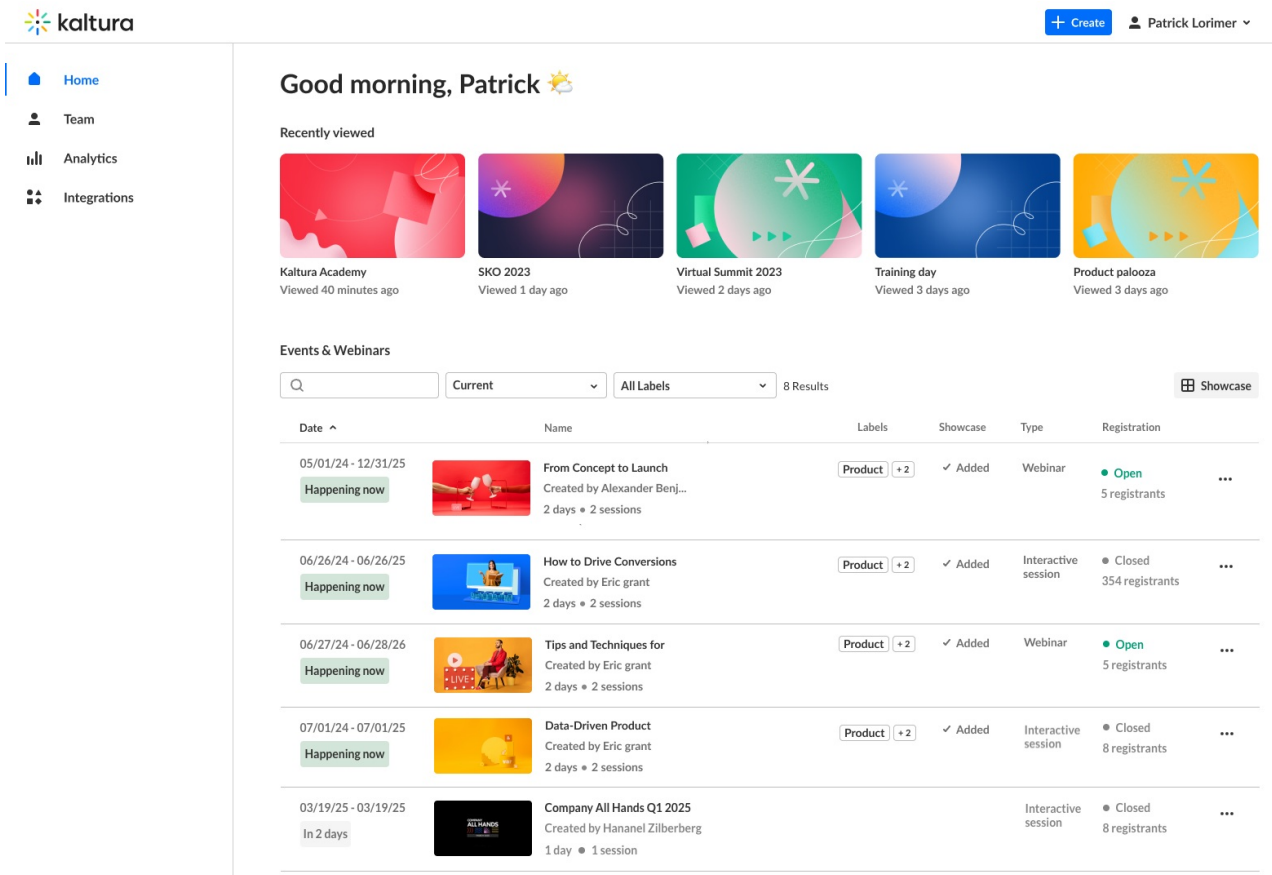# Home tab

Last Modified on 03/24/2025 3:13 pm IST

👥 **This article is designated for all users.**

About

The Home tab displays all the events in the Kaltura Events account.

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

Quickly access recently viewed events

The Home tab provides quick access to events you've recently viewed.
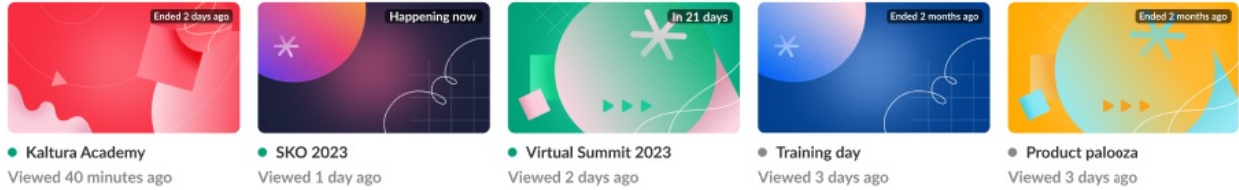
Clicking on any of these recently viewed events takes you to the Overview tab for that event.

Easily navigate to the Showcase page

Event organizers 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 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 Home tab by clicking on the Showcase button.
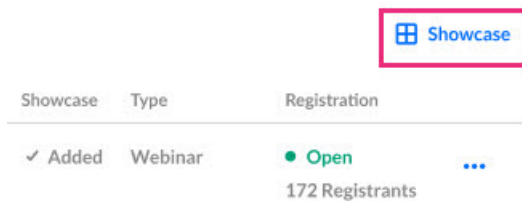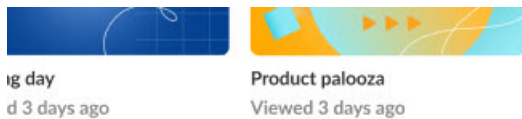
See Events showcase for detailed information on this feature.

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

Search and filter the event list

Search the event list by typing a keyword in the search field.
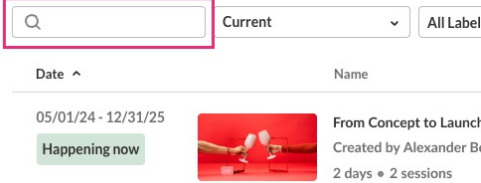
Filter the event list by expanding the All events & webinars pull-down and selecting All events & webinars, Current (ongoing and future events), or Past (ended events).
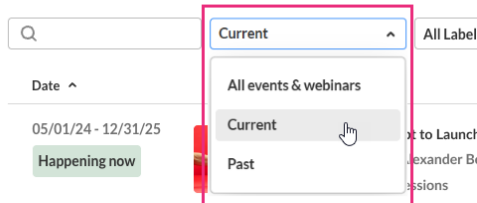
Further filter the event list by expanding the All labels pull-down and selecting from the list of available labels. You may also start typing the first few letters of a label and a list of matching labels will populate for you.
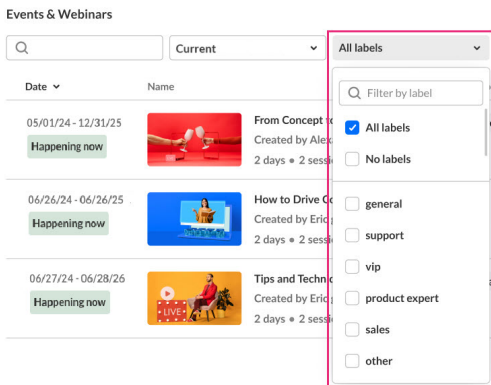
Event labels are a powerful way to categorize and filter your events. You can assign custom labels to each event, helping you to:

- 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 Home tab displays pertinent information on all the 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

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**.
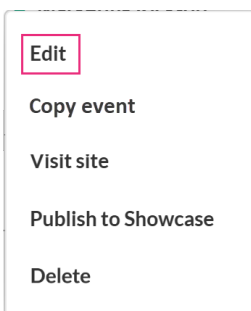
See Kaltura Events - Edit the Event Details for more information on editing event details.

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**.

   Edit
   Copy event
   Visit site
   Publish to Showcase
   Delete
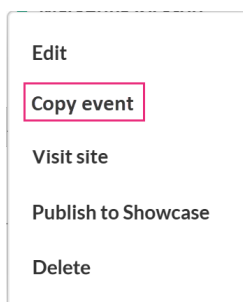
   The Copy event page displays.

Copy event

Easily create & schedule new events similar to past ones. The sessions, registrants, and media will not be copied.

Title   29/120

Copy of From Concept to Launch

Short description

B *i* U ≔ ≔ A 🖼 🔗

With the rise of virtual events, the divide between business get-togethers and other marketing channels has become blurrier than ever, and a new digital marketing funnel has emerged. But all that couldn't have happened without the creativity and smarts of all

Start time   **End time**

📅 mm/dd/yyyy   🕐 hh:mm AM/PM → 📅 mm/dd/yyyy   🕐 hh:mm AM/PM

Time zone

EST (GMT-5:00) Central time (US & Canada)   ⌄

Copy over from event

☐ Speakers   ☐ Moderators   ☐ Event team

Copy event   **Cancel**

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.

Copy event

Easily create & schedule new events similar to past ones. The sessions, registrants, and media will not be copied.

Title   29/120

Copy of From Concept to Launch

Short description

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With the rise of virtual events, the divide between business get-togethers and other marketing channels has become blurrier than ever, and a new digital marketing funnel has emerged. But all that couldn't have happened without the creativity and smarts of all

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Time zone

EST (GMT-5:00) Central time (US & Canada)   ⌄

Copy over from event
☑ Speakers ☐ Moderators ☐ Event team

Email invitation
☐ Send email invitation upon creation

Copy event   **Cancel**

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.
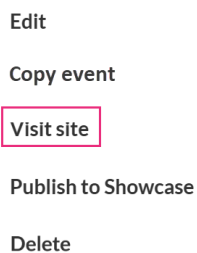
Creating your event

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**.
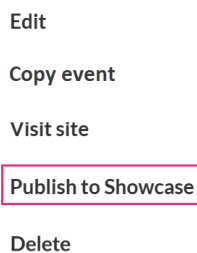
Edit
Copy event
Visit site
Publish to Showcase
Delete

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**.

Edit
Copy event
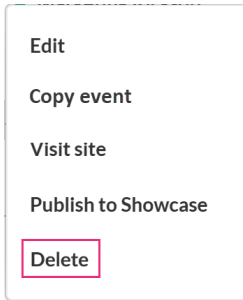Visit site
Publish to Showcase
Delete

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.