Kaltura Virtual Events Home tab

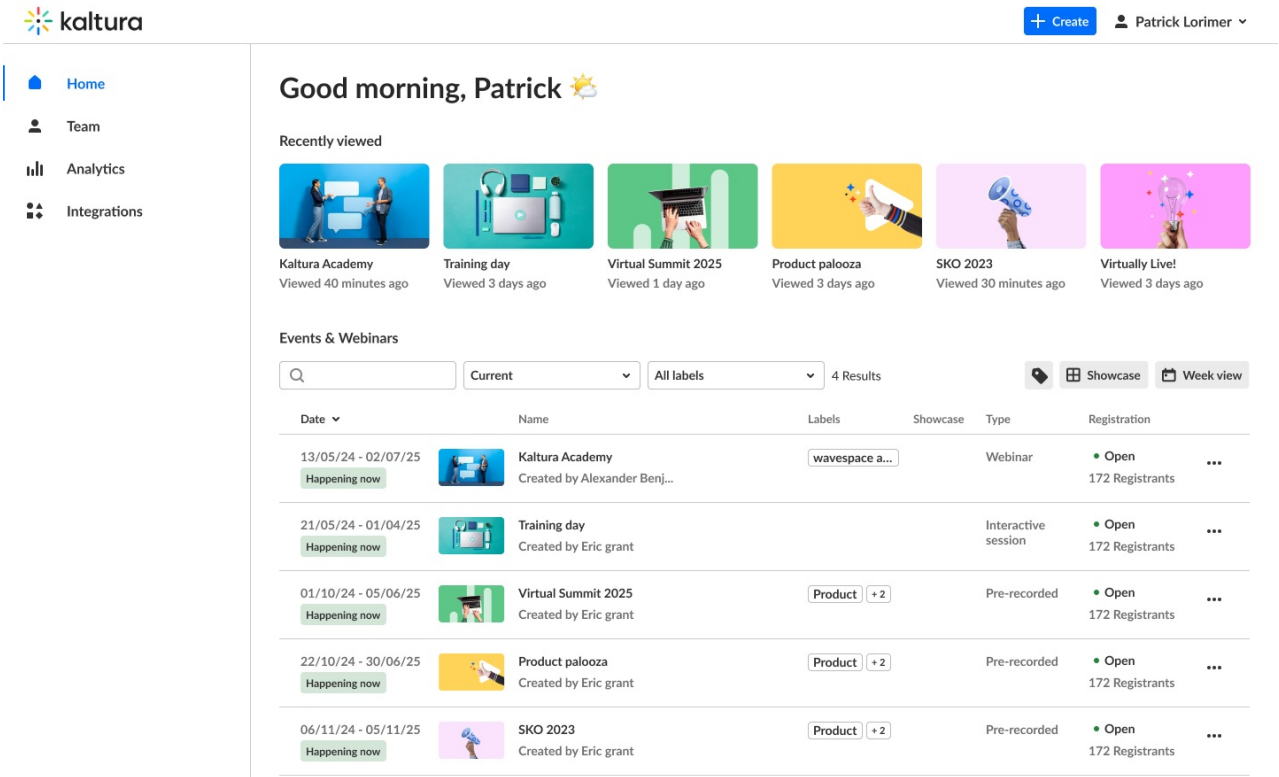
Content updated: 03/04/2024

This article is designated for all users.

About

The Home tab displays events based on the logged-in user's role and permissions. Organizers and Content Managers see only the events they are part of, while Admins see all events across the account.

The Home tab is accessible via the Kaltura Virtual Events Home page and is available to account owners/admin, Organizers, and Content managers. To learn more about the other tabs on the Kaltura Virtual Events Home page, see Kaltura Virtual Events Interface Overview.

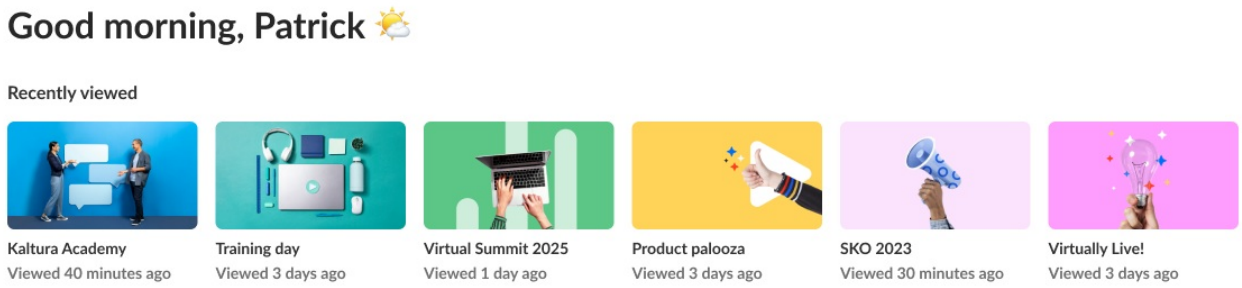


The behavior described here applies to the **default** configuration. Customer-specific variations are highlighted where applicable.

Quickly access recently viewed events

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The Home tab provides quick access to events you've recently viewed.

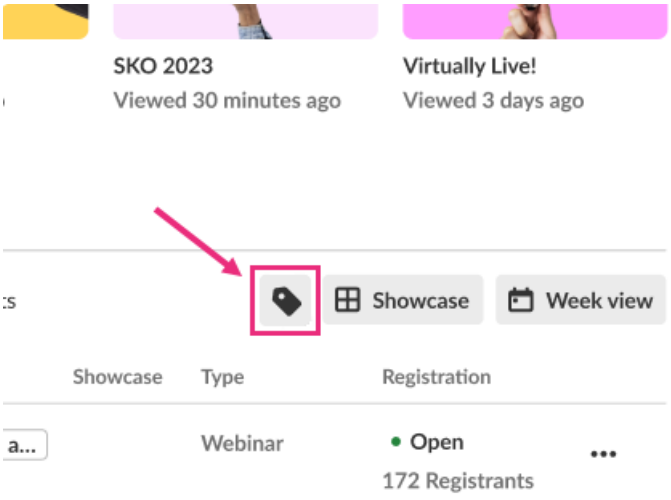


Clicking on any of these recently viewed events takes you to the Overview tab for that event.

Manage labels

Account owners/admin can use labels to tag/organize events and keep one approved list of labels for the whole account. Admins can:

- See every label in the account and whether each one is in use.
- Add new labels.
- Rename labels. The new name shows up on every event that uses the label.
- Delete labels. A deleted label is also removed from every event that uses it.



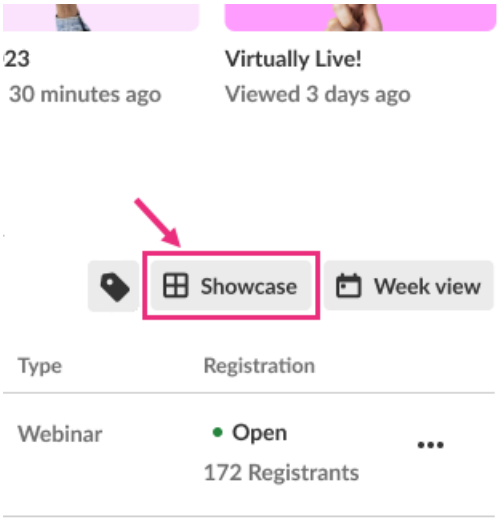
See Manage event labels for detailed information on this feature.

Only account owners/admin can manage labels.

Easily navigate to the Showcase page

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Account owners/admin who have been planning and managing a variety of events may wish to "showcase" a collection of sites to prospects and allow those prospects to register for upcoming events and/or watch past events on demand. Kaltura generates a "Showcase page" that account owners/admin can customize, share directly with prospects, and/or embed on the event organizer's own website. Access the Events showcase page directly from the Home tab by clicking on the Showcase button.



See Events showcase for detailed information on this feature.

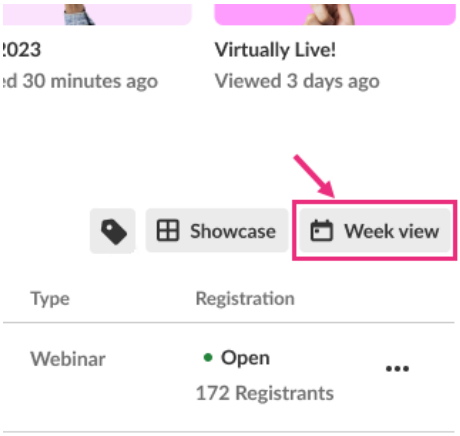
Events showcase capabilities are available only to account owners/admin.

Depending on your account settings, Events showcase may not be enabled.

Access the week view

Account owners/admin who manage multiple events may find it helpful to view sessions in a "week view". This feature provides a snapshot of all sessions scheduled over the next seven days (today + 6 days), helping streamline planning and oversight.

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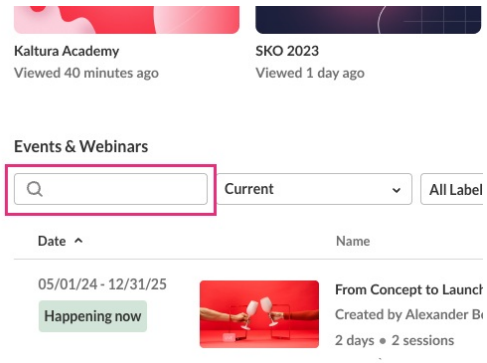


See Week view for detailed information on this feature.

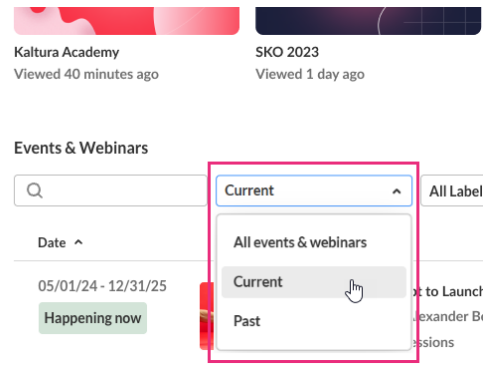
Week view capabilities are available only to account owners/admin.

Search and filter the event list

Search the event list by typing a keyword in the search field.



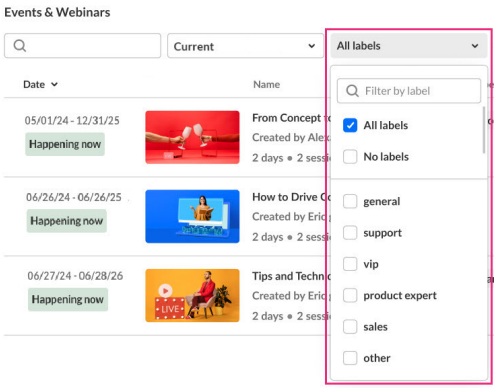
Filter the event list by expanding the All events & webinars pull-down and selecting All events & webinars, Current (ongoing and future events), or Past (ended events).



Further filter the event list by expanding the All labels pull-down and selecting from the

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list of available labels. You may also start typing the first few letters of a label and a list of matching labels will populate for you.



Event labels are a powerful way to categorize and filter your events. You can assign custom labels to each event, helping you to:

- Stay organized: Group similar events together by theme, target audience, department, or any other relevant criteria.
- Simplify searching: Quickly find specific events by filtering your list based on assigned labels.
- Boost efficiency: Save time by locating the events you need in a flash.

See Edit the Event Details for information on adding labels to your event.

View pertinent event information

The Home tab displays pertinent information on events in the Kaltura Events account. Information displayed includes:

- Scheduled dates of event
- Event status
- Event name. Hover to display complete name.
- Name of person who created the event. Hover to display complete name.
- Duration of event
- Number of sessions inside the event
- Labels applied to the event. Hover to display complete label names.
- Whether or not this event is part of the Showcase page
- Template type used when creating the event
- Registration information (including whether registration is opened or closed, and number of registrants).

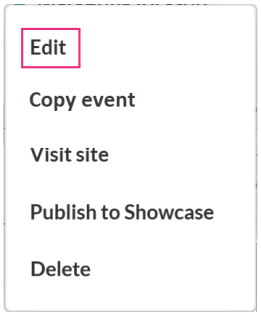
Access editing capabilities and the event site

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Edit an event, copy an event, enter an event site, publish an event to the Showcase page (if you are an account owner/admin), and delete an event by clicking on the three blue dots to the right of the Registration column and choosing the appropriate option.

Edit

Click on the three blue dots to the right of the Registration column and choose **Edit**.



See Edit the Event Details for more information on editing event details.

Copy event

You may choose to copy an existing event and save the time of configuring and setting up a new event from scratch.

Copying an event copies over the following data:

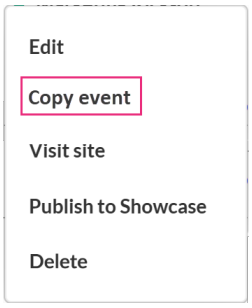
- Branding - Event banner image, logo image, and custom theme
- Emails - Both system emails and custom email templates
- Registration form
- Template/custom pages - Lobby page and any custom pages
- Notifications: announcements and crowd reactions
- Chat Settings
- Event settings - Support email address and organizer name and image
- Users - Speakers, Moderators, and Event team (if selected).
  Note that if users are copied, you may choose to send an email invitation to them upon creation of event.

All copied notifications are moved to draft status. Click the **drop-down menu** > **Schedule post** next to each notification to reschedule.

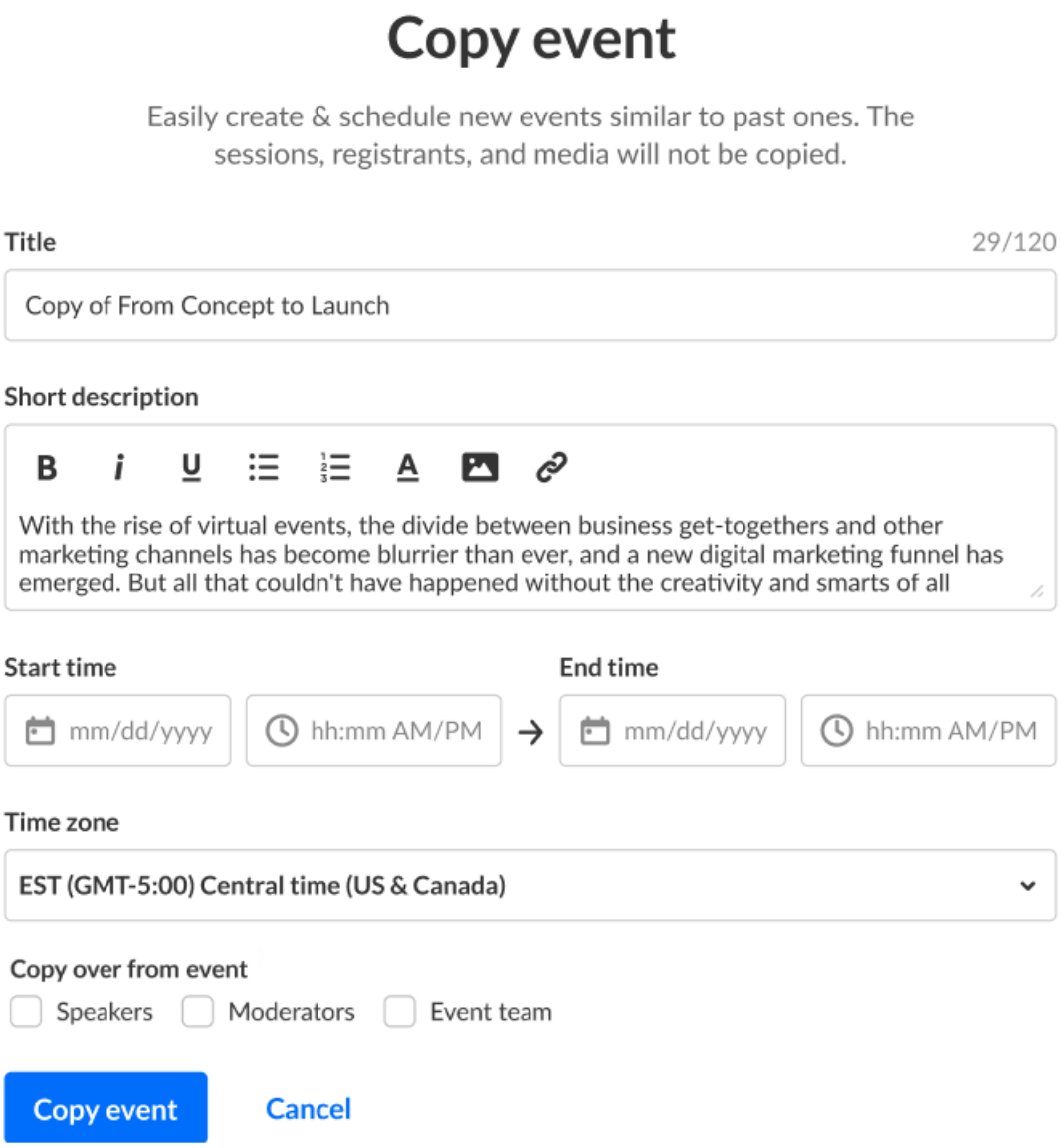
Sessions, general attendees, and media are not copied when copying an event.

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1. Click on the three blue dots to the right of the Registration column and choose **Copy event**.



The Copy event page displays.

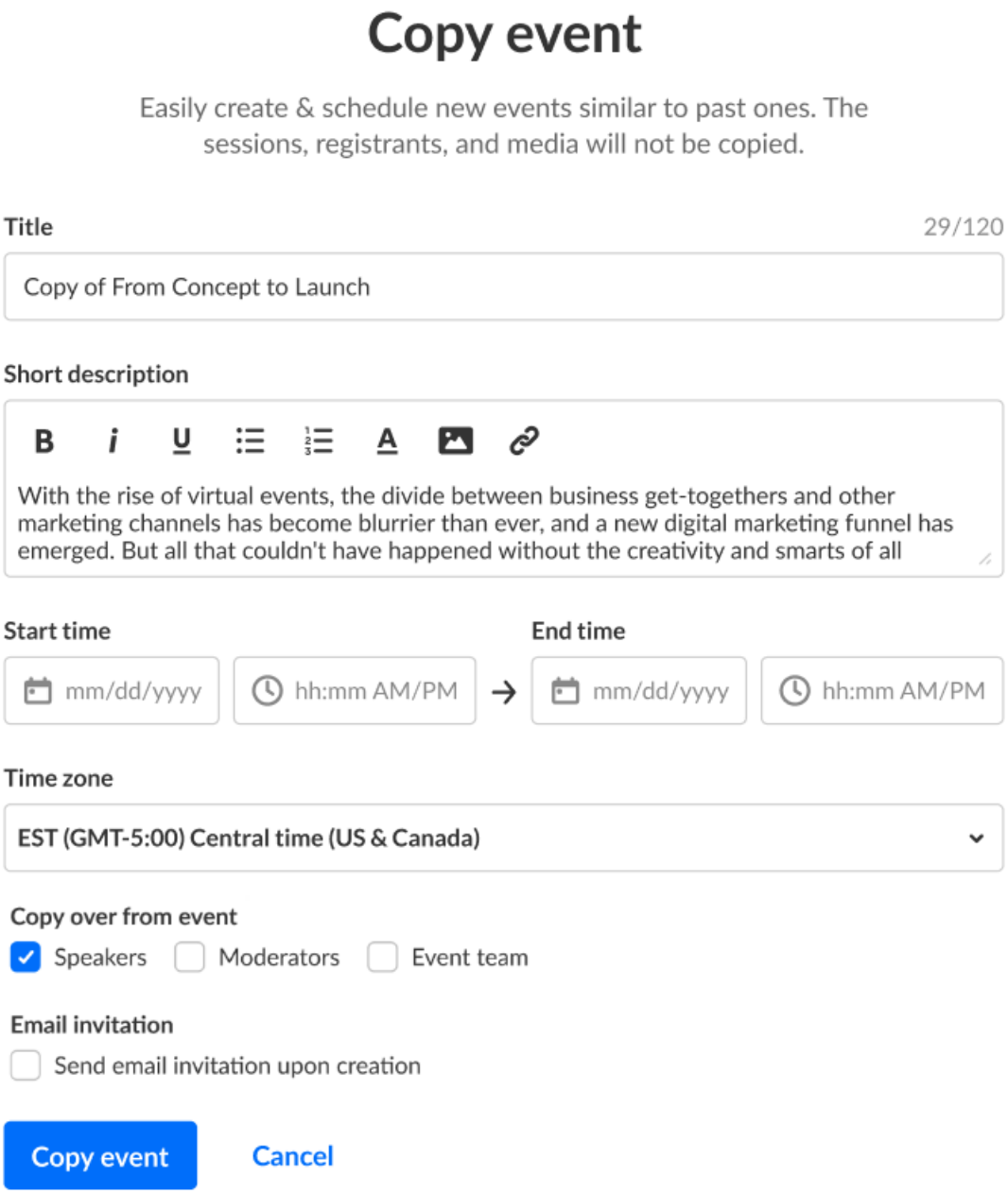


2. Edit the following:
   - Title - A title for your event (char limit is 120). **Please note:** Characters "<" and

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">" are not supported.
- Short description - A description for your event.

3. Enter the following:
   - Start time - The day and time your event will start.
   - End time - The day and time your event will end.
   - Time zone - The time zone for your event.
4. Choose whether to copy over Speakers, Moderators, and the Event team. Click the appropriate check box(es) as desired. The groups you select, including user details (title, picture, bio, etc.), will be copied over to the new event.
   If you select at least one group of users, an additional option displays, Email invitation.



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Choose whether to send an email invitation to **event** site for the selected user groups upon creation of event.

5. Click **Copy event.** The copying process begins. This may take a few minutes.



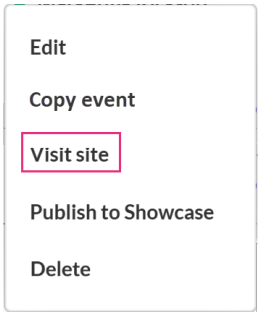
Creating your event

Once copied, the Event page of the copied event displays with the Home tab open by default.

The event site and registration are not yet published at this point.

Visit site

Click on the three blue dots to the right of the Registration column and choose **Visit site**.

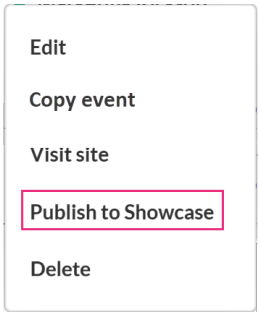


You are redirected to the event site. See Getting to know your event site, session page, lobby page, and main stage for more information.

Add to showcase/Change showcase settings

Click on the three blue dots to the right of the Registration column and choose **Publish to showcase** or, if the event has already been added to the showcase, **Change showcase settings**.

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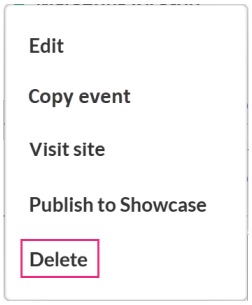
See Events showcase for detailed information on this feature.

Events showcase capabilities are available only to account owners/admin.

Depending on your account settings, Publish to Showcase may not be enabled.

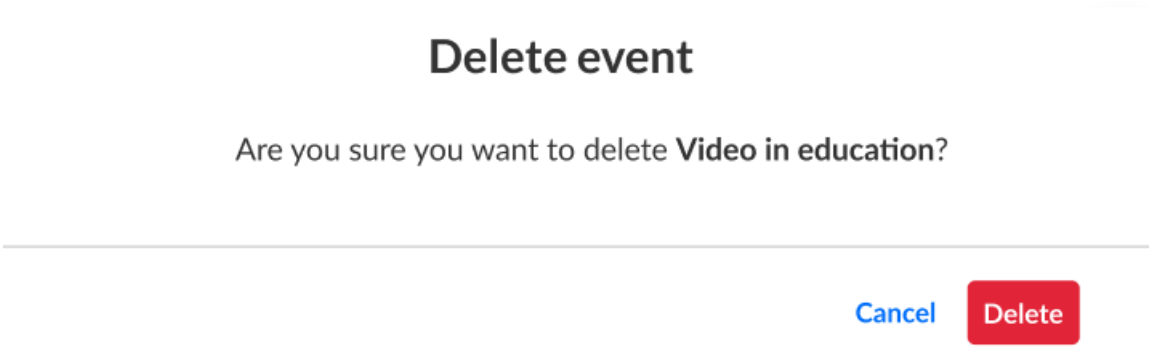
Delete

1. Click on the three blue dots to the right of the Registration column and choose **Delete**.



You are asked to confirm your action. Once deleted, the registration will be unpublished.

2. Click **Cancel** to exit or **Delete** to confirm.



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Depending on your account settings, Delete event may be restricted to Admins only.

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