

Agenda tab - Add and edit DIY live webcast session

Last Modified on 05/19/2025 4:42 pm IDT

 This article is designated for all users.

About

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

DIY live webcasts give you the ability to broadcast/webcast a Kaltura live session directly from a Kaltura Studio room. Simply create a DIY live webcast session, then navigate to the Studio room and begin broadcasting.



Once the session is created, the studio is automatically created as well and is hidden from the general attendees. Moderators and speakers may access the studio via a direct private link. This way, they can begin preparing the studio ahead of the broadcast. The agenda, on the other hand, is available to all on the event site.

Add DIY 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




Opening Keynote

Live webcast

Published

10:00 AM - 10:30 AM Tue, February 02




Marketing for Gen-Z: The right way

Pre-recorded

Published

10:00 AM - 10:30 AM Tue, February 02

LIVE



Knights in Marketing ArmorKnight...

Pre-recorded

Published

10:00 AM - 10:30 AM Tue, February 02

3 more sessions

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

← All

Event site

Kaltura Marketing

Virtually Live!

Overview

Event details

Branding

Event site editor

Registration

Agenda

Media

People

Interactions

Analytics

Integrations

Settings























Agenda

All

4 Sessions

EST (GMT-5)

+ Add Session

| Date and Time | Name | Speakers | Site visibility |
|--|--|---|---|
| 10:00 AM - 10:30 AM Tue, September 20, 2024 LIVE | Opening Keynote Live Webcast | SN    +2 | Published    |
| 10:30 AM - 11:00 AM Tue, September 20, 2024 | Marketing for Gen-Z: The right way Interactive Room |   | Published    |
| 1:00 PM - 1:30 PM Tue, September 20, 2024 | Demystifying Marketing Automation Pre-recorded |   | Published    |
| 2:00 PM - 3:30 PM Tue, September 20, 2024 | Video Experience Delivery DIY Live Broadcast | SN    +2 | Published    |

< 1 >

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 **DIY live webcast**. The New session DIY live webcast screen displays.

New session

DIY live webcast

Recommended size: 1920x1080 px

 **Upload thumbnail**

Title (required) 0/120

Description

B *i* U

- ☰
- ☷

[🔗](#)

Tags

Add tags ▼

| Date | Time | Duration (Minutes) |
|---|--|--|
| <div style="border: 1px solid #ccc; padding: 2px;">📅 08/16/23</div> | <div style="border: 1px solid #ccc; padding: 2px;">🕒 4:30 pm</div> | <div style="border: 1px solid #ccc; padding: 2px;">30 ⬆ ⬇ ⬆</div> |

Speakers

Add speakers ▼

Moderators (required) ⓘ

Add moderators to monitor and support attendees' questions


Add moderators ▼

Moderation & studio links to share with speakers and moderators

Moderators can manage the session and support attendees via the moderation app. Speakers can prepare their session before it starts via the broadcast studio.

 **Go to app**  **Copy app link**

Visibility

 **Published** ▼

This session is available on the event agenda

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) - Type a title for your session (char limit is 120). Please note: Characters "<" and ">" are not supported.
- **Description** - Type a description for your session.
- **Tags** - Apply existing or create new useful, relevant tags for your session to help

categorize it within the event. You may then filter your [Agenda page](#) and the [Agenda section of Page builder](#) based on these unique tags.

- **To apply a tag** - Click in the Add tags field. Start typing the first few letters of a tag and a list of matching tags will populate for you. Click to select the checkbox next to the desired tag.

people's every day, anywhere on the customer journey.

Tags

Connect X Keynote X SEO Solutions
^

+
Create tag "SEO Solutions"

☒ Connect

☐ Enterprise

☒ Keynote

☐ Sales

☐ Strategy Showcase

☐ Social Media Insights

☐ Tech

🌐

Published ▼
 This session is available on the event agenda

- **To create a new tag** - Type your new tag in the Add tags field, then click **+Create tag "[tag name]"**.

people's every day, anywhere on the customer journey.

Tags

SEO Solutions
^

+
Create tag "SEO Solutions"

- **To detach a tag from a session**, simply click "X".

i Session tags are visible to event attendees.

- **Date** (required) - Choose the day your session will start.
- **Time** (required) - Choose the time your session will start.
- **Duration** (required) - Choose the duration of your session (in minutes). Max

duration is 1440 minutes (24 hours).

- 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.

- To add moderators (required) to this session, click in Moderators (required) 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 organizers") 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").

- Moderation and studio 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.

Moderation & studio links to share with speakers and moderators

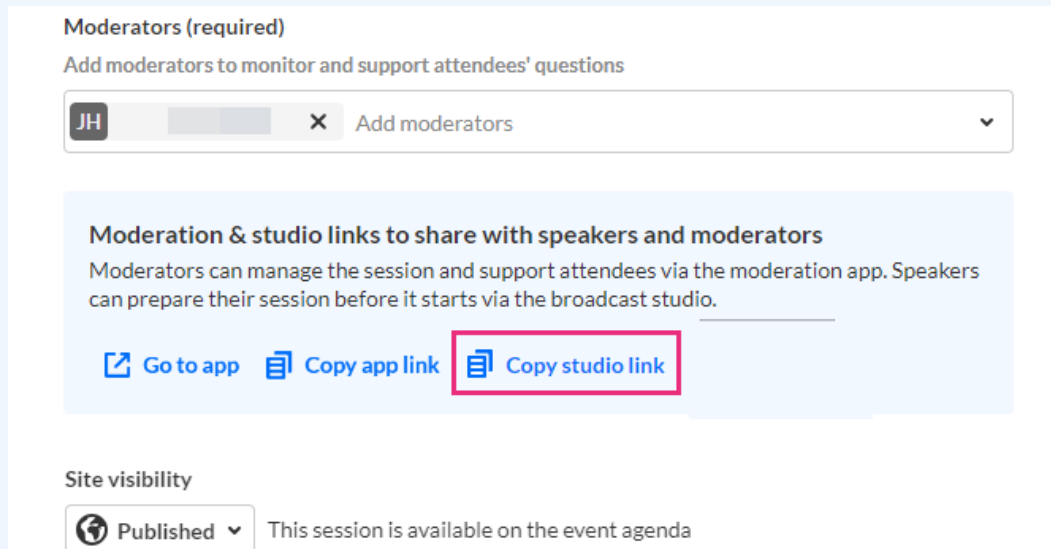
Moderators can manage the session and support attendees via the moderation app. Speakers can prepare their session before it starts via the broadcast studio.

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



After you've saved your new session, one link becomes active and four additional links display via the [Edit Session](#) page.

Copy studio link - Let the moderators and speakers assigned to the session access the studio and begin preparing ahead of the broadcast. See [Share a direct private link to the Kaltura Studio room with moderators and speakers](#).



Moderators (required)
Add moderators to monitor and support attendees' questions

JH X Add moderators ▼

Moderation & studio links to share with speakers and moderators
Moderators can manage the session and support attendees via the moderation app. Speakers can prepare their session before it starts via the broadcast studio.

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

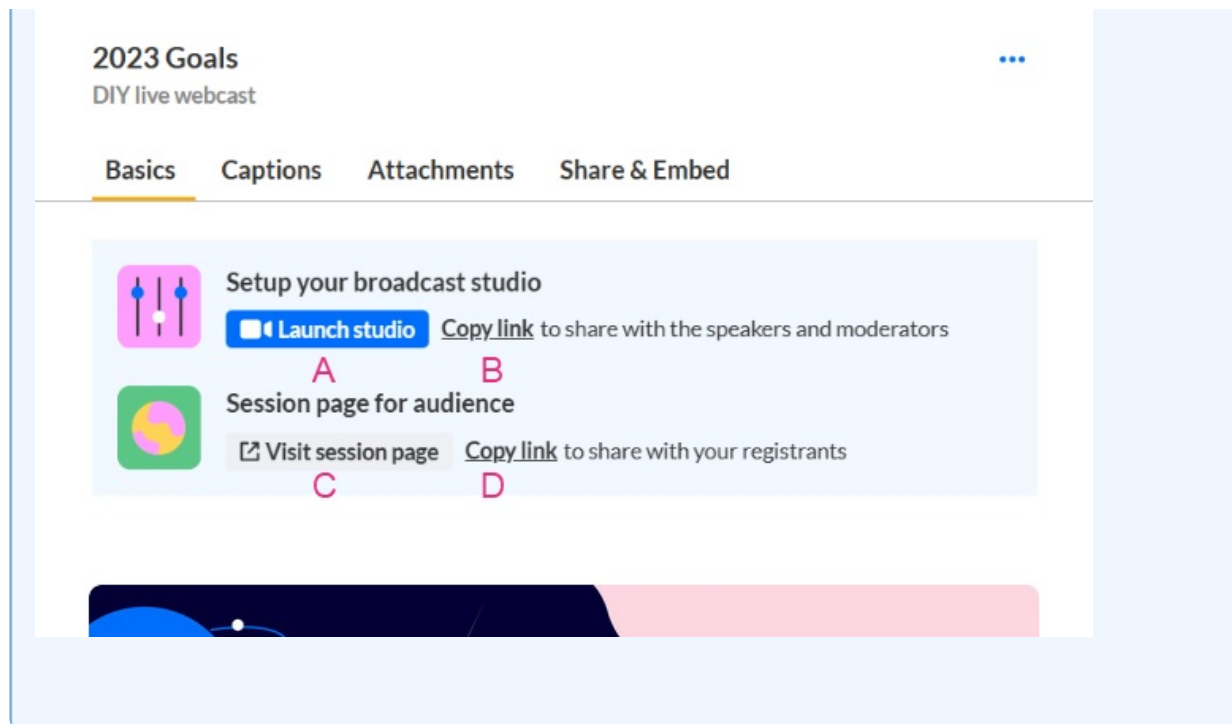
Site visibility
Published ▼ This session is available on the event agenda

A - Launch studio - Activate your broadcast studio, add files to your playlist, and start broadcasting directly from a Kaltura room. See [Activate and prepare the studio ahead of the broadcast](#).

B - Copy link - Let the moderators and speakers assigned to the session access the studio and begin preparing ahead of the broadcast. See [Share a direct private link to the Kaltura Studio room with moderators and speakers](#).

C - Visit session page - Access the session directly from the Edit Session page.

D - Copy link - Copy a direct link to the session page for sharing purposes.



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.

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 DIY 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




2023 Goals


DIY live webcast  Published

10:00 AM - 10:30 AM Tue, February 02







Marketing for Gen-Z: The right way

Pre-recorded  Published



10:00 AM - 10:30 AM Tue, February 02

LIVE










Knights in Marketing ArmorKnight...

Pre-recorded   Published

10:00 AM - 10:30 AM Tue, February 02

3 more sessions

- 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**.

← All





























Event site
Kaltura Marketing

Virtually Live!

Overview
Event details
Branding
Event site editor
Registration
Agenda
Media
People
Interactions
Analytics
Integrations
Settings

Agenda

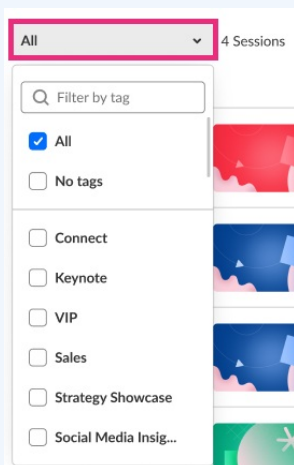
All
4 Sessions
EST (GMT-5)
Add Session

| Date and Time | Name | Speakers | Site visibility |
|--|---|--|---|
| 10:00 AM - 10:30 AM Tue, September 20, 2024 |  <div> 2023 Goals DIY live webcast </div> |     +2 |  Published <div>    </div> <div> Edit Publish on Video portal Delete </div> |
| 10:30 AM - 11:00 AM Tue, September 20, 2024 |  <div> Marketing for Gen-Z Interactive session </div> |   | |
| 1:00 PM - 1:30 PM Tue, September 20, 2024 |  <div> Demystifying Marketing Automation Pre-recorded </div> |   |  Published <div>    </div> |
| 2:00 PM - 3:30 PM Tue, September 20, 2024 |  <div> Video Experience Delivery DIY Live Broadcast </div> |     +2 |  Published <div>    </div> |

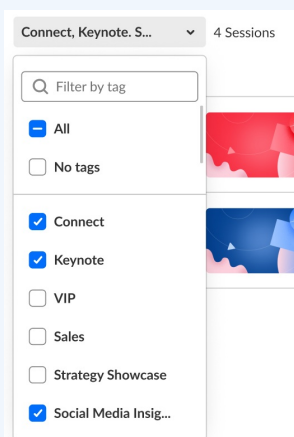
1

Filter Agenda page by tags - You may filter and search for sessions by tag(s).

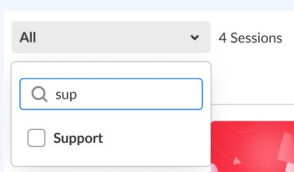
Click in the All field. A list of available tags display.



In our example below, we have clicked the checkboxes to filter the agenda by the tags "Connect", "Keynote", and "Social Media Insight".



You may also start typing the first few letters of a tag and a list of matching tags will populate for you. You may then click the checkbox to filter by that tag.



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

2023 Goals

DIY live webcast



Basics

Captions

Attachments

Share & Embed



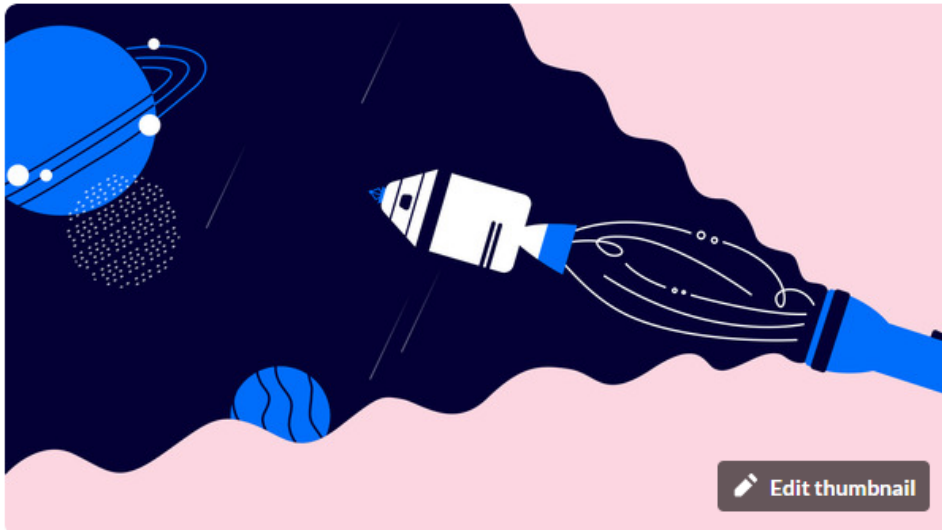
Setup your broadcast studio

Click here to learn more about the broadcast studio setup.

Launch studio [Copy link](#) to share with the speakers and moderators

Session page for audience

[Visit session page](#) [Copy link](#) to share with your registrants



Title (required) 10/60

2023 Goals

Description

B *i* u   


Tags

Add tags

Date

 03/12/2024

Time

 11:39 AM

Duration (Minutes)

60

Event time zone America/New_York

Speakers

Add speakers

Moderators (required)

Add moderators to monitor and support attendees' questions

JH



Add moderators


Moderation & studio links to share with speakers and moderators

Moderators can manage the session and support attendees via the moderation app. Speakers

can prepare their session before it starts via the broadcast studio.

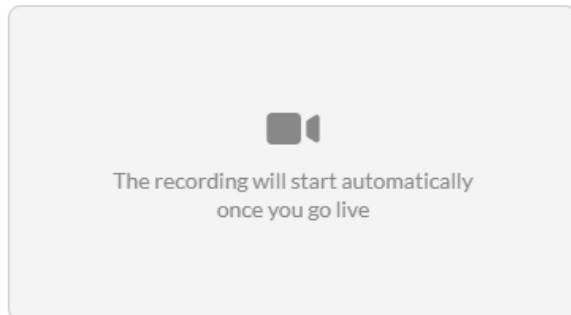
[Go to app](#) [Copy app link](#) [Copy studio link](#)

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.



Entry ID: 1_4wwfsfga

Created: 09 January 2022 at 12:45 pm

Modified: 11 January 2022 at 09:57 am

Basics tab

Activate and prepare the studio ahead of the broadcast

You may activate your broadcast studio, add files to your playlist, and start broadcasting directly from a Kaltura room.


1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Click the **Launch studio** button.

2023 Goals


DIY live webcast




Basics Captions Attachments Share & Embed

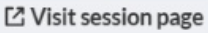


Setup your broadcast studio

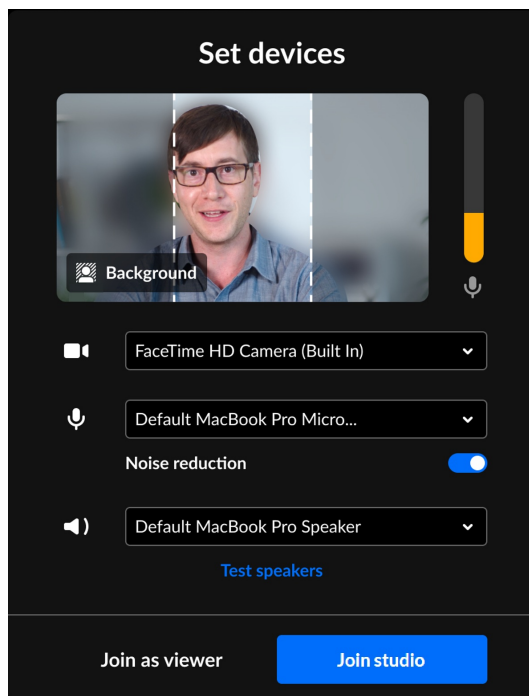
 [Copy link](#) to share with the speakers and moderators



Session page for audience

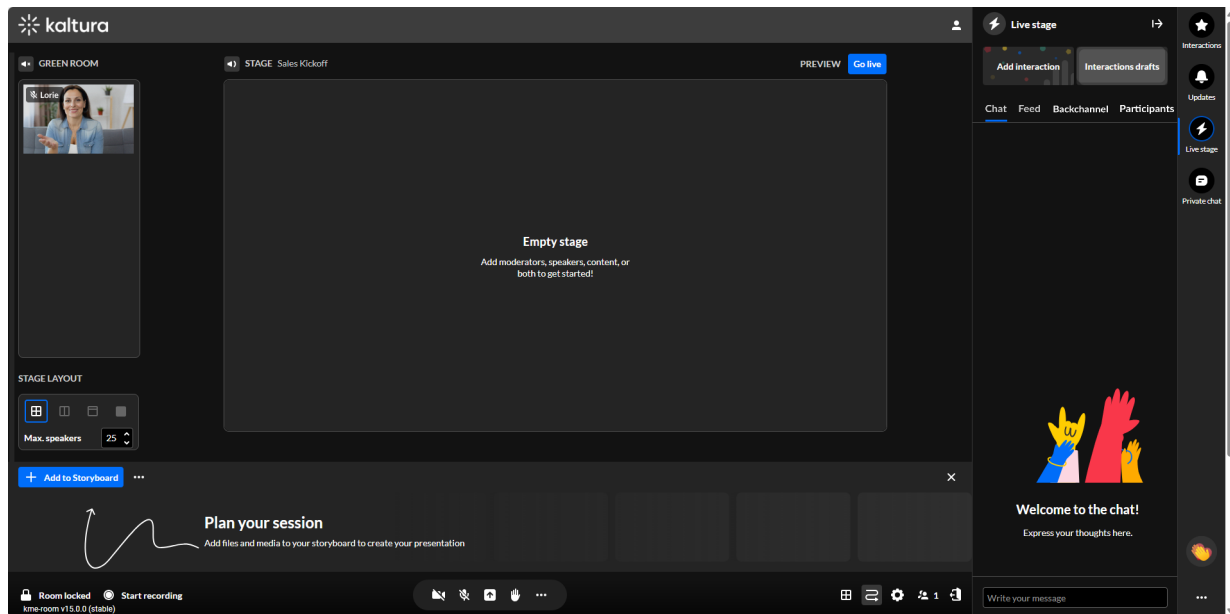
 [Copy link](#) to share with your registrants

The Set devices screen displays.



See [Entering the Kaltura Studio room - device setup](#).

4. Click the **Join studio** button. The Kaltura Studio room displays.

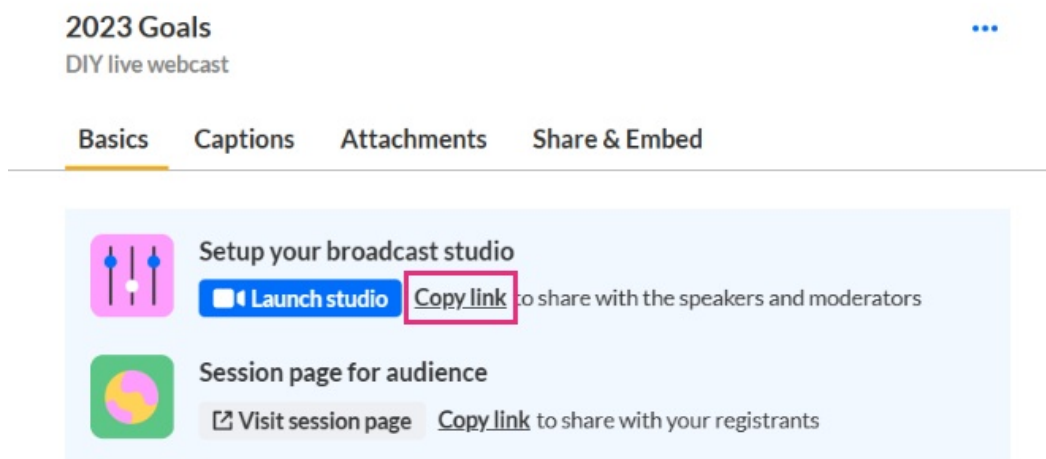


See the [Kaltura Studio room](#) of the Kaltura Knowledge Center for complete information.

Share a direct private link to the studio with moderators and speakers

Let the moderators and speakers assigned to the session access the studio and begin preparing ahead of the broadcast.

1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Click **Copy link**.



4. Share this link with moderators and speakers of the session.



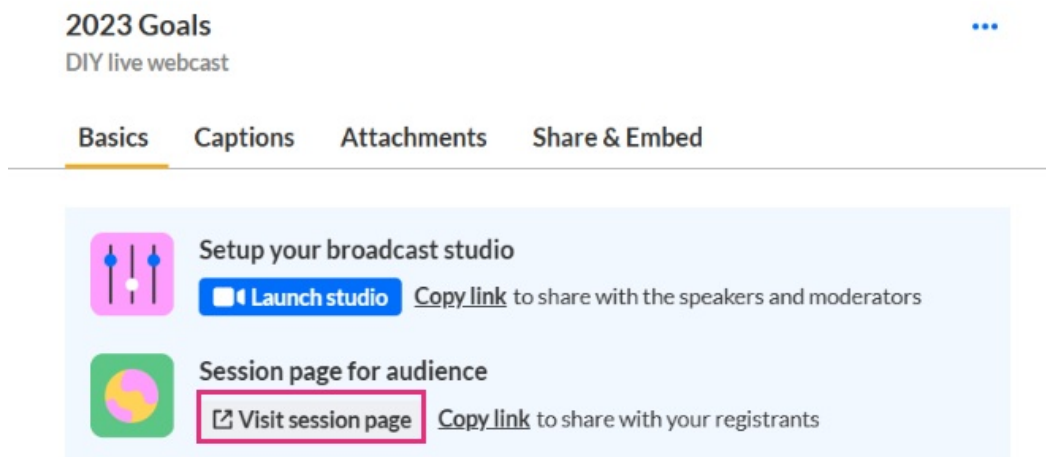
Speakers cannot enter the room and begin preparing until the moderator clicks the

Start Meeting button on the session page.

Visit the session page

You may access the session directly from the Edit Session page.

1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Click **Visit session page**.





You are redirected to the session page.

Share a direct link to the session page

You may copy a direct link to the session page for sharing purposes.

1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Click **Copy link**.


Setup your broadcast studio
[Launch studio](#) [Copy link](#) to share with the speakers and moderators

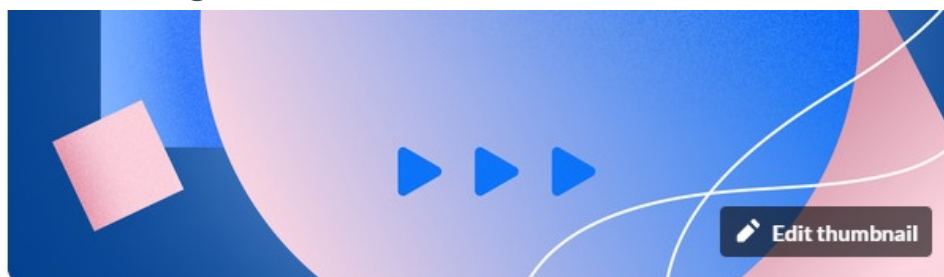

Session page for audience
[Visit session page](#) [Copy link](#) to share with your registrants

4. Share this link with attendees

Edit your session details

Edit details like your session's title and description; change the date, start time, or duration of your session; add or remove speakers and moderators, etc.

1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Make appropriate edits.
4. Click **Save changes**.



Title (required) 10/120

2023 Goals

Description

B *i* u   

Let's set new goals for 2023!

Date

 11/21/2024

Time

 10:27 AM

Duration (Minutes)

60

[Cancel](#)

[Save changes](#)

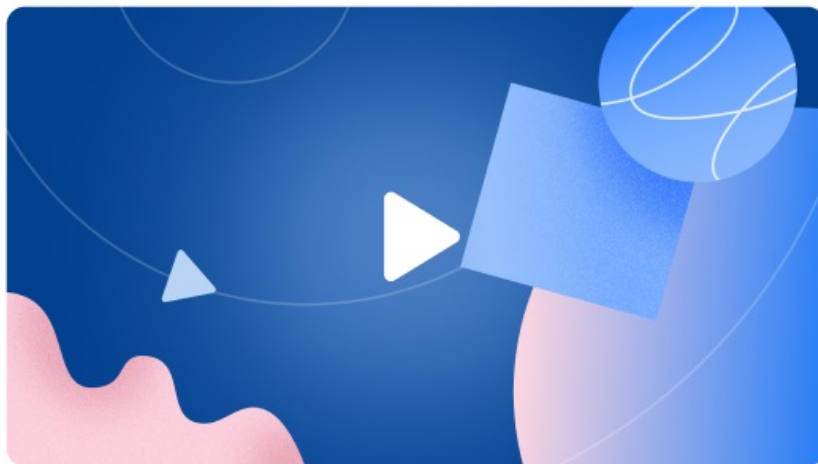
The session is now updated with the new information.

Manage recordings

DIY live sessions include automated transition from live to VOD (meaning, once the live session is finished, the recording is automatically published). Your session recording is displayed in the Session recording section of the Edit Session page > Basics tab.

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



The session recording displays here **only after** the session and stream has been ended for everyone. If you are not seeing a session recording, it means that the session and stream has not yet been ended for everyone.

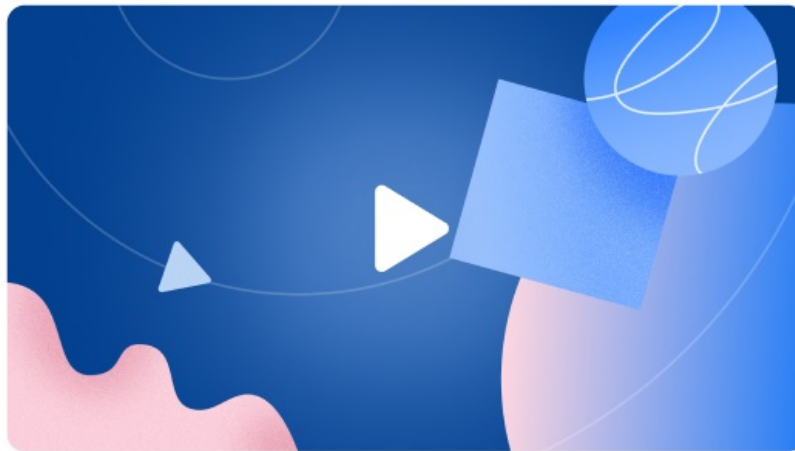
In some cases, Event organizers may not want a VOD available after the session, or they may want to take down the recording, go through some post-production, and then re-upload the recording.

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

[X Unpublish](#)

[↓ Download](#)

[Choose from Media](#)

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

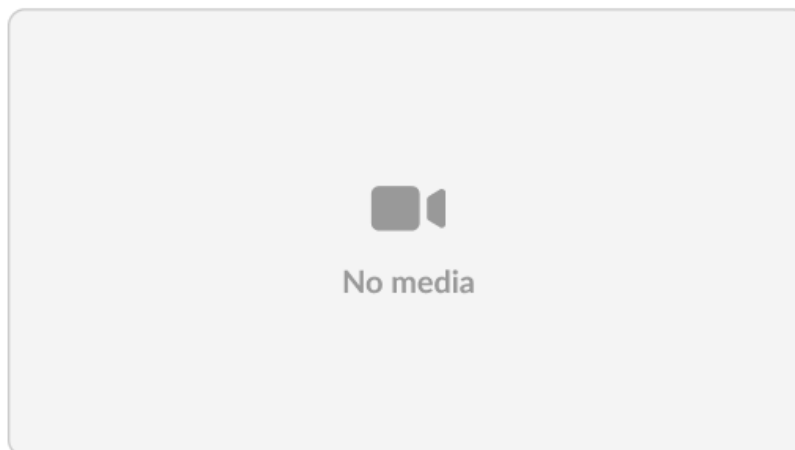
Click **Download** to download the recording. It is downloaded to your local machine.

To upload 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.





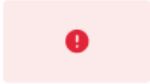

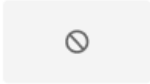

[Choose from Media](#)

4. Click **Choose from Media**. The Media page displays.

X

Media

16 Media

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

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

Captions tab - 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

Live captions must be ordered before the session starts, as early as possible,

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:

Machine
▼

Source Media Language:

English
▼

Feature:

Captions
▼

Submit

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

📁
Upload

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

Language

Select
▼

Add caption

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.



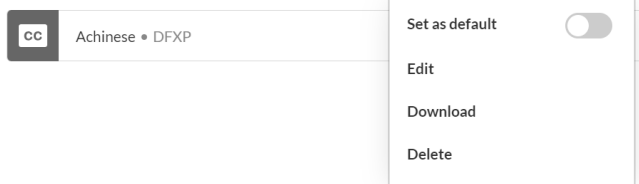
Please note - You may upload only one file per language.

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

English - English

Edit details

Revert

Save

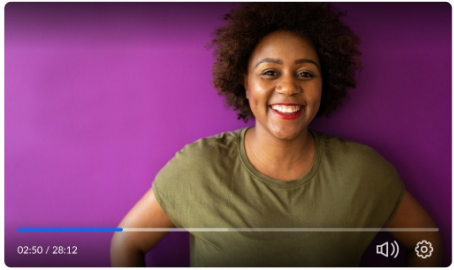
Q Search

Replace

Add speaker

Autoscroll

| | | | |
|--------------------------|----------|----------|---|
| <input type="checkbox"/> | 00:00:26 | 00:00:26 | Lorem Ipsum |
| <input type="checkbox"/> | 00:00:26 | 00:00:26 | Lorem ipsum dolor sit amet, consectetur adipiscing elit. |
| <input type="checkbox"/> | 00:00:26 | 00:00:30 | Proin aliquet enim eget est convallis molestie. |
| <input type="checkbox"/> | 00:00:26 | 00:00:26 | Proin aliquet enim eget est convallis molestie. Aenean eget ornare dui. Integer feugiat nisl ac faucibus tincidunt. |
| <input type="checkbox"/> | 00:00:26 | 00:00:26 | Mauris neque metus, consectetur at vehicula at, sodales ut massa. |
| <input type="checkbox"/> | 00:00:26 | 00:00:26 | Aliquam finibus, ante rhoncus finibus porttitor, mauris elit commodo justo, non cursus neque tellus non lacus. Proin in ligula eu odio semper eleifend. Ut ultrices vulputate nisl sed feugiat. |
| <input type="checkbox"/> | 00:00:26 | 00:00:26 | Suspendisse quis libero ut eros sodales maximus non eu leo. Sed sit amet augue ipsum. |



02:50 / 28:12

10

||

10

Proin aliquet enim eget est convallis molestie.

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

Attachments tab - Manage attachments for your session

Provide your audience a greater immersive experience and more value by enriching

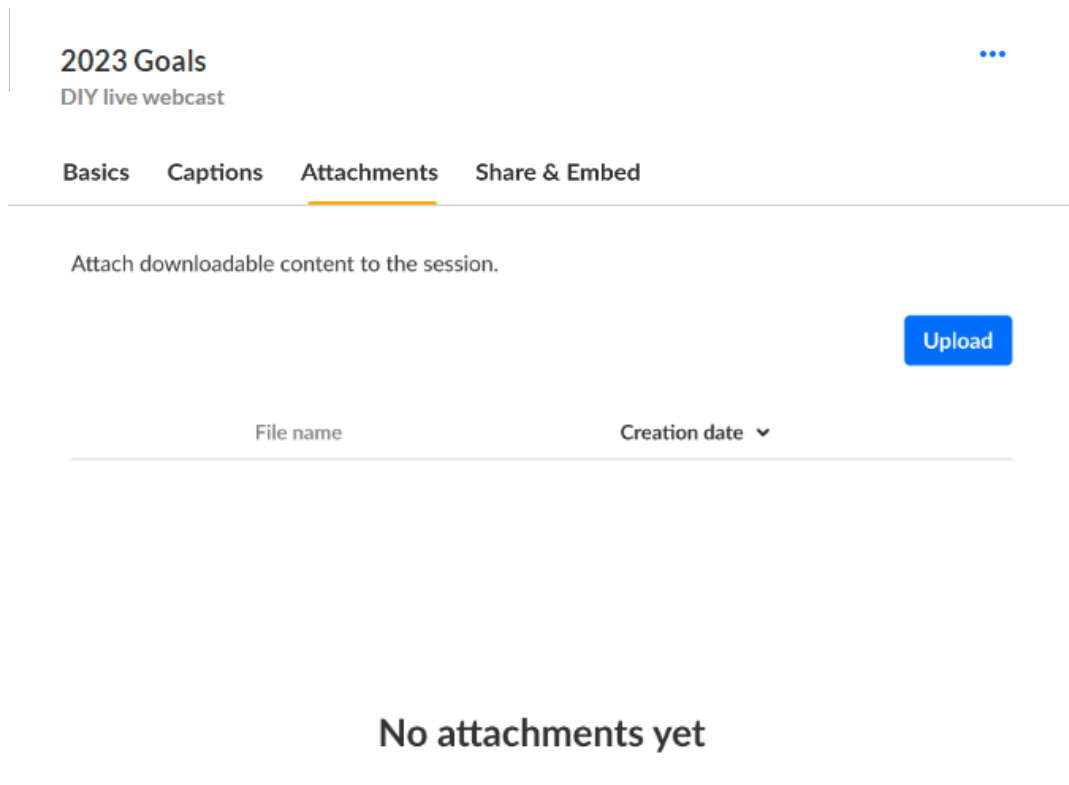
your session with downloadable content. Manage content like documents, spreadsheets, presentations, audio/video files, and images for your session on the Attachments tab.

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', 'oxf', '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 '2023 Goals' session interface. At the top, there's a title '2023 Goals' and a subtitle 'DIY live webcast'. Below this is a navigation bar with four tabs: 'Basics', 'Captions', 'Attachments' (which is highlighted with an orange underline), and 'Share & Embed'. Under the 'Attachments' tab, there's a heading 'Attach downloadable content to the session.' and a blue 'Upload' button. Below the button is a table header with two columns: 'File name' and 'Creation date' with a dropdown arrow. At the bottom of the interface, there's a large text area that says 'No attachments yet'.

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

2023 Goals

DIY live webcast

...

Basics

Captions

Attachments

Share & Embed

Attach downloadable content to the session.

Upload

| File name | Creation date | |
|---|---------------|---|
| <div>20%</div> <div>Name</div> <div>Uploading</div> | | X |

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.

2023 Goals

DIY live webcast

...

Basics

Captions

Attachments

Share & Embed

Attach downloadable content to the session.

Upload

| File name | Creation date | |
|------------------------------------|---------------|-----|
| <div></div> <div>Name.mov</div> | 10/10/24 | ... |
| <div></div> <div>Roadmap.doc</div> | 10/10/24 | ... |



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

2023 Goals
DIY live webcast

Basics
Captions
Attachments
Share & Embed

Attach downloadable content to the session.

Upload

| File name | Creation date | |
|--|---------------|---|
| <div>  Name.mov </div> | 10/10/24 | ... |
| <div>  Roadmap.doc </div> | 10/10/24 | ... <div> Edit Download More info Delete </div> |

The Edit details screen displays.

×

Edit details

Title (optional)

This title will be visible to your attendees.

If you leave this field empty, the original file name will be displayed

Description (optional)

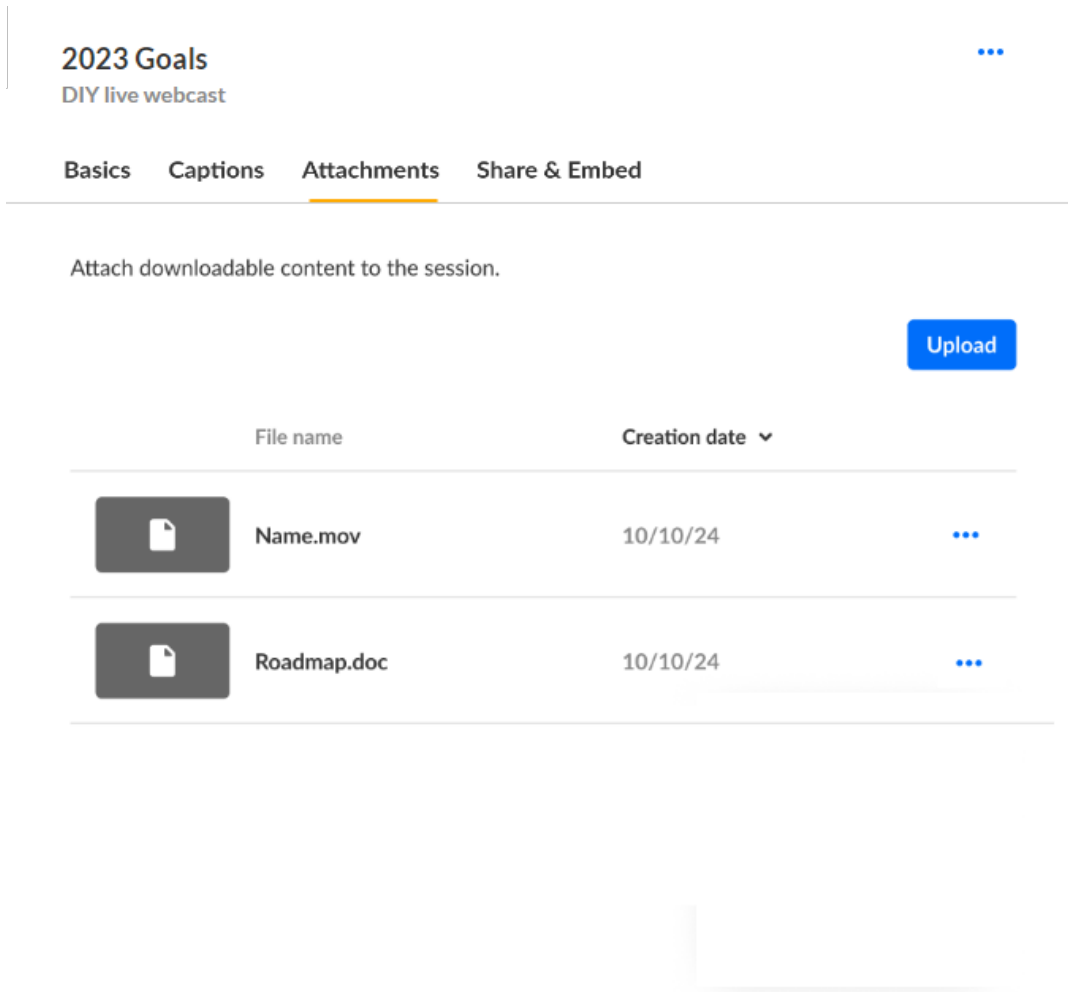
This description will be visible to your attendees.

Add description



- 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.
- Click **Save changes**.

Download attachments from your session

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



The screenshot shows the '2023 Goals' session page with the 'Attachments' tab selected. The page title is '2023 Goals' with a subtitle 'DIY live webcast'. Below the title are tabs for 'Basics', 'Captions', 'Attachments', and 'Share & Embed'. The 'Attachments' tab is active, showing a message 'Attach downloadable content to the session.' and an 'Upload' button. Below this is a table of attachments:

| 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.

2023 Goals



DIY live webcast



Basics Captions **Attachments** Share & Embed

Attach downloadable content to the session.

Upload

| File name | Creation date | |
|---|---------------|---|
| <div><div>20%</div><div>Name</div><div>Uploading</div></div> | | <div>×</div> |
| <div><div></div><div>Name.mov</div></div> | 10/10/24 | <div>...</div> |
| <div><div></div><div>Roadmap.doc</div></div> | 10/10/24 | <div>...</div> <div><div>Edit</div><div>Download</div><div>More info</div><div>Delete</div></div> |

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.

2023 Goals

DIY 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 | ... |

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

2023 Goals

DIY 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.

2023 Goals

DIY 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.

2023 Goals
DIY live webcast

Basics

Captions

Attachments

Share & Embed

Attach downloadable content to the session.

Upload

| File name | Creation date | |
|---|---------------|--|
| <div> <div></div> <div>Name.mov</div> </div> | 10/10/24 | ... |
| <div> <div></div> <div>Roadmap.doc</div> </div> | 10/10/24 | <div>...</div> <div> <div>Edit</div> <div>Download</div> <div>More info</div> <div>Delete</div> </div> |

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 tab



Looking for more information about this feature? Feel free to contact your Kaltura representative.

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

...

DIY live webcast

Basics

Captions

Attachments

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



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 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.



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.



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