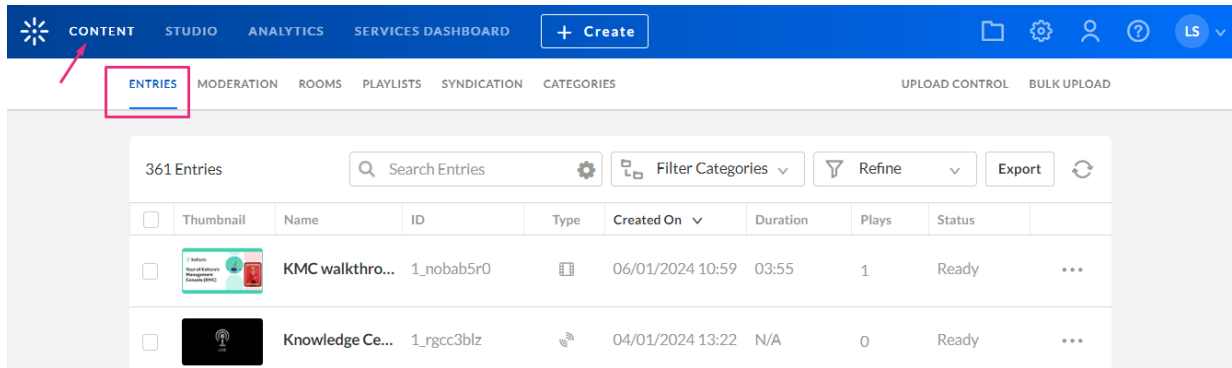


Assign an entry to a category

Last Modified on 05/06/2026 8:38 pm IDT

 **This article is designated for administrators.**

1. Log into your Rich Media Content Management System.
The **Entries** tab displays as the first page by default.



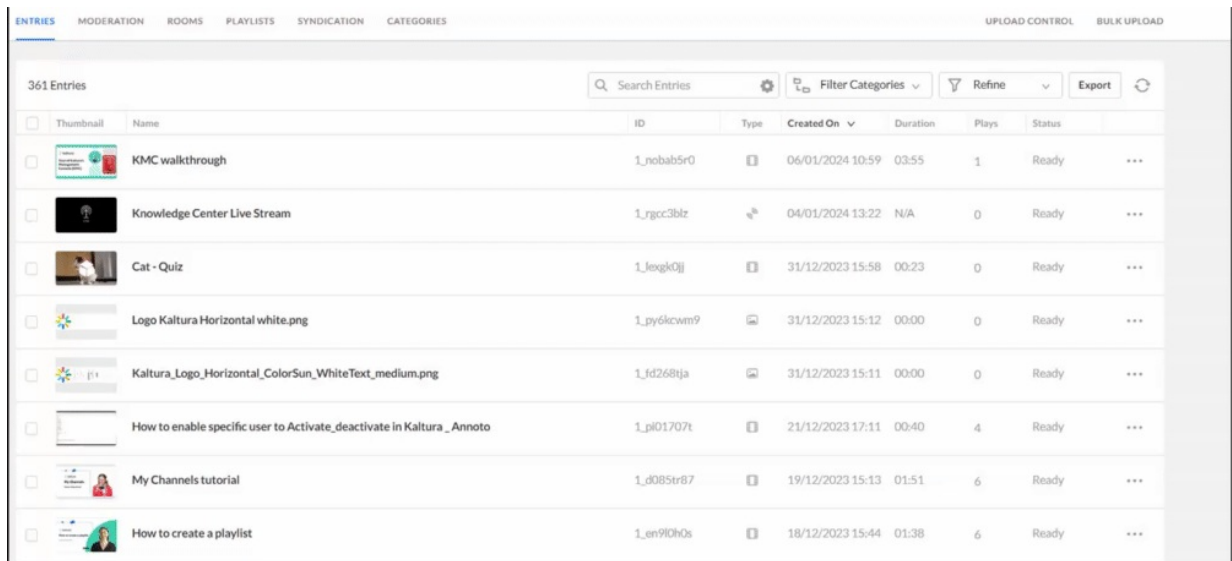
2. Click on the entry name or thumbnail.



The **Metadata** tab displays.

3. Click **Browse Categories**.

The **Select Categories** screen displays.



4. Choose the category you want to assign the entry to.

Select Categories

My new parent category ×

[Clear All](#)

- PathNodes
- playlists
- private
- site 3
- unlisted
- My new parent category

[Change Categories](#)



When adding an entry to a category in Kaltura's Video Portal (MediaSpace), be sure to add the entry to either the **Channels**, **Galleries**, or **unlisted** category located under the **site** category.

Select Categories

Select one or several categories.

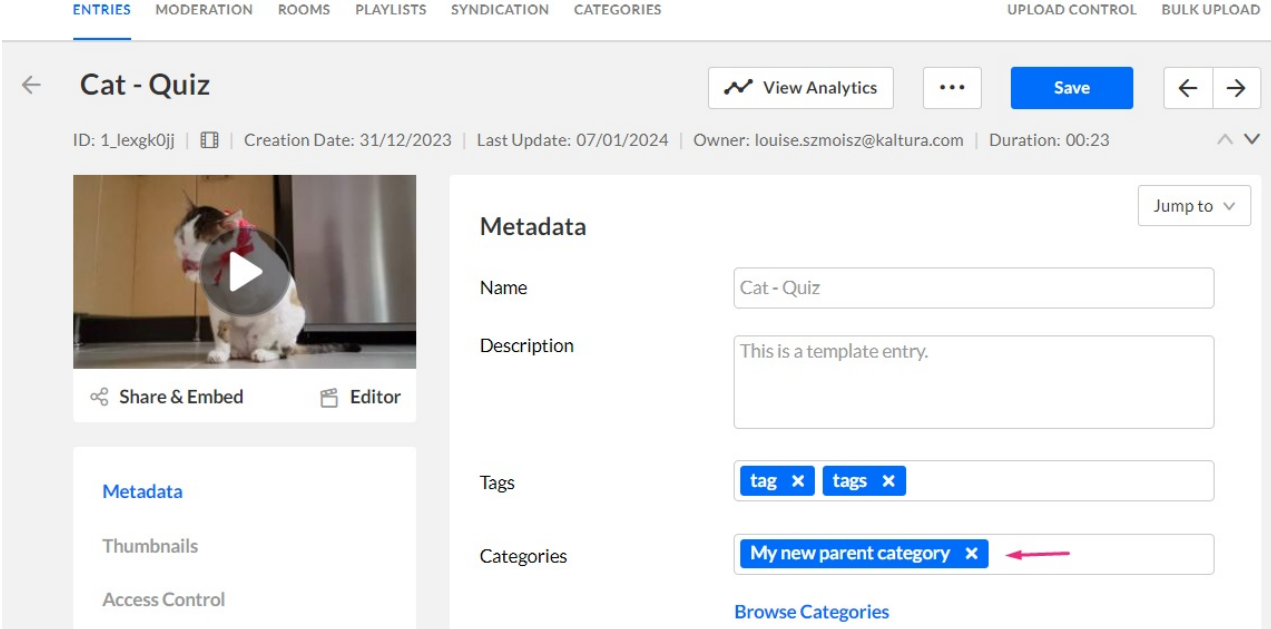
- PathNodes
- playlists
- private
- site 3
- unlisted
- My new parent category

[Change Categories](#)

We don't recommend adding entries to other categories under the MediaSpace root category since adding entries to any other category may create unexpected issues. In addition, do not add content to both the unlisted category and other categories. This will cause unexpected behavior.

5. Click **Change Categories**

The metadata tab displays showing the category the entry is now associated with.



The screenshot shows the 'Cat - Quiz' entry page in the Kaltura interface. The top navigation bar includes 'ENTRIES', 'MODERATION', 'ROOMS', 'PLAYLISTS', 'SYNDICATION', and 'CATEGORIES'. On the right, there are 'UPLOAD CONTROL' and 'BULK UPLOAD' options. The entry details show ID: 1_lexgk0jj, Creation Date: 31/12/2023, Last Update: 07/01/2024, Owner: louise.szmoisz@kaltura.com, and Duration: 00:23. The main content area features a video player with a play button and a thumbnail of a cat. Below the player are 'Share & Embed' and 'Editor' buttons. The 'Metadata' tab is selected, showing a 'Name' field with 'Cat - Quiz', a 'Description' field with 'This is a template entry.', and 'Tags' with 'tag' and 'tags'. The 'Categories' field shows 'My new parent category' with a red arrow pointing to it. A 'Browse Categories' link is visible below the categories field.

6. Click **Save**.



For information about assigning entries to a category in the Video Portal (also known as 'publishing'), see our user guide [Publish Media](#).