactive room**
Speak with your attendees, maximize the conversation.
Perfect for a small to medium size audience
-  **Live webcast**
Deliver a production-level presentation or session in real time
to a very large audience.
-  **Pre-recorded**
Save time by pre-recording speaker presentations or simply
present your session live to a very large audience.
-  **DIY live webcast**
Broadcast high quality live session directly from your browser,
no production needed

Select Live webcast. The New session screen displays.

New session

Live webcast


Recommended size: 1920x1080 px

[Upload thumbnail](#)



Title (required) 0/120

Description

B *i* u   

Date

Time

Duration (Minutes)

Event time zone America/New_York

Speakers

Moderators

Add moderators to monitor and support attendees' questions

Share chat moderation app with your moderators

Share a link with your moderators to manage and support attendees during the session through our chat moderation app.

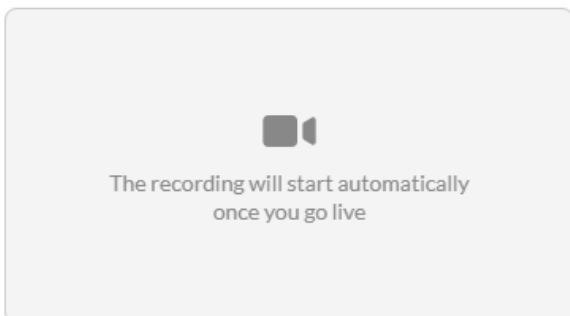
[Go to app](#) [Copy app link](#)

Site visibility

This session is available on the event agenda

Session recording

The last recording is published automatically to the session page, but you can remove or replace it with any video.



Live stream details

Copy the details below into your broadcast app to stream to this session

RTMP URLs	Show
RTMPS URLs	Show
Stream name:	Copy

Cancel Create

1. You may add the following information:

- **Header** - Click **Upload thumbnail** and choose the desired file. We recommend using an image size of 1920x1080 px.
- **Title** (required) - A title for your session (char limit is 120). **Please note:** Characters "<" and ">" are not supported.
- **Description** - A description for your session.
- **Date** (required) - The day your session will start.
- **Time** (required) - The time your session will start.
- **Duration** (required) - The duration of your session (in minutes). Max duration is 1440 minutes (24 hours).

2. To add speakers to this session, click in the Speakers field and start typing the name of a user who has been assigned a Speaker role. The name is auto filled. Click to select the user.

Speakers

CP Connie Peters connie.peters@ABCcompany.com

If no results are found, click **Invite speaker**. This re-directs you to the Speakers page where you can invite speakers to your event.


3. To add moderators to this session, click in Moderators field and start typing the name of a user who has been assigned a Moderator role. The name is auto filled. Click to select the user.

Moderators (required)

Add moderators to monitor and support attendees' questions

JB John Baker john.baker@ABCcompany.com

If no results are found, click **Invite moderator**. This re-directs you to the Moderators page where you can invite moderators to your event.

 Team members who created the event (AKA "Event Managers") are **automatically** assigned as Moderator to both the event they created (at the "Event Level") and the first session that was created as part of the event (at the "Session Level").


4. Moderation links - Click **Go to 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.


5. Choose visibility of the session.

Private - The session will be available only for team members, not for attendees.

Unlisted - The session will be reachable via direct link only.

Published - The session will be available on the event agenda.

 The Session recording area is accessible via the [Edit Session](#) page once the live session is finished.

 Live stream details will be available after creating your session and accessing the [Edit Session](#) page. See [Obtain Live Stream Details](#).

6. Once you are finished completing the fields, click **Create**. (The **Create** button is enabled only after you've begun filling in the fields.) The new session is now added to your event.

Edit a Live webcast session


There are two ways to reach session editing capabilities:

- On the Event Overview page, in the Agenda at a glance section, hover over the session you would like to edit, then click the blue pencil (edit) icon.

Agenda at a glance



[Add session](#)


[Full agenda](#)



Spring Sales Event

Live webcast
8:00 AM - 9:00 AM Wed, March 15

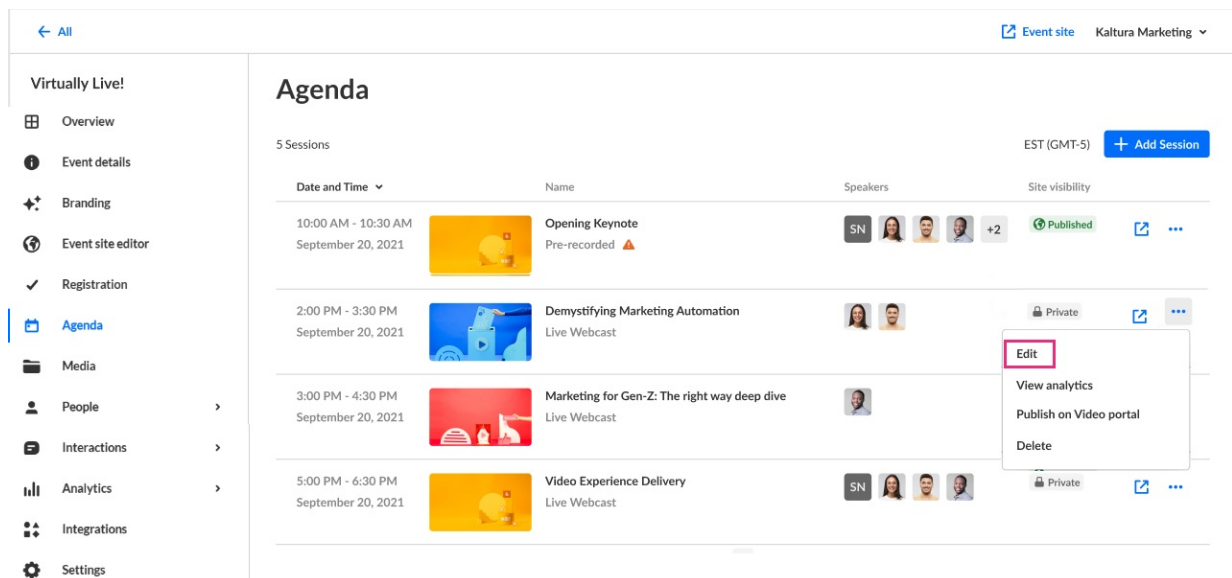





Meet the Team

Interactive session
8:30 AM - 9:00 AM Wed, March 15

- On the Event Agenda page, click the name of the session, or the three blue dots to the right of the session and choose **Edit**.



The screenshot shows the 'Agenda' page with a sidebar on the left containing navigation options like Overview, Event details, Branding, etc. The main content area displays a table of sessions for September 20, 2021. The sessions listed are:

Date and Time	Name	Speakers	Site visibility
10:00 AM - 10:30 AM September 20, 2021	Opening Keynote Pre-recorded	SN, [3 icons]	Published
2:00 PM - 3:30 PM September 20, 2021	Demystifying Marketing Automation Live Webcast	[2 icons]	Private
3:00 PM - 4:30 PM September 20, 2021	Marketing for Gen-Z: The right way deep dive Live Webcast	[1 icon]	Private
5:00 PM - 6:30 PM September 20, 2021	Video Experience Delivery Live Webcast	SN, [3 icons]	Private

A context menu is open for the 'Demystifying Marketing Automation' session, with the 'Edit' option highlighted in a red box. Other options in the menu include View analytics, Publish on Video portal, and Delete.

The Edit session page displays with the Basics tab open by default.

Product Updates

Live webcast

Basics Captions Attachments Share & Embed

[Visit session page](#)

[Copy session link](#)





Title (required) 15/60

Product Updates

Description


B *i* u   

Learn the latest on our products!

Date

 03/12/2024

Time

 11:39 AM

Duration (Minutes)

60

Event time zone America/New_York

Speakers

Add speakers 



Moderators

Add moderators to monitor and support attendees' questions





Share chat moderation app with your moderators

Share a link with your moderators to manage and support attendees during the session through our chat moderation app.

 [Go to app](#)  [Copy app link](#)

Site visibility

 **Published**  This session is available on the event agenda

Session recording

The last recording is published automatically to the session page, but you can remove or replace it with any video.



Duration 1:00:00

 **Unpublish**

[Download](#)[Choose from Media](#)

Live Stream Details

Copy the details below into your broadcast app to stream to this session


RTMP URLs [Show](#)

RTMPS URLs [Show](#)

Stream Name: [Copy](#)

[Cancel](#)[Create](#)

Make appropriate edits on the Basics tab.

 The Save changes button displays *only after* you make an edit to the information.

Once you are finished editing the session details, click **Save changes**. The session is now updated with the new information.

Manage recordings

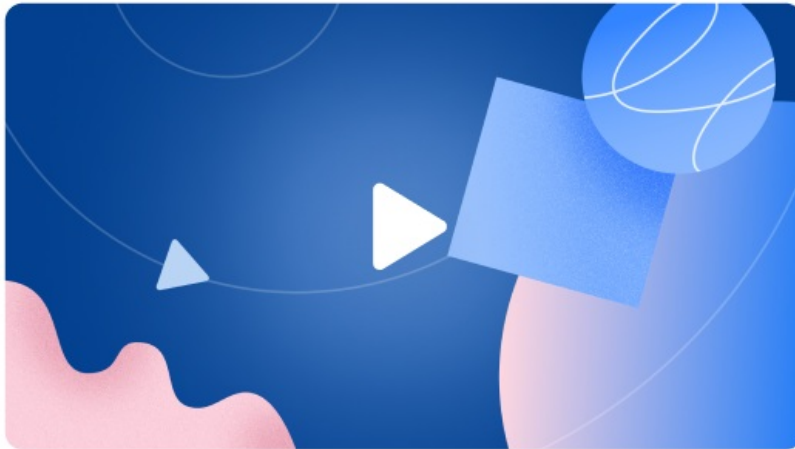
Live sessions include the automated transition from live to VOD (meaning, once the live session is finished, the recording is automatically published to the event site). In some cases, Event managers may not want a VOD available after the session, or they may want to take down the recording, go through some post-production, and then re-upload the recording.

To unpublish or download a recording:

1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Scroll down to the Session recording section.

Session recording

The last recording is published automatically to the session page, but you can remove or replace it with any video.



Duration 1:00:00

 [Unpublish](#)

 [Download](#)

 [Choose from Media](#)

Click **Unpublish** to unpublish the recording from the event site. You are prompted to confirm your action. Once the recording is unpublished, it will display on the Media page.

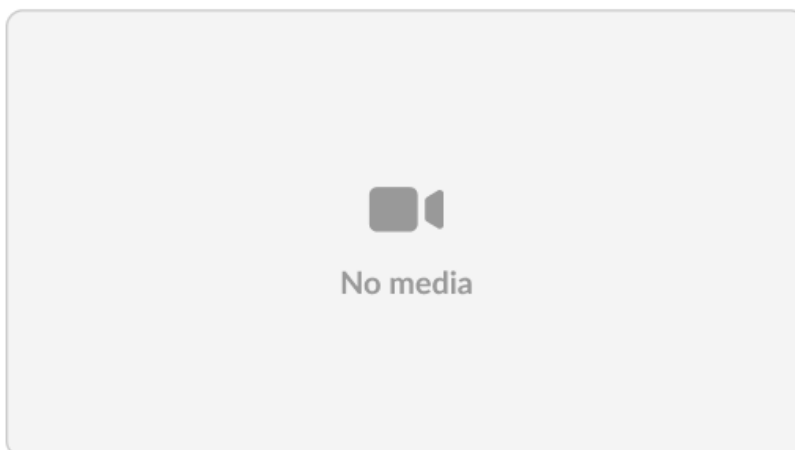
Click **Download** to download the recording. It is downloaded to your local machine.

To publish a new recording:

1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Scroll down to the Session recording section.

Session recording

The last recording is published automatically to the session page, but you can remove or replace it with any video.







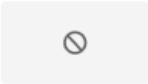

 [Choose from Media](#)

- Click **Choose from Media**. The Media page displays (if you need to upload a new file, upload it first to the media page).

X

Media

16 Media

Name	Creation Date ▾	Published in site	
 Opening Keynote.mp4	10/09/22	Private	Select
 Virtually Live.mp4 Ready	10/09/22	Private	Select
 Marketing for Gen-Z: The right way.mp4 Upload failed	10/09/22		
 Demystifying Marketing Automation.mp4 Processing	10/09/22		Select
 Marketing for Gen-Z: The right way deep dive.mp4 Canceled	10/09/22		
 Video Experience Delivery.mp4 Processing	10/09/22		Select

- Click **Select** next to the media you would like to upload to the session. You receive confirmation that the recording was published on the session page and removed from the Media page.

Obtain live stream details

- Access the [Edit Session](#) page.
- Click on the **Basics** tab.
- Scroll down to the Live Stream Details section and click **Show** on RTMP URLs.

Live Stream Details




Copy the details below into your broadcast app to stream to this session

RTMP URLs	Show
RTMPS URLs	Show
Stream Name: 	Copy

4. Copy the live stream details.


Live Stream Details


Copy the details below into your broadcast app to stream to this session

RTMP URLs	Hide
RTMP Primary URL 	Copy
RTMP Secondary URL 	Copy
RTMPS URLs	Show
Stream Name: 	Copy

5. Paste the live stream details into your broadcast app/encoder(s) to stream to this session. For an example on how to do so, see [OBS Studio and Kaltura Live Streaming](#).

Manage captions for your session

 The ability to order captions must be enabled and configured on your account. If it is not, please contact your Kaltura representative to enquire about adding it. If captions are enabled and configured on your account, you may order them only after creating your session and accessing the Captions tab of the [Edit Session](#) page.

 You may order live captions on future sessions only. You may not order live captions on sessions that have already started. If you did not order live captions for the session, and you have a recording of the session, you may order and/or upload captions for that recording.

To order live captions for a session

1. Access the [Edit Session](#) page.
2. Click on the **Captions** tab.
3. Click **Order captions**. The Order captions screen displays.

×

Order captions

Service:

Machine▼

Source Media Language:

English▼

Feature:

Live Captions▼

Live Captions Start Time:

At the beginning of the event▼

Live Captions End Time:

At the end of the event▼

i We recommend to extend the live captions scheduling to avoid disconnections before the event ends

Submit

4. Complete the fields in the Order captions screen.
 - **Service** - Select the type of Live Captioning service.
 - **Machine** - Automated captioning process. (Machine captions must be ordered at least 15 minutes ahead of your session.)
 - **Source Media Language** - Select the spoken language of the live stream (currently only English is supported).
 - **Feature** - Select Live Captions.
 - **Live Captions Start Time** - Select a time interval in case you'd like the captions service to start before the scheduled start time of your event.
 - **Live Captions End Time** - Select a time interval in case you'd like to keep the captions service running if the event runs longer than expected.
5. Click **Submit**.

💡 Once captions have been ordered, you may view existing caption requests in the [Edit Session](#) page.

To order captions for a session recording

1. Access the [Edit Session](#) page.
2. Click on the **Captions** tab.
3. Click **Order captions**. The Order captions screen displays.


Order captions ×

Service: Source Media Language:

Feature:

All fields are pre-populated for you.

4. Click **Submit**.

 Once captions have been ordered, you may view existing caption requests in the [Edit Session](#) page.

To upload captions for a session recording


1. Access the [Edit Session](#) page.
2. Click on the **Captions** tab.
3. Under Upload captions, click **Upload**. The Upload captions screen displays.

Upload captions ×

Captions file We support SRT, DFXP, CAP, SCC and WEBVTT file types

Language

4. Click **Upload** to choose the desired captions file from your computer, select the language, then click **Add caption**. As you add captions, they display on the Captions tab under Upload captions.

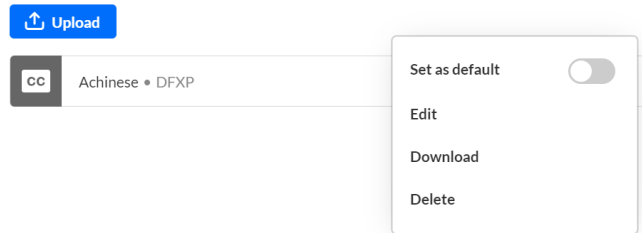
 Please note - You may upload only one file per language.

To set as default, edit, download, and delete captions for a session recording

1. Access the [Edit Session](#) page.
2. Click on the **Captions** tab.
3. Click the three blue dots to the right of each caption file for additional functionality.

Upload captions

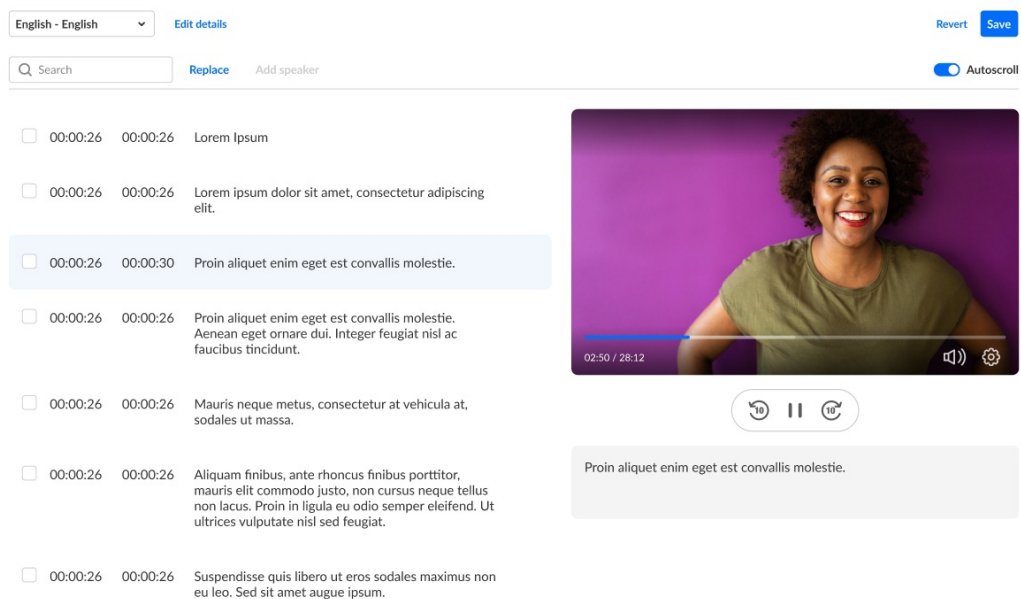
The attached captions will be displayed in the session.



- Choose **Set as default** to set the caption file as the default.
- Choose **Edit** to edit the caption file.

The Edit Captions page displays. See [Editing Captions](#) for more information.

✕ Edit captions



- Choose **Download** to download the captions file to your machine.
- Choose **Delete** to delete the caption file.

Manage attachments for your session

Provide your audience a greater immersive experience and more value by enriching your session with downloadable content. Manage content like documents, spreadsheets, presentations, audio/video files, and images for your session on the Attachments tab.

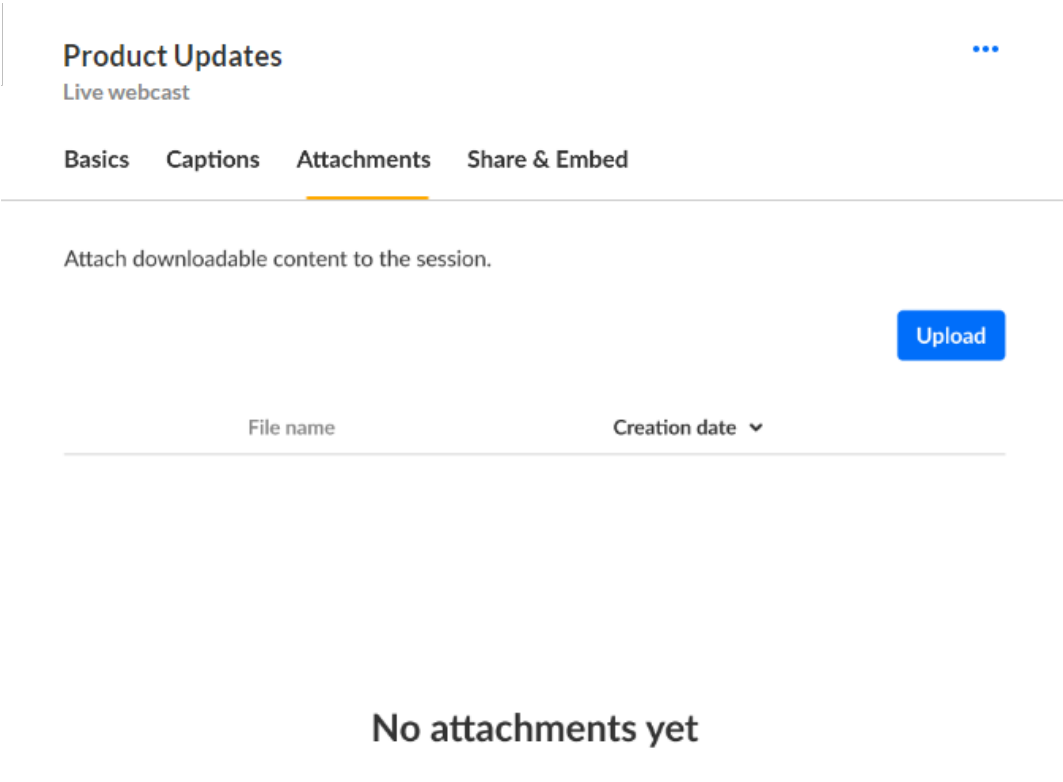
Supported file types consist of the following:

- Media files - *.mts;*.MTS;*.qt;*.QT;*.mov;*.MOV;*.mpeg;*.MPEG; *.avi;*.AVI;*.mp4; *.MP4; *.vob;*.VOB;*.flv; *.FLV; *.f4v; *.F4V; *.asf;*.ASF; *.wmv;*.WMV;*.m4v;*.M4V;*.3gp;*.3GP; *.mkv;*.MKV;*.arf;*.ARF; *.webm;*.WEBM; *.mxf;*.MXF

- Document files - 'doc', 'docx', 'docm', 'dotx', 'dotm', 'xls', 'xlsx', 'xlsm', 'xltx', 'xltm', 'xlsb', 'xlam', 'ppt', 'pptx', 'pptm', 'potx', 'potm', 'ppam', 'ppsm', 'odb', 'odc', 'odf', 'odg', 'odi', 'odm', 'odp', 'ods', 'odt', 'otc', 'otf', 'otg', 'oth', 'oti', 'otp', 'ots', 'ott', 'oxt', 'swf', 'pdf'
- Image files - 'jpg', 'jpeg', 'bmp', 'png', 'gif', 'tif', 'tiff'

Upload attachments to your session

1. Access the [Edit Session](#) page.
2. Click on the **Attachments** tab.



The screenshot shows the 'Attachments' tab of a session editor. At the top, there is a header for 'Product Updates' with a 'Live webcast' subtitle and a three-dot menu icon. Below this are four tabs: 'Basics', 'Captions', 'Attachments' (which is selected and highlighted with an orange underline), and 'Share & Embed'. The main content area contains the instruction 'Attach downloadable content to the session.' and a blue 'Upload' button. Below the instruction is a table header with two columns: 'File name' and 'Creation date' with a dropdown arrow. The table is currently empty, and the text 'No attachments yet' is centered below the table header.

3. Click on the **Upload** button and choose desired file(s).
The progress of your upload is displayed.

Product Updates ...
Live webcast

Basics Captions **Attachments** Share & Embed

Attach downloadable content to the session.

Upload

File name	Creation date	
 Name Uploading		×

When complete, you receive notification of successful upload.

Edit attachments on your session



1. Access the [Edit Session](#) page.
2. Click on the **Attachments** tab.

Product Updates ...
Live webcast

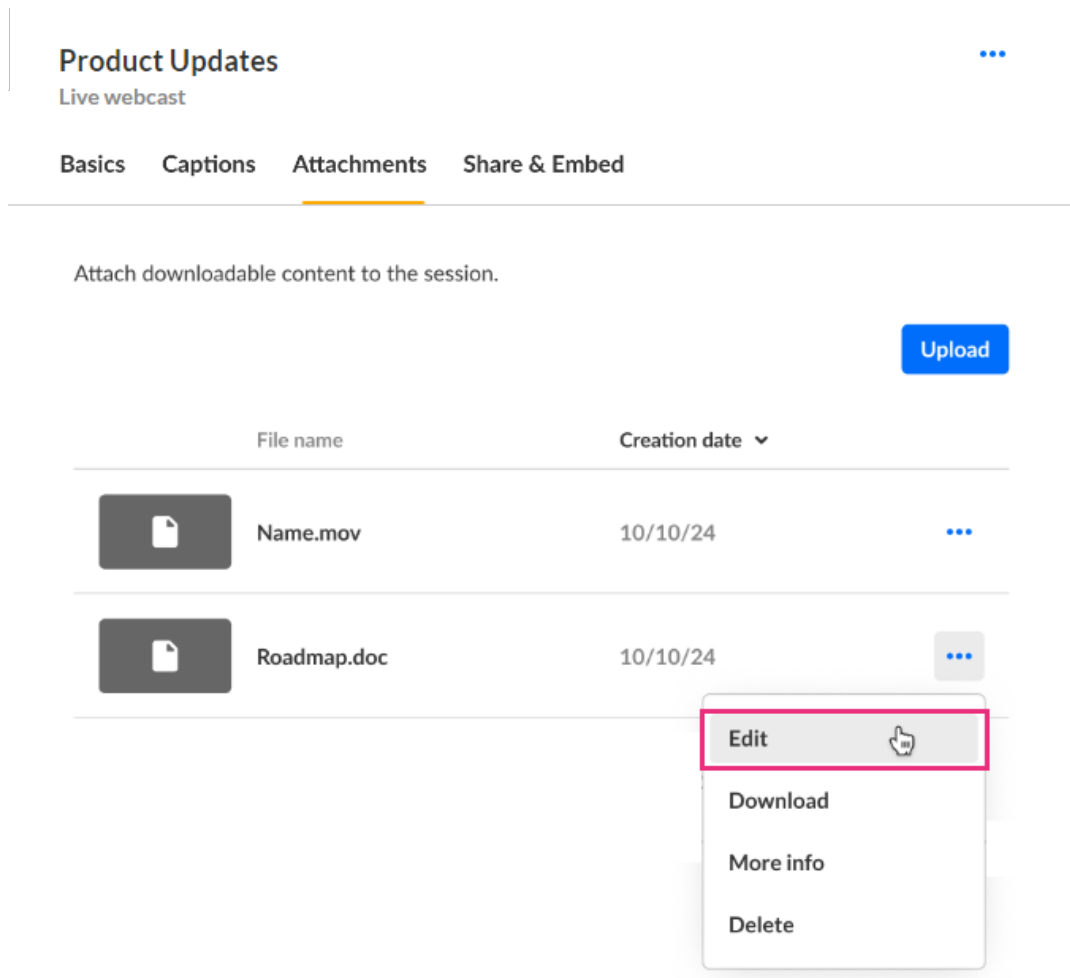
Basics Captions **Attachments** Share & Embed

Attach downloadable content to the session.

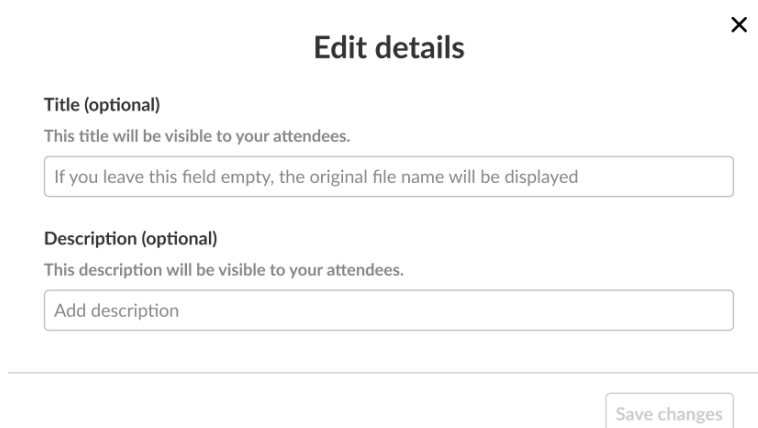
Upload

File name	Creation date	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

3. Click the three blue dots to the right of the attachment and choose Edit.



The Edit details screen displays.

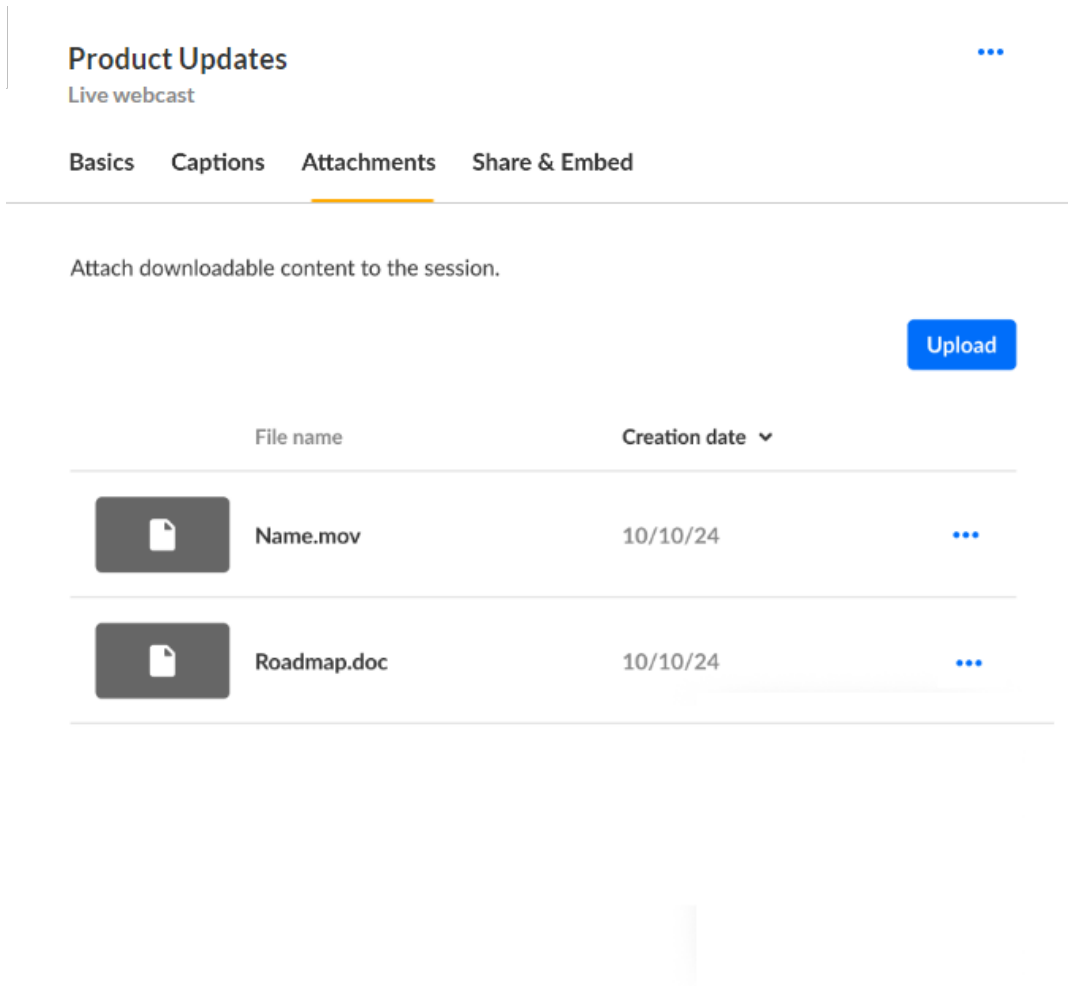


4. Type the title and description (optional). The title should be a more descriptive name for this file. The description should provide context on the file's content. Both will be visible to your attendees.

5. Click **Save changes**.

Download attachments from your session

1. Access the [Edit Session](#) page.
2. Click on the **Attachments** tab.





Product Updates ...
Live webcast

Basics **Captions** **Attachments** **Share & Embed**

Attach downloadable content to the session.

Upload

File name	Creation date	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

3. Click the three blue dots to the right of the attachment and choose **Download**.

Product Updates



Live webcast




Basics Captions **Attachments** Share & Embed

Attach downloadable content to the session.

Upload

File name	Creation date	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

Edit

Download 

More info

Delete

The attachment is downloaded to your machine.

Get information on attachments in your session



1. Access the [Edit Session](#) page.
2. Click on the **Attachments** tab.

Product Updates ...
Live webcast

Basics **Captions** **Attachments** **Share & Embed**

Attach downloadable content to the session.

[Upload](#)



File name	Creation date	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

3. Click the three blue dots to the right of the attachment and choose More info.

Product Updates ...
Live webcast


Basics **Captions** **Attachments** **Share & Embed**

Attach downloadable content to the session. Upload

File name	Creation date	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

Edit

Download

More info 

Delete

Addition information displays about the attachment.

×

Roadmap.doc

Title: Roadmap internal

Description: We're thrilled to share the latest enhancements to our Virtual Classroom platform, designed to elevate your online learning experience.

File type: doc document

Size: 870 KB

Creation date: 10/10/24

4. Click "X" to exit the screen.

Delete attachments from your session



1. Access the [Edit Session](#) page.
2. Click on the **Attachments** tab.

Product Updates ...
Live webcast

Basics **Captions** **Attachments** **Share & Embed**

Attach downloadable content to the session.

[Upload](#)



	File name	Creation date	...
	Name.mov	10/10/24	...
	Roadmap.doc	10/10/24	...

3. Click the three blue dots to the right of the attachment and choose Delete.

Product Updates ...
Live webcast

Basics Captions Attachments Share & Embed


Attach downloadable content to the session. **Upload**

File name	Creation date	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

Edit

Download

More info

Delete 

You are asked to confirm your action.

Delete attachment

You're about to permanently delete "Roadmap". You cannot undo this action.


[Cancel](#) **Delete**


4. Click **Delete**.

When complete, you receive notification of successful deletion.

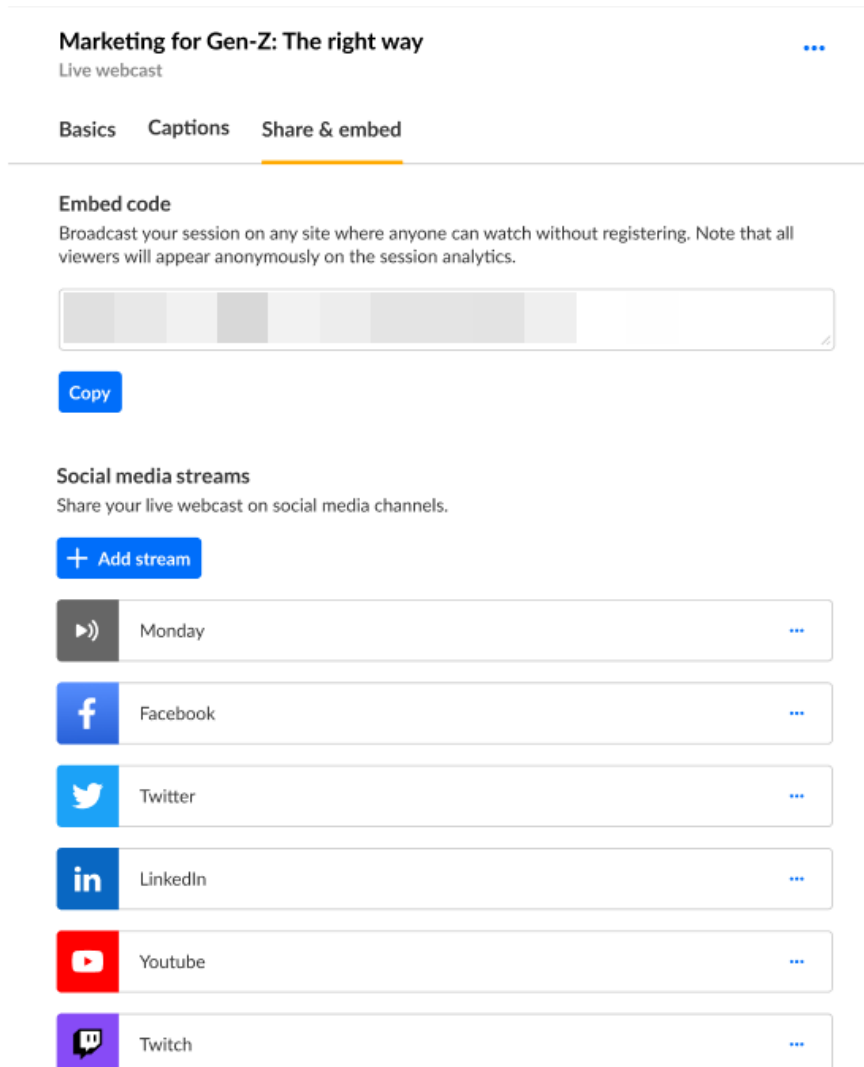
Share & Embed

When using Kaltura's Live Broadcasting services, you can choose to share (re-stream) your scheduled live event to any RTMP based live broadcasting service. When re-stream is set, Kaltura will take care of replicating your live stream and concurrently stream it to additional live broadcasting services such as social media live streaming.

 You may share (restream) and embed only after creating your session and accessing the Share & Embed tab of the [Edit Session](#) page.

 You may share (restream) and embed future sessions only.

1. Access the [Edit Session](#) page.
2. Click on the Share & embed tab.



Marketing for Gen-Z: The right way ...
Live webcast







Basics Captions **Share & embed**

Embed code
Broadcast your session on any site where anyone can watch without registering. Note that all viewers will appear anonymously on the session analytics.

Copy

Social media streams
Share your live webcast on social media channels.

+ Add stream

-  Monday ...
-  Facebook ...
-  Twitter ...
-  LinkedIn ...
-  Youtube ...
-  Twitch ...

To embed the player on an external site:

Click **Copy** to copy the embed code, then paste the embed code into your external site.

To share (restream) your live webcast on a social media channel:

1. Click **+ Add stream**. The Add a social stream window displays.

Add a social stream

Social channel (required)

Stream URL (required)

Stream key (required)

Your chosen social channel will provide you with a stream key

[Cancel](#) [Add](#)

2. In the Social channel (required) field, type the name of the social channel (i.e., Facebook, Twitter, etc.).
3. In the Stream URL (required) field, paste in the stream URL (RTMP) provided by the social channel.
4. In the Stream key (required) field, paste in the stream key provided by the social channel.
5. Click **Add**. As you add social channels, they display on the Share & Embed tab under Social media streams.

⚠ When sessions are embedded or shared (restreamed) on social media, some viewership data will be lost because viewers accessing events via embed or restream are not required to register for the event and will appear anonymously on the session analytics.

To edit an existing stream:

1. Click the three blue dots to the right of the desired stream. Additional options display.

Social media streams
Share your live webcast on social media channels.

[+ Add stream](#)

- Monday ⋮
- Facebook ⋮
- Twitter ⋮

Edit
Delete

2. Click **Edit**. The Edit social stream window displays where you can make your edits, then click **Save**.

Edit social stream

Social channel (required)

Facebook

Stream URL (required)

Stream key (required)

Your chosen social channel will provide you with a stream key

Cancel

Save

To delete an existing stream:

1. Click the three blue dots to the right of the desired stream. Additional options display.

Social media streams

Share your live webcast on social media channels.

+ Add stream



2. Click **Delete**. You are asked to confirm your action.

Additional resources

See the following additional articles for reference:

- [Configure the firewall](#)
- [Monitor your webcast through real-time analytics](#)
- [Live encoding best practices guide](#) which contains the following information:
 - An overview of live encoding
 - Live production management checklist
 - Guidelines on connectivity and basic hardware
 - System requirements
 - Minimum recommended encoder hardware/internet line specs for broadcasting live video to Kaltura

- Things to consider when selecting your encoder(s), impact of encoder capabilities on streams, how to monitor and configure your encoder(s)
- [Standards and best practices for streaming to Kaltura](#) which contains the following information:
 - Live broadcasting specifications
 - Recommended hardware/encoders
 - Guidelines on multi-audio live streams
 - Where to find the live stream details
 - Testing your stream, including information on performing a dry run before your event
 - Additional related resources

[template("cat-subscribe")]
