

Events tab

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This article is designated for all users.

About

The Events page displays all the events in the Kaltura Events account - both current and past events.

The Events page is accessible via the Kaltura Events Account Home page and is available to account owners/admin, Event managers, and Content managers. For information on accessing the Events page and to learn more about the other tabs available on the Kaltura Events Account Home page, see [Kaltura Events - Account setup](#).

Quickly access recently viewed events

The Events page provides quick access to events you've recently viewed. Clicking on any of these recently viewed events opens them for editing. See [Kaltura Events - Edit the Event Details](#) for more information on editing event details.

Easily navigate to the Events showcase page

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

See [Events showcase](#) for detailed information on this feature.

Events showcase 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 labels field and selecting from the 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 [Kaltura Events - Edit the Event Details](#) for information on adding labels to your event.

View pertinent event information

The Events page displays pertinent information on all the events in the Kaltura Events account - both current and past events. 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

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 [Kaltura Events - 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.

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 ">" 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.

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.

Once copied, the Event page of the copied event displays with the Overview 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, and lobby page](#) 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**.

See [Events showcase](#) for detailed information on this feature.

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

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.

[template("cat-subscribe")]