

## Agenda tab - Add and edit DIY live webcast session

Last Modified on 02/10/2025 4:51 pm IST

 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**



**Sales Kick-off 2024**

Interactive session  **Published**

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

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


< All Event site EP NVD 5112732

Sales Kick-off 2024





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

### Agenda

1 Session America/New\_York [+ Add session](#)

Date and time	Name	Speakers	Site visibility
10:00 AM - 11:00 AM Mon, April 29	 Sales Kick-off 2024 Interactive session		<span>Published</span> <a href="#">Link</a> <a href="#">More</a>

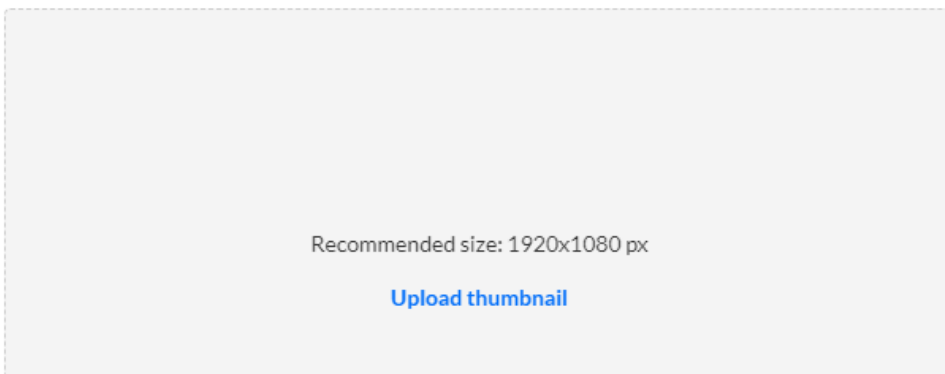
The Add session pop-up screen displays.

-  **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 screen displays.

## New session




DIY live webcast



Title (required)

0/120

Description

**B** *i* u   

Date

Time

Duration (Minutes)

Event time zone America/New\_York

Speakers

Moderators (required)

Add moderators to monitor and support attendees' questions

#### 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

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.



The recording will start automatically  
once you go live

[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 (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").

4. Moderation and studio 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.

#### 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

#### 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

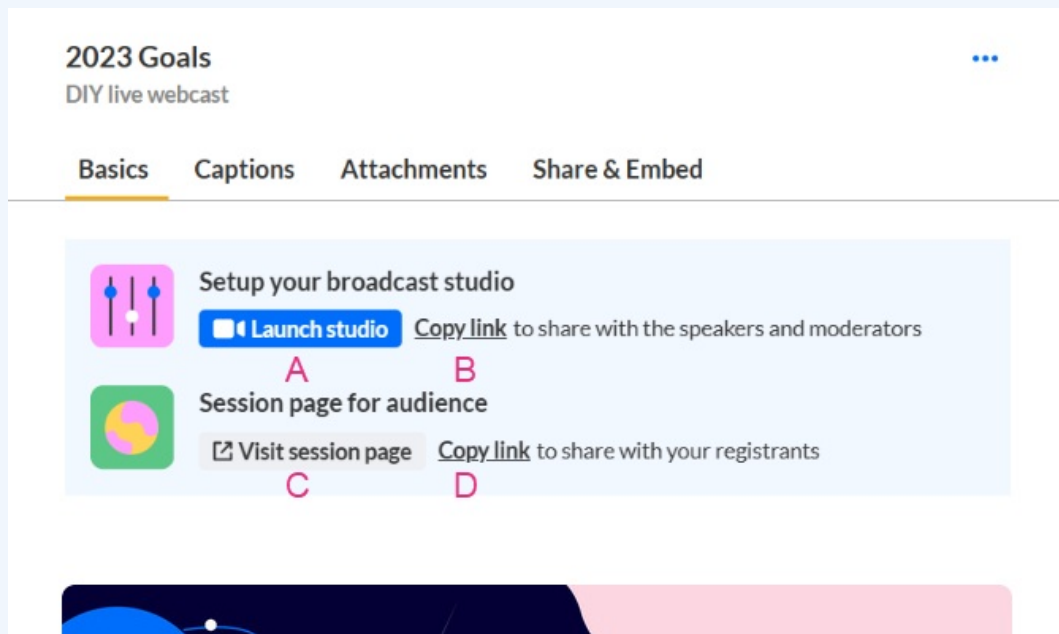
This session is available on the event agenda

**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](#)



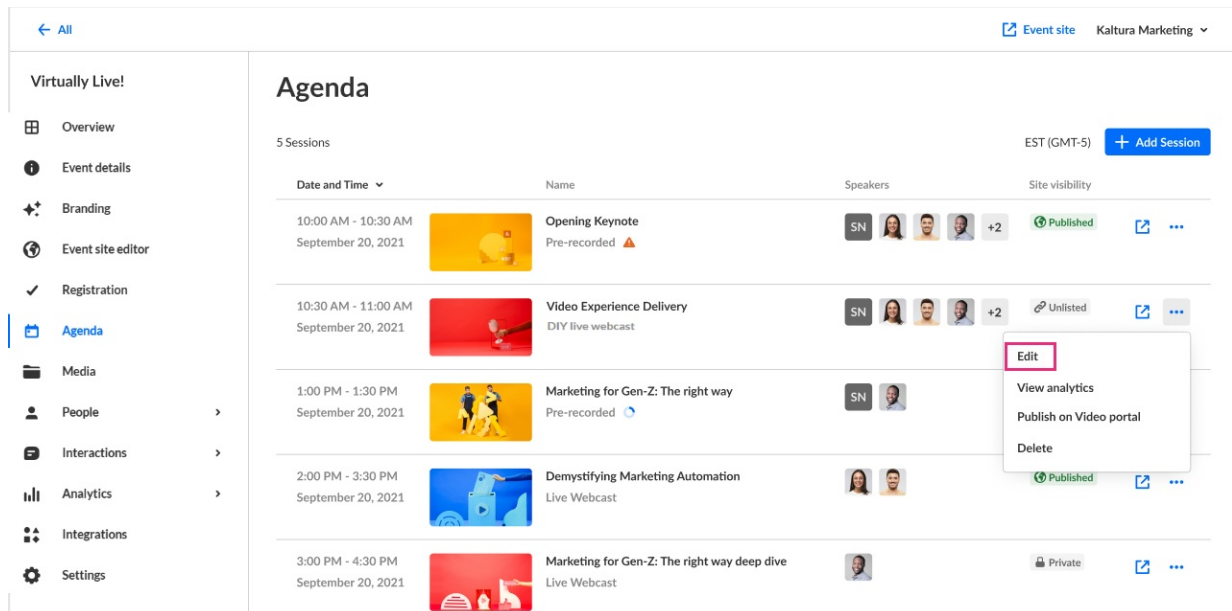
**Spring Sales Event**  
Live webcast  
8:00 AM - 9:00 AM Wed, March 15



**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. The second session, 'Video Experience Delivery', has a dropdown menu open with 'Edit' highlighted in a red box. Other options in the menu include 'View analytics', 'Publish on Video portal', and 'Delete'.


Date and Time	Name	Speakers	Site visibility
10:00 AM - 10:30 AM September 20, 2021	<b>Opening Keynote</b> Pre-recorded	SN [3 icons] +2	Published
10:30 AM - 11:00 AM September 20, 2021	<b>Video Experience Delivery</b> DIY live webcast	SN [3 icons] +2	Unlisted
1:00 PM - 1:30 PM September 20, 2021	<b>Marketing for Gen-Z: The right way</b> Pre-recorded	SN [2 icons]	
2:00 PM - 3:30 PM September 20, 2021	<b>Demystifying Marketing Automation</b> Live Webcast	[2 icons]	Published
3:00 PM - 4:30 PM September 20, 2021	<b>Marketing for Gen-Z: The right way deep dive</b> Live Webcast	[1 icon]	Private

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

## 2023 Goals


DIY live webcast

**Basics** Captions Attachments Share & Embed



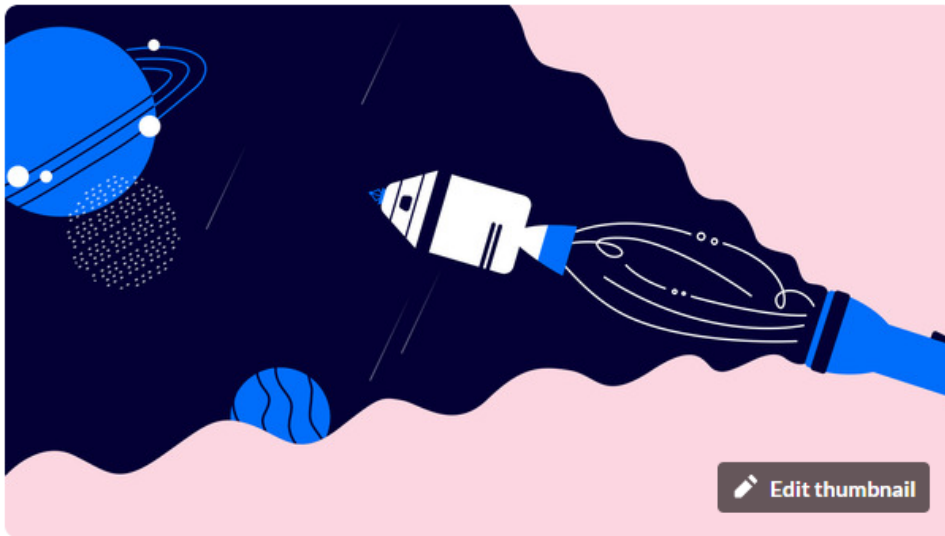
**Setup your broadcast studio**

[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 ☰ ☷ 🔗

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 [ ] 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](#)

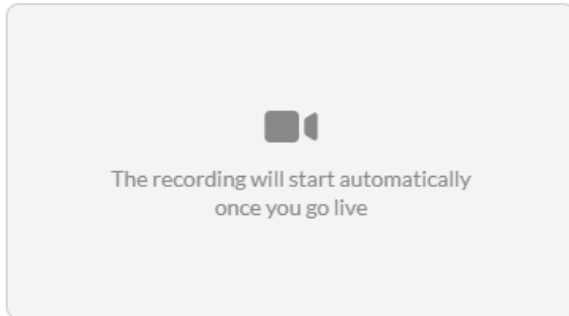
Site visibility

🌐 Published ▼ This session is available on the event agenda



### Session recording

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

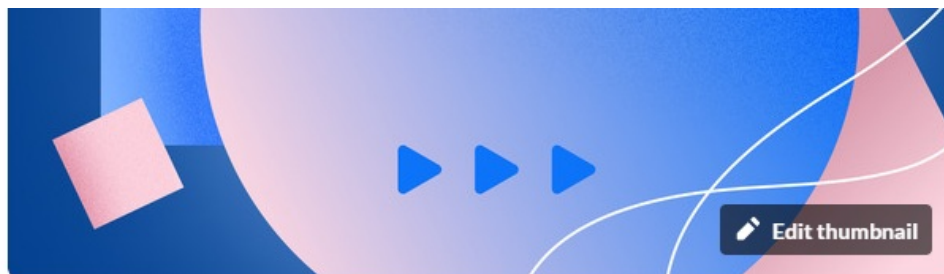


## Basics tab

### 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

- 

- 


[link](#)

Let's set new goals for 2023!

Date

 11/21/2024

Time

 10:27 AM

Duration (Minutes)

60

Cancel

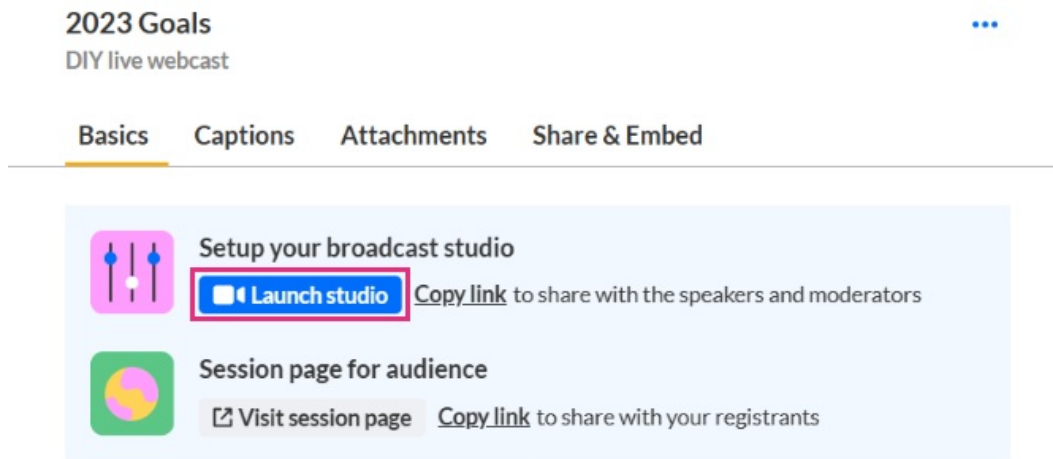
**Save changes**

The session is now updated with the new information.

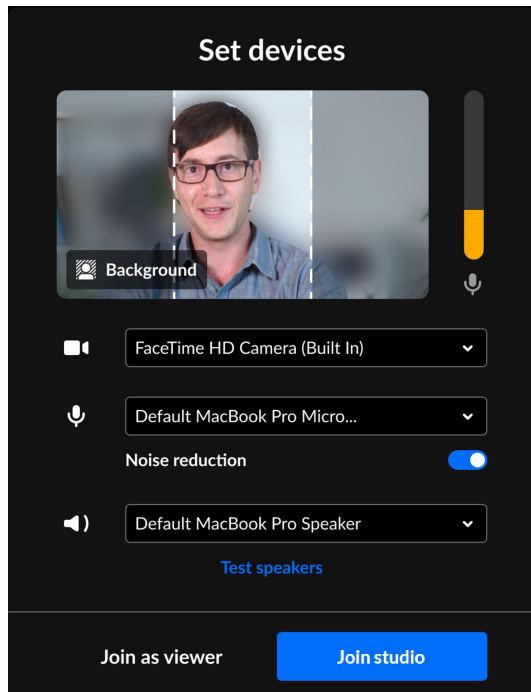
## Activate and prepare the studio ahead of the broadcast

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.

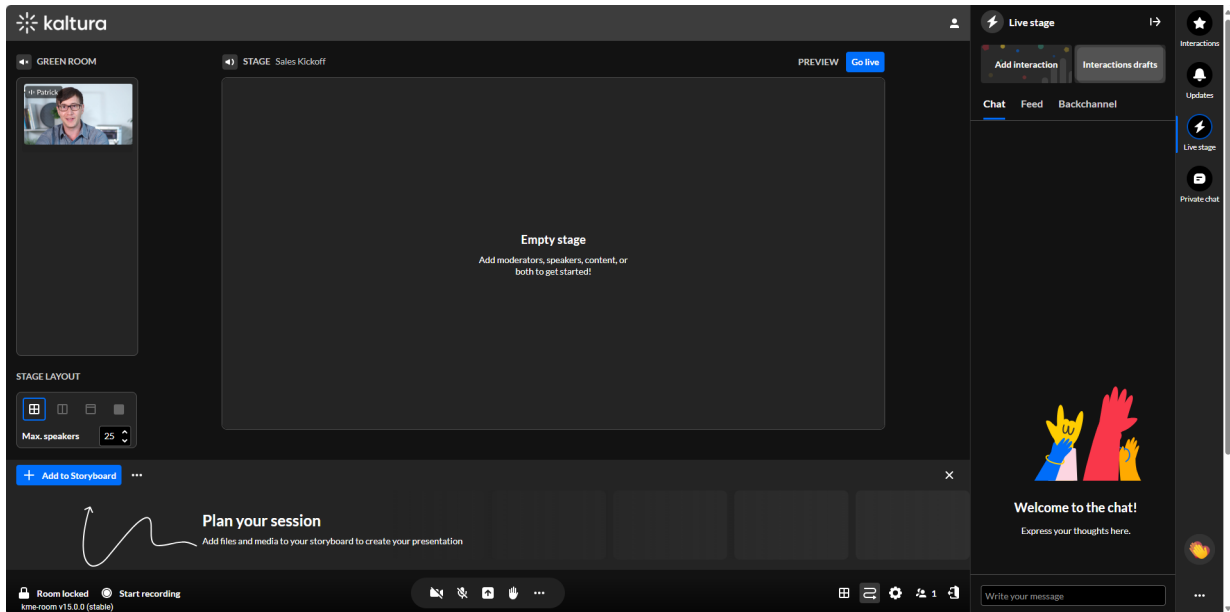


The Set devices screen displays.



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

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

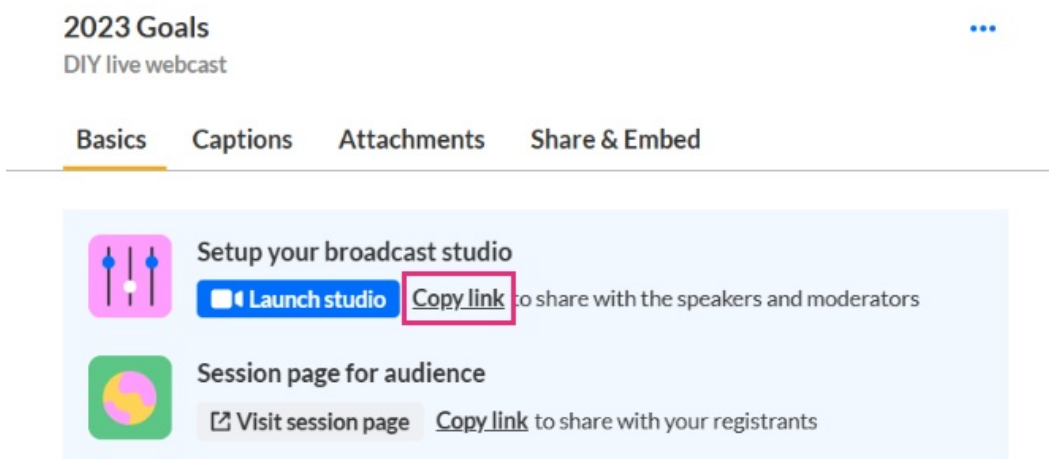


See the [Kaltura Studio room](#) of the Kaltura Knowledge Center for complete information.

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.

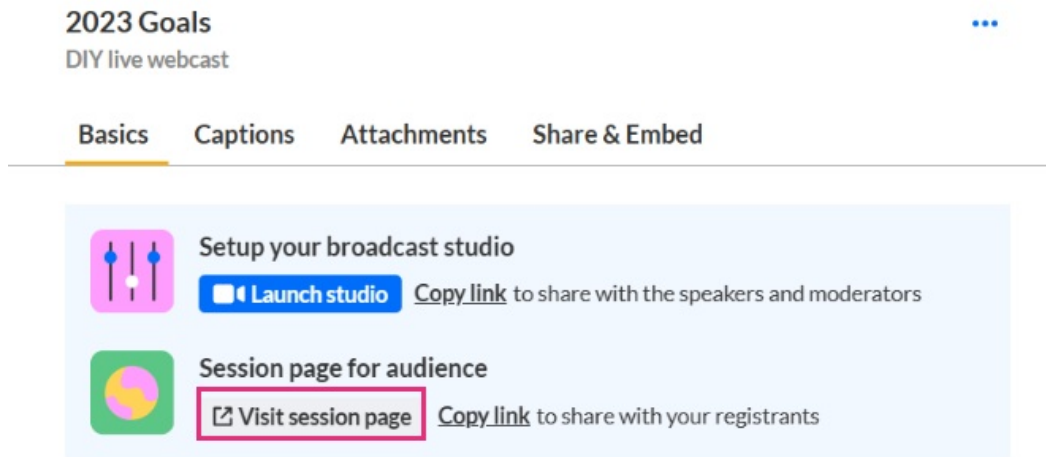


Speakers cannot enter the room and begin preparing until the moderator clicks the **Start Meeting** button on the session page.

## 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**.

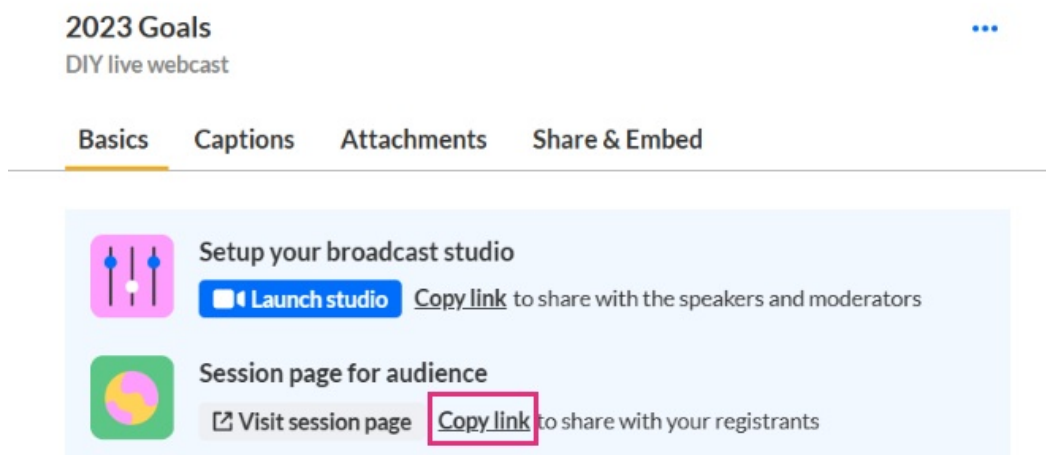


You are redirected to the session page.

## 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**.



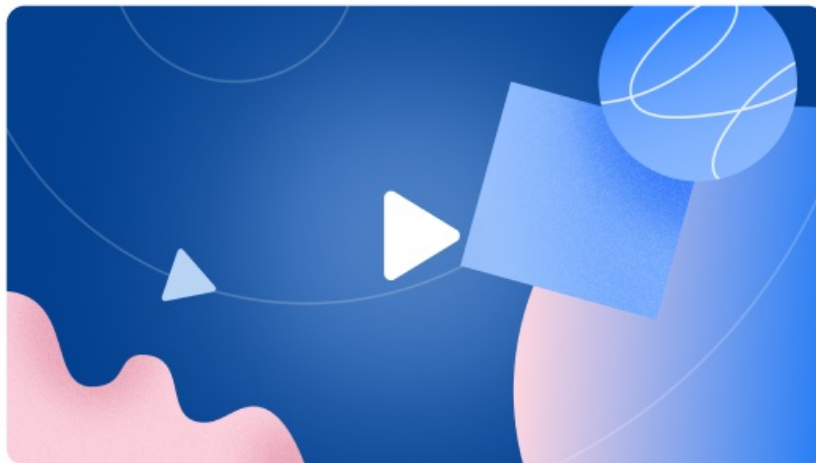
4. Share this link with attendees.

## 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

[X 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.

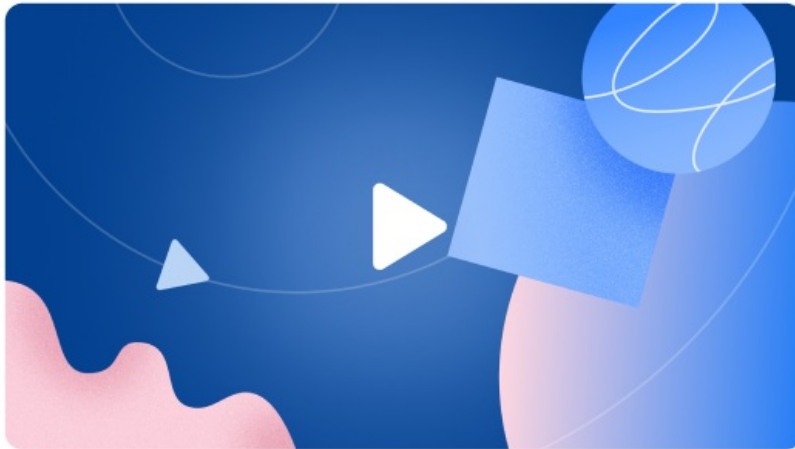
In some cases, Event organizers may not want a VOD available after the session, or they may want to take down the recording, go through some post-production, and then re-upload the recording.

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

 **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.

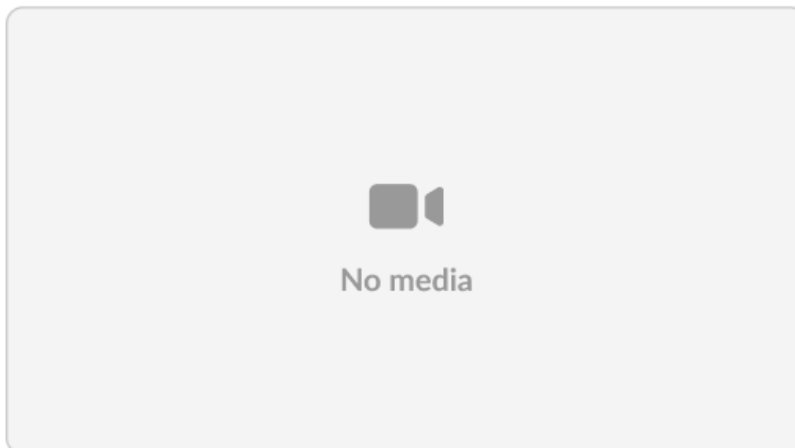
Click **Download** to download the recording. It is downloaded to your local machine.

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.








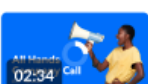
 **Choose from Media**

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

X

### Media

16 Media

Name	Creation Date	Published in site
 <b>Opening Keynote.mp4</b> 02:34	10/09/22	Private <span style="float: right;"><a href="#">Select</a></span>
 <b>Virtually Live.mp4</b> Ready	10/09/22	Private <span style="float: right;"><a href="#">Select</a></span>
 <b>Marketing for Gen-Z: The right way.mp4</b> Upload failed	10/09/22	
 <b>Demystifying Marketing Automation.mp4</b> Processing	10/09/22	<span style="float: right;"><a href="#">Select</a></span>
 <b>Marketing for Gen-Z: The right way deep dive.mp4</b> Canceled	10/09/22	
 <b>Video Experience Delivery.mp4</b> Processing	10/09/22	<span style="float: right;"><a href="#">Select</a></span>

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

**i** 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:	Source Media Language:
<input type="text" value="Machine"/>	<input type="text" value="English"/>
Feature:	
<input type="text" value="Live Captions"/>	
Live Captions Start Time:	Live Captions End Time:
<input type="text" value="At the beginning of the event"/>	<input type="text" value="At the end of the event"/>

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

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:

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

Language

**Add caption**

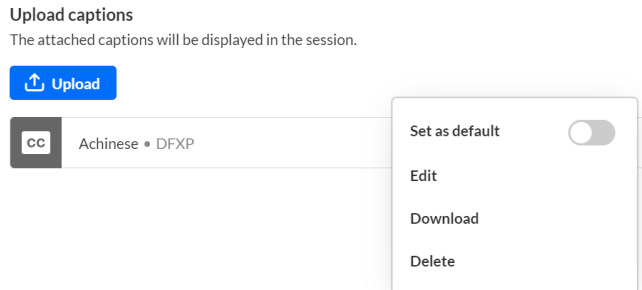
4. Click **Upload** to choose the desired captions file from your computer, select the language, then click **Add caption**. As you add captions, they display on the Captions tab under Upload captions.



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

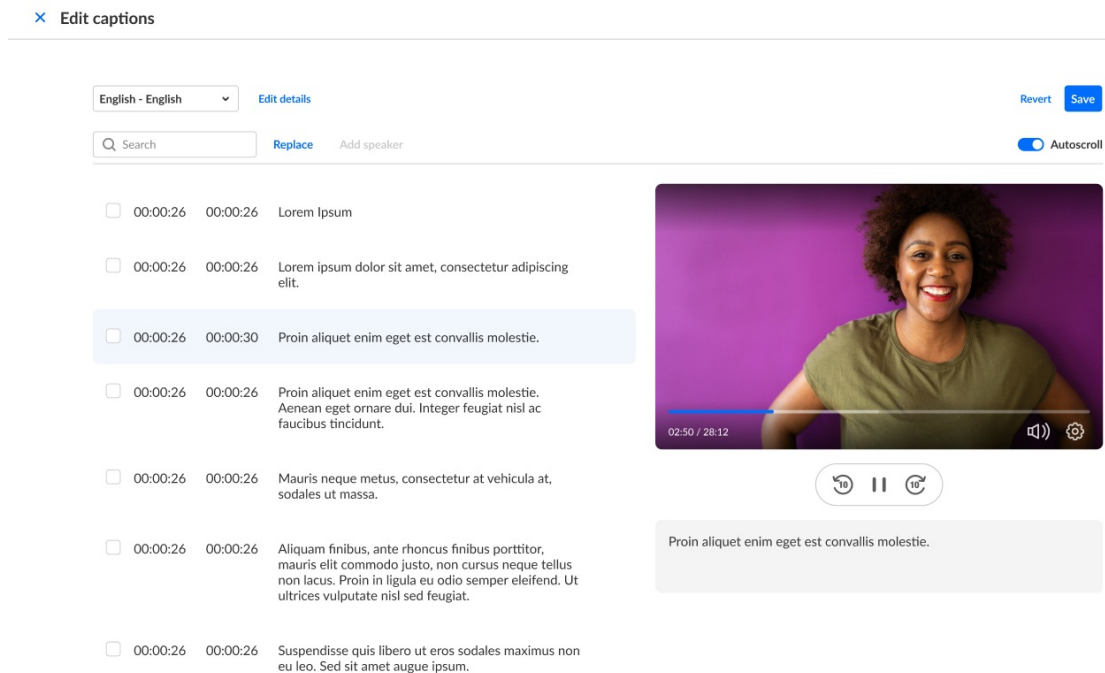
To set as default, edit, download, and delete captions for a session recording

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.



- 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.



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

## Attachments tab - Manage attachments for your session

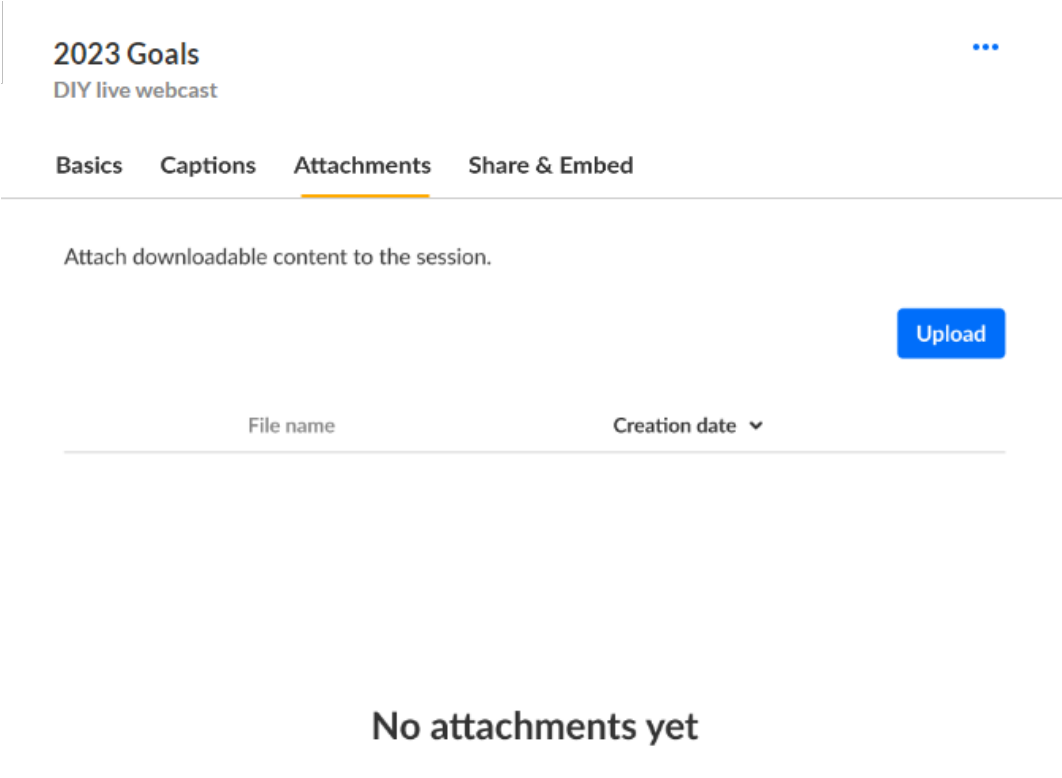
Provide your audience a greater immersive experience and more value by enriching your session with downloadable content. Manage content like documents, spreadsheets, presentations, audio/video files, and images for your session on the Attachments tab.

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', '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 '2023 Goals' session interface. At the top, it says '2023 Goals' and 'DIY live webcast'. Below this are four tabs: 'Basics', 'Captions', 'Attachments', and 'Share & Embed'. The 'Attachments' tab is selected and highlighted with an orange underline. Below the tabs, there is a text prompt: 'Attach downloadable content to the session.' To the right of this text is a blue 'Upload' button. Below the text and button is a table header with two columns: 'File name' and 'Creation date' with a dropdown arrow. The table area 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.

2023 Goals ...  
DIY live webcast

Basics Captions **Attachments** Share & Embed

Attach downloadable content to the session.

[Upload](#)

File name	Creation date	
 <b>Name</b> Uploading		<a href="#">×</a>

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

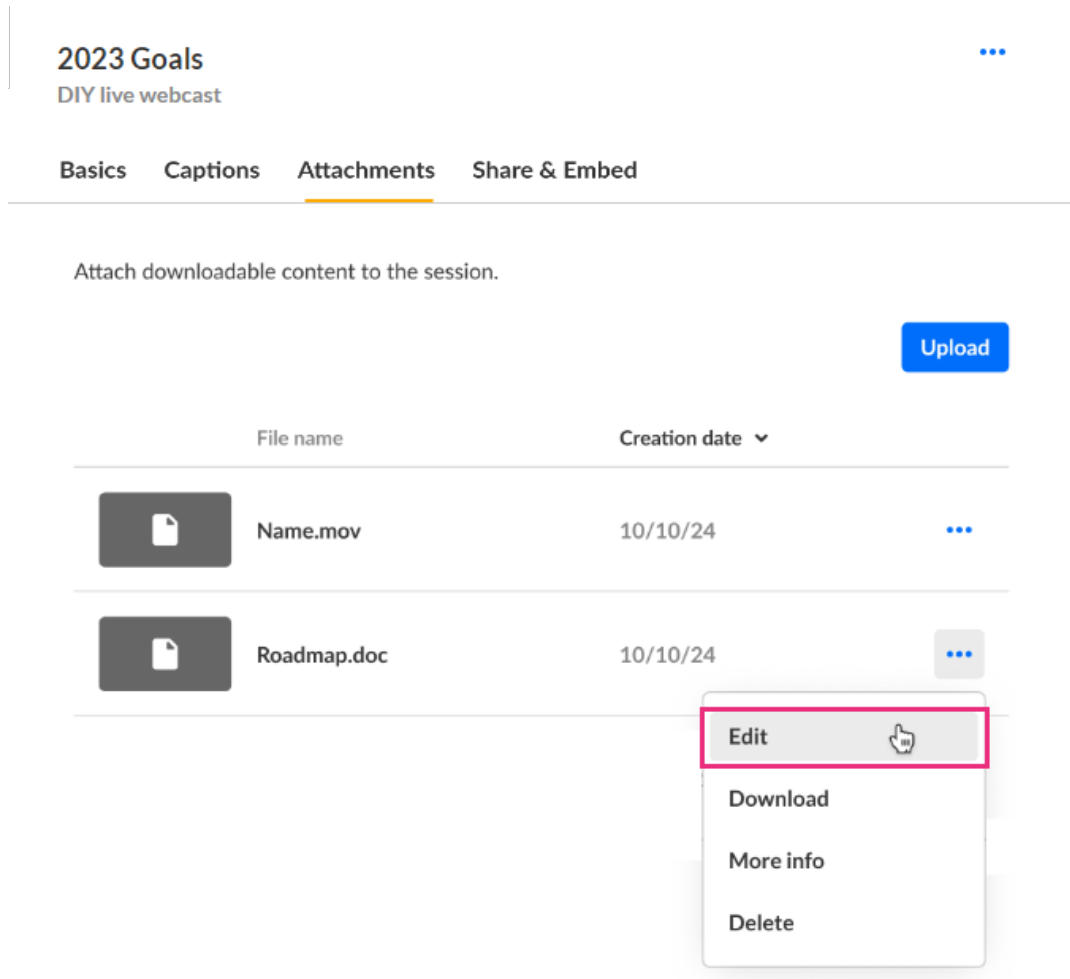
Basics Captions **Attachments** Share & Embed

Attach downloadable content to the session.

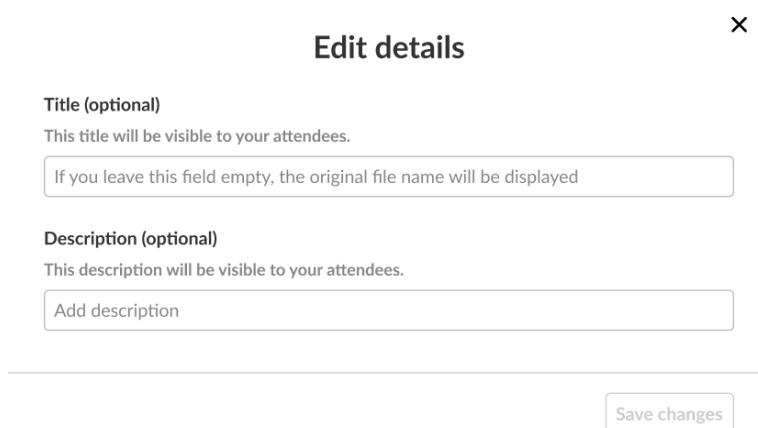
[Upload](#)

File name	Creation date	
 <b>Name.mov</b>	10/10/24	<a href="#">...</a>
 <b>Roadmap.doc</b>	10/10/24	<a href="#">...</a>

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



The Edit details screen displays.

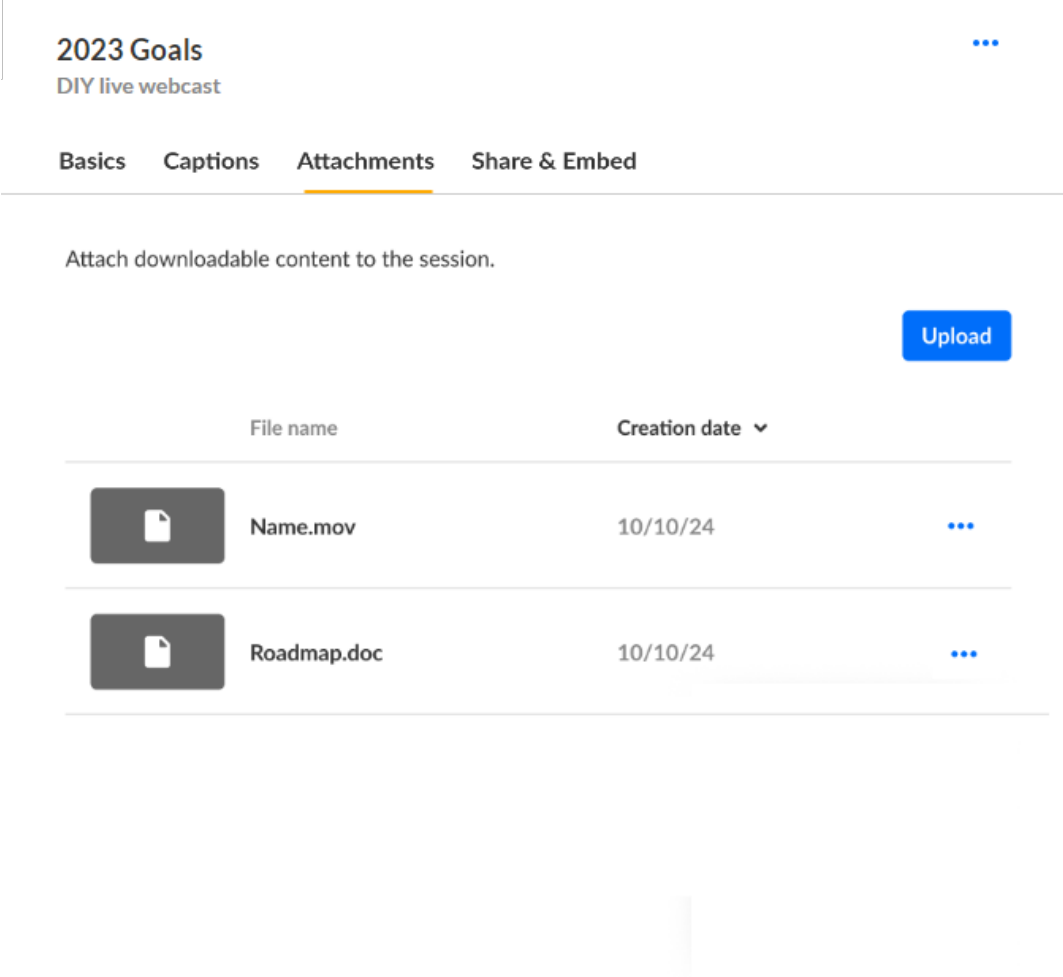


4. Type the title and description (optional). The title should be a more descriptive name for this file. The description should provide context on the file's content. Both will be visible to your attendees.

5. Click **Save changes**.

## Download attachments from your session

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





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 table of files. The table has columns for 'File name' and 'Creation date'. Two files are listed: 'Name.mov' and 'Roadmap.doc', both created on '10/10/24'. Each file has a three-dot menu icon to its right. An 'Upload' button is located in the top right corner of the attachment area.

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 Download.

Attach downloadable content to the session.

Upload

File name	Creation date	
 <b>Name</b> Uploading		
 <b>Name.mov</b>	10/10/24	
 <b>Roadmap.doc</b>	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.

## 2023 Goals





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	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.



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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





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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.

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 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 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.

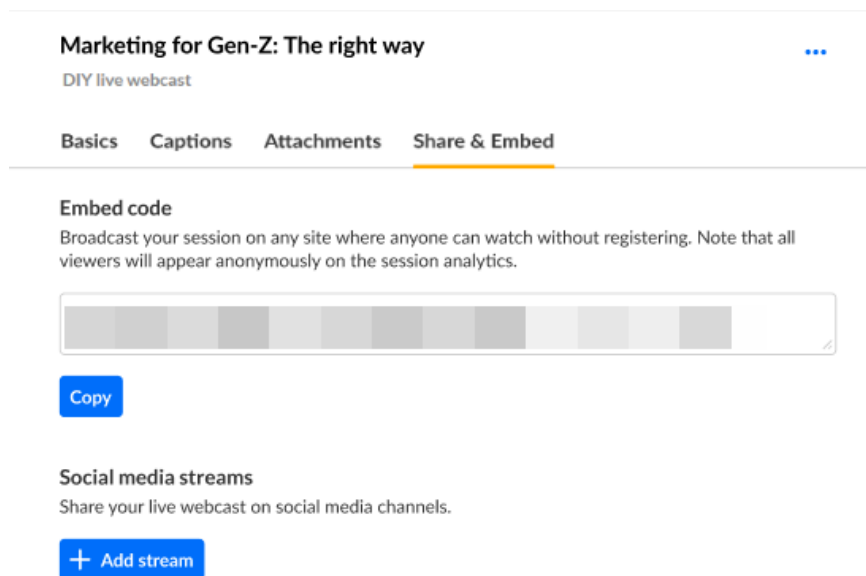


You may share (restream) and embed only after creating your session and accessing the Share & Embed tab of the [Edit Session](#) page.



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

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



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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.



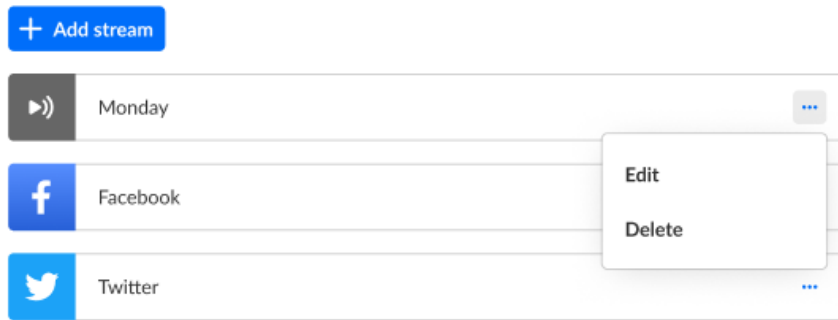
When sessions are embedded or shared (restreamed) on social media, some viewership data will be lost because viewers accessing events via embed or restream are not required to register for the event and will appear anonymously on the session analytics.

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.