Event site editor tab - Create custom event pages

Last Modified on 03/03/2025 4:05 pm IST

👥 This article is designated for all users.

About

The Event site editor acts as a one-stop-shop for all your event page and registration form building needs. From here you may:

- Navigate to the Lobby page customization screen where you can customize the page that displays while your event is closed.
- Navigate to the Registration form where you can customize what information will be required from attendees in order to officially register for your event.
- Build custom pages to better customize and control the structure of your event. Admin can use this powerful design tool to create as many different pages as they want, styled with unique sections, creating different experiences based on their audience. They can choose to make these pages public, or only available to a select group of authenticated users. They can also choose to set one of these custom pages as the event home page.

> ℹ️
> This feature must be enabled on your account. If it is not, please contact a Kaltura representative about enabling it.

Navigate to the Event site editor

After creating a new event, navigate to the Event site editor page; from the Event page, click the Event site editor tab.
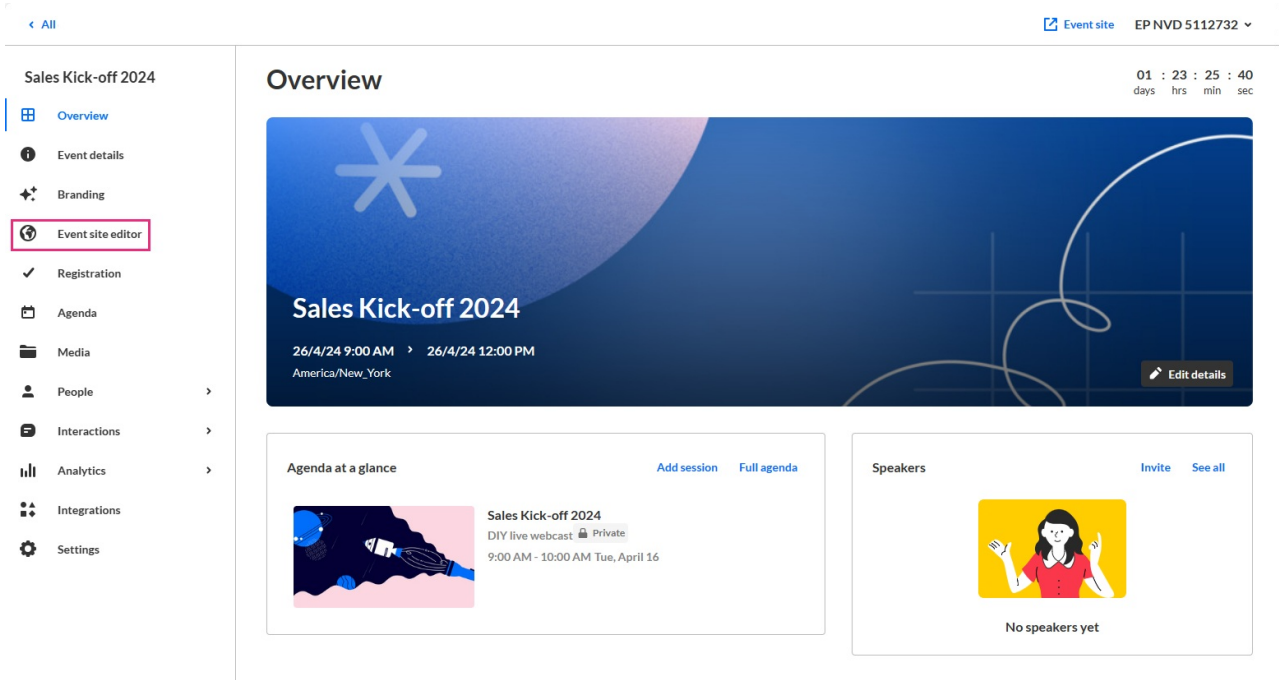
The Event site editor page displays. In our example below, the two system pages are displayed - Event lobby and Registration - and two custom pages that have already been built are listed as well - Landing page and Landing page V2.
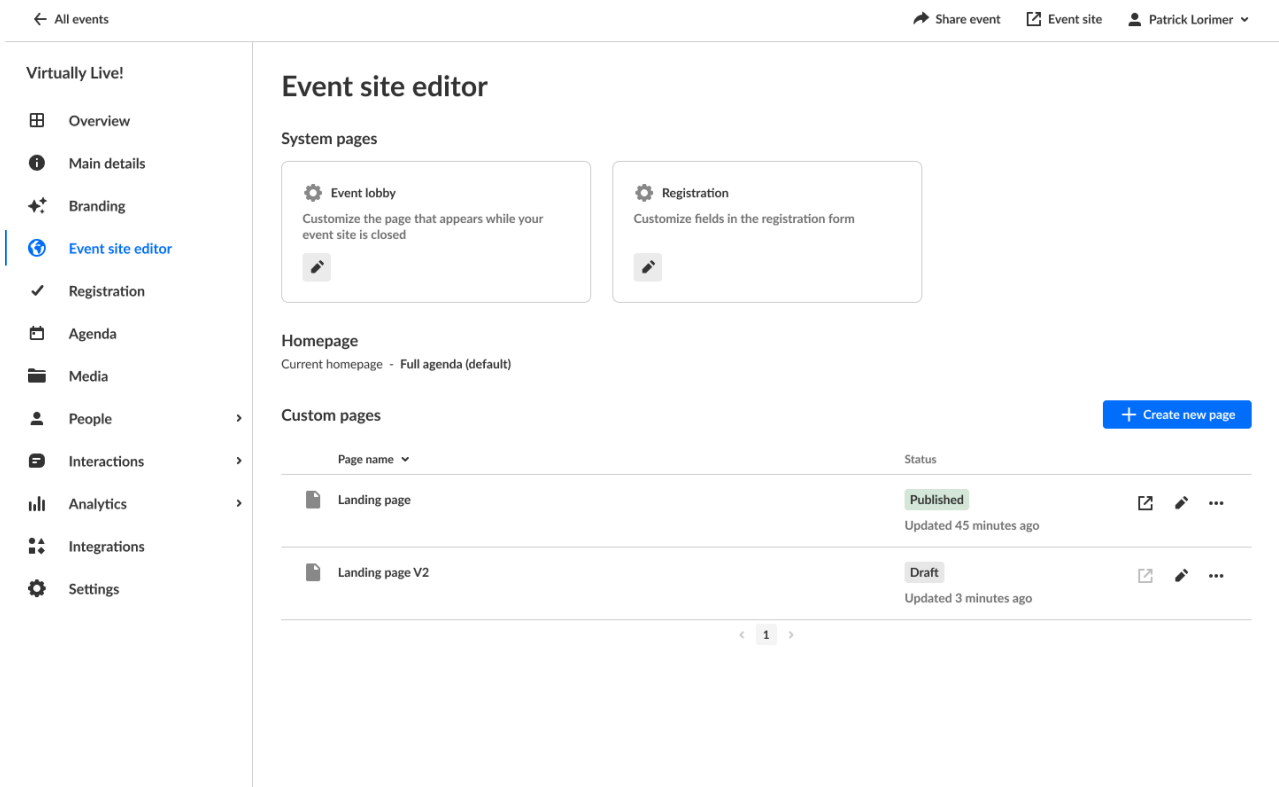
System pages

Click pencil "edit" icon in Event lobby section to navigate to the Lobby page customization screen. See Customize your Lobby page.

Click pencil "edit" icon in the Registration section to navigate to the Registration form. See Registration tab - Set up registration.

Create a custom page

1. Click the blue **+ Create new page** button in the upper right corner of the screen.

If no custom pages exist, you may also click the **+ Create new page** button in the main body of the page.

The Create new page screen displays.

Create new page

Page name   8/120

Untitled

Page type

🌐 Public
Open for everyone.

🔒 Restricted
Must log in to access.

Cancel   Create

2. Type a name for the custom page in the Page name field.
3. Choose the type of page will custom page will be - Public or Restricted.
   ○ Public - Open for everyone, this type of page is meant to spark interest and drive registration.
   ○ Restricted - This type of page is accessible only to logged in attendees.
4. Click **Create.**

> ℹ️
>
> Regardless of the type of page chosen (Public or Restricted), the page building flow is the same. However, there are two differences in the way the pages are pre-set upon creation. 1. The access for a Public page is pre-set to Public (anyone on the internet will be able to access this page); the access for a Restricted page is pre-set to Restricted (access to this page will be limited to invited or registered users only) and shown on navigation. You can always change these settings later. 2. The Public page has three sections automatically added upon creation; the Restricted page is empty (with no sections added) upon creation.

The Page builder displays.
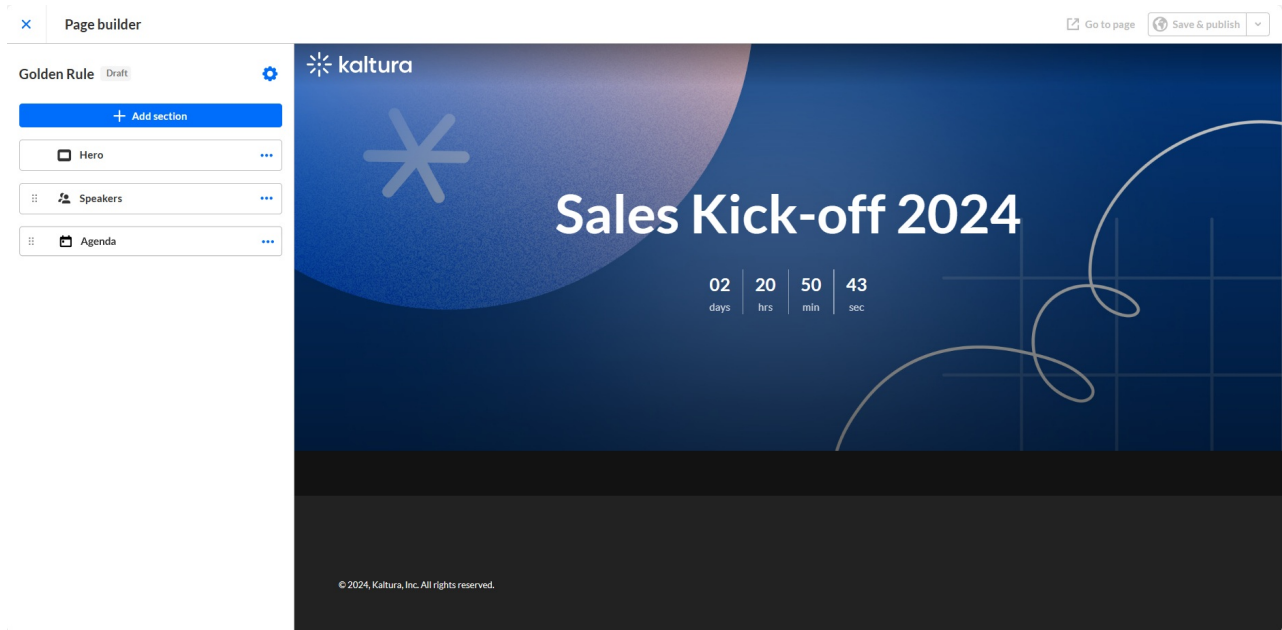
The name of the page and whether the page is published or not is displayed on the upper left corner of the screen.

> ℹ️ You will learn how to rename the page and publish it herein.
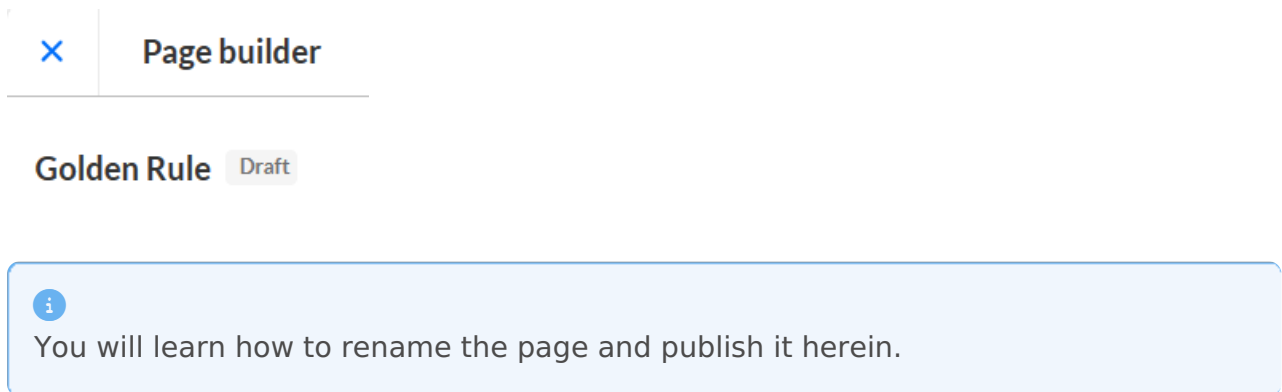
Page settings

Click the gear "Page settings" icon. The Page settings area displays.

You may edit/add the following information:

Page name - By default, this is set to the name you gave your custom page when you created it. If you would like to change it, delete the pre-filled text and type as desired (char limit is 120). Please note: Characters "<" and ">" are not supported.

Browser tab title (optional) - By default, this is set to the name you gave your custom page when you created it. This title will display on the browser tab of your custom page. If you would like to change it, delete the pre-filled text and type as desired (char limit is 60).

Page URL - By default, this is set to the name you gave your custom page when you created it. This text displays at the end of the page URL after the backslash. This text acts as a unique identifier or quick description of the custom page. Please note: Characters "?" and "#" are not supported and more than one word will be separated by a "-" (dash). You can click **Copy URL** to copy this URL and share it with your attendees.

Homepage - Set as homepage/Remove as homepage (depending on the status of your page). Select this custom page as your event homepage. The default homepage is Full agenda.

> ℹ️ Only one custom page may be set as your event homepage.

> ℹ️ In order to set a custom page as your event homepage, the custom page must be *Restricted* **and** *published*. Please note, once a custom page is set as your event homepage, the Navigation setting at the bottom of the Page settings area is disabled.

Who can view this page? If you chose "Public" when you created this custom page, by default, the access is pre-set to Public (anyone on the internet will be able to access this page). If you choose "Restricted" when you created this custom page, by default, the access is pre-set to Restricted (access to this page will be limited to invited or registered users only). You can change access as desired by clicking the appropriate button.

If you chose Restricted access, an additional option displays, **Navigation**. Choose whether to display this page on navigation once the page is published.

Once you are finished editing the page settings, click **Save**.

Configuration sections

The configuration sections are listed on the left side of the screen and the preview of the custom page is shown on the right.

Hero - Background image, event name, dates, live counter, and registration button. (Automatically added to a Public page.)

Agenda - Display your event agenda. (Automatically added to a Public page.)

Speakers - Display your speakers' photos, names, and titles. (Automatically added to a Public page.)

![Kaltura logo]

Media - Display a media carousel (in a compact view if desired). Users may click on the media items to view them.

Banner - Grab attention in high-traffic areas with the banner to promote your content.

**Free text** - Write anything you like.

Images - Two clickable images that are side-by-side, one on the left and one on the right. (Recommendation: 16:9 ratio, 854 x 480 px) Clicking on the images can redirect attendees inside the event site or out of it.

> ℹ️
>
> Looking for information about other sections? Feel free to contact your Kaltura representative.

Add a section

1. Click **+ Add section** to add a new section to the custom page. The Add section panel expands to the right and displays a list of available sections.
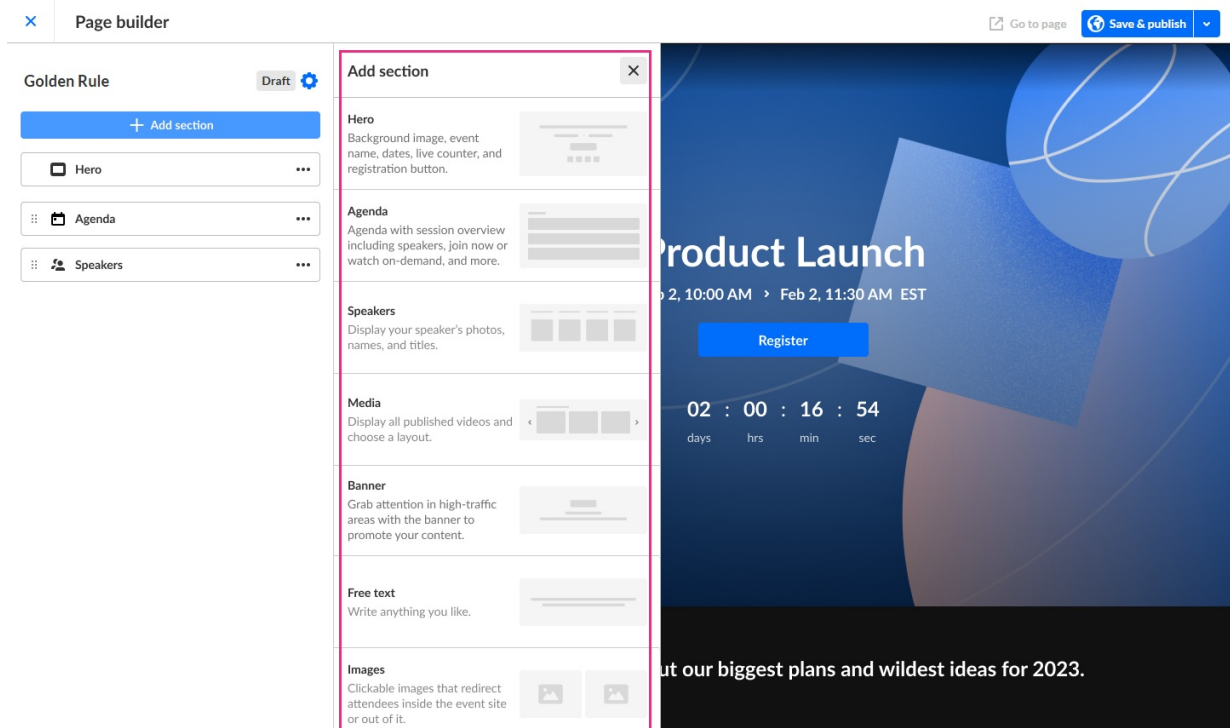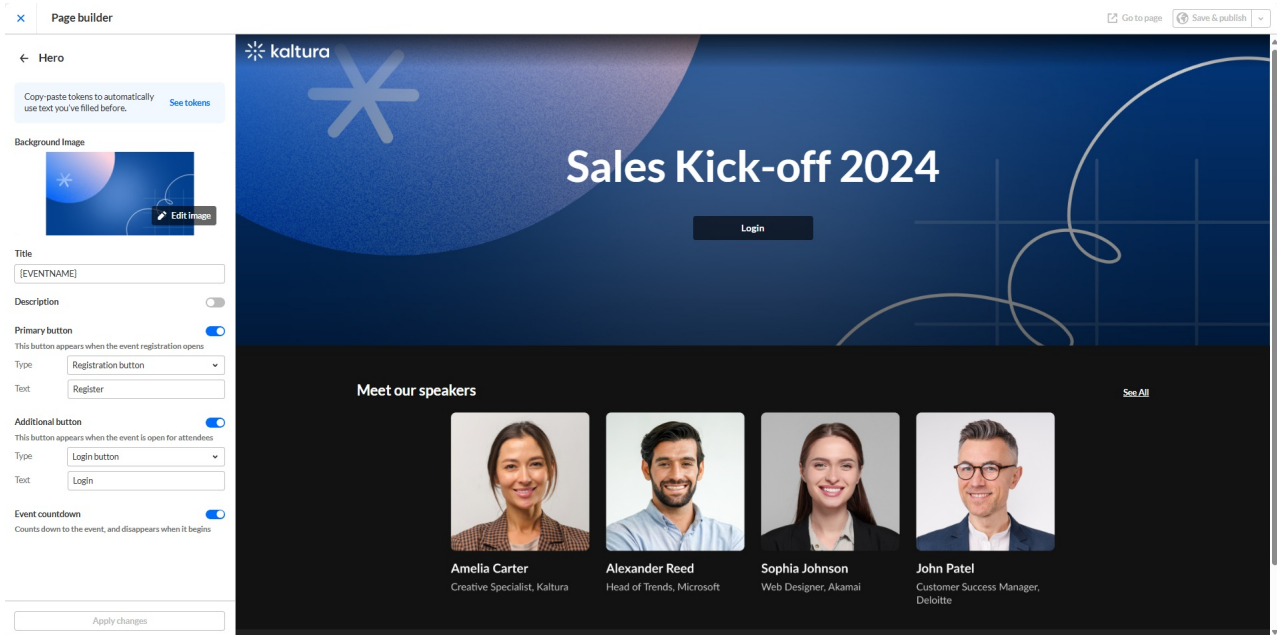
2. Hover over the desired section and click **Add**. (In the image below, the user is shown hovering over the Agenda section.)

Hero section

Background image - The default event banner is taken from the template initial setup. If you wish to insert a different image, click **Edit image** and choose the desired file.

Title - By default, the event title is pre-filled with the token {EVENTNAME}. If you would like to change it, delete the pre-filled text and type as desired. You may also click **See tokens** to copy a different token from the list that displays on the right.

Description - Click to enable if you would like for an event description to be added to the Hero section. By default, the description is enabled and pre-filled with the token {EVENTDESCRIPTION}. If you would like to change it, delete the pre-filled text and type as desired.

Primary button - Click to enable if you would like for a primary button to be added to the Hero section.

Type - Choose the type of primary button you would like displayed.

Registration - This button displays when the event registration opens.

Login - This button displays when the event is open for attendees.

Custom - This button is one custom built by you.

Text - Type text that will display on the button.

Destination (only applicable for Custom Primary button) - Type the URL your user will be redirected to when they push the button.

Additional button - Click to enable if you would like for another button to be added to the Hero section (in addition to the primary one).

Type - Choose the type of primary button you would like displayed.

Registration - This button displays when the event registration opens.

Login - This button displays when the event is open for attendees.

Custom - This button is one custom built by you.

Text - Type text that will display on the button.

Destination (only applicable for Custom Primary button) - Type the URL your user will be redirected to when they push the button.

Event countdown - Click to enable if you would like an event countdown to display on your Hero section. This element will countdown to the event and disappear once the event starts.

Note: The Hero section may only be added once (and is already enabled by default). When hovering over a Hero section that has already been added, a notification displays that this section can only be added once.
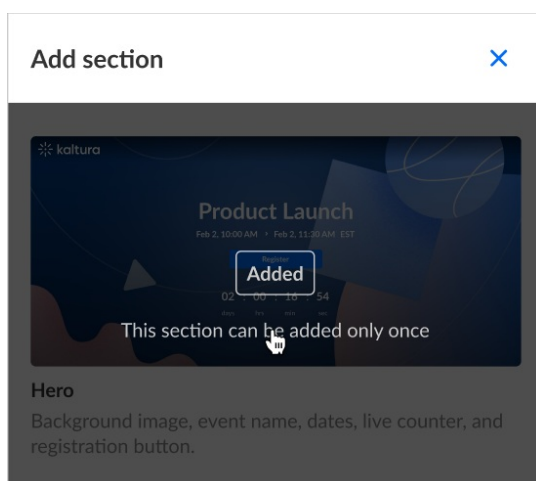
After your finished making changes, click **Apply changes**.

Agenda section

Title - Click to enable if you would like a title to display on your Agenda section. Type a title as desired. By default, the title is enabled and pre-filled with "Agenda".

Link - Click to enable if you would like to display a link on the top right-hand corner of the Agenda section.

- **Page -** Choose from a list of existing published custom pages to link to. You may also choose Custom link to link to a page that's outside of the event site.
- **Text -** Type text that will display on the link.
- **Destination (only applicable for Custom link)** - Type the URL your user will be redirected to when they click the link.

Sessions - Choose how you would like the sessions sorted in the Agenda, either earliest first or latest first.

After your finished making changes, click **Apply changes**.

Speakers section
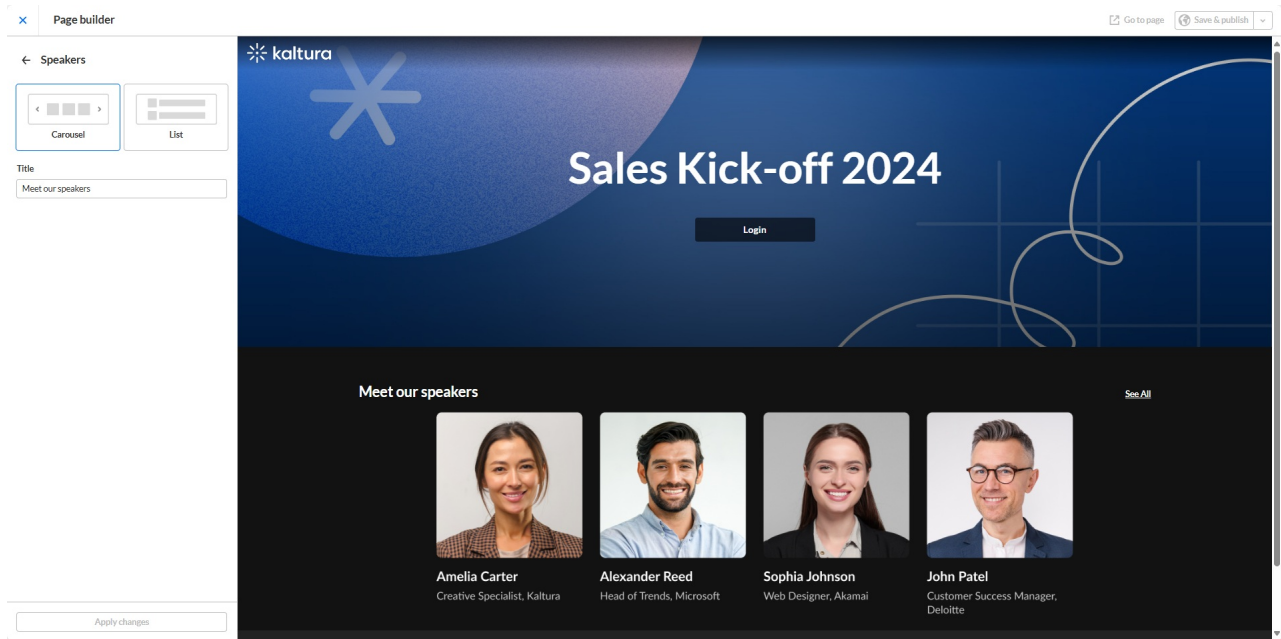
Display - Choose how your speakers will be displayed on the section - either in a carousel format or in a list.

Title - Type a title as desired. By default, the title is pre-filled with "Meet our speakers".
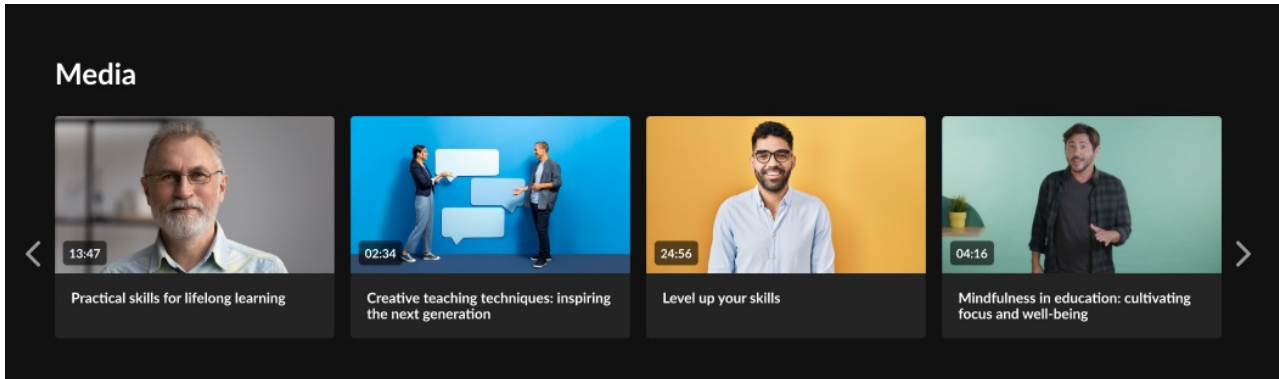
After your finished making changes, click **Apply changes**.

Media section
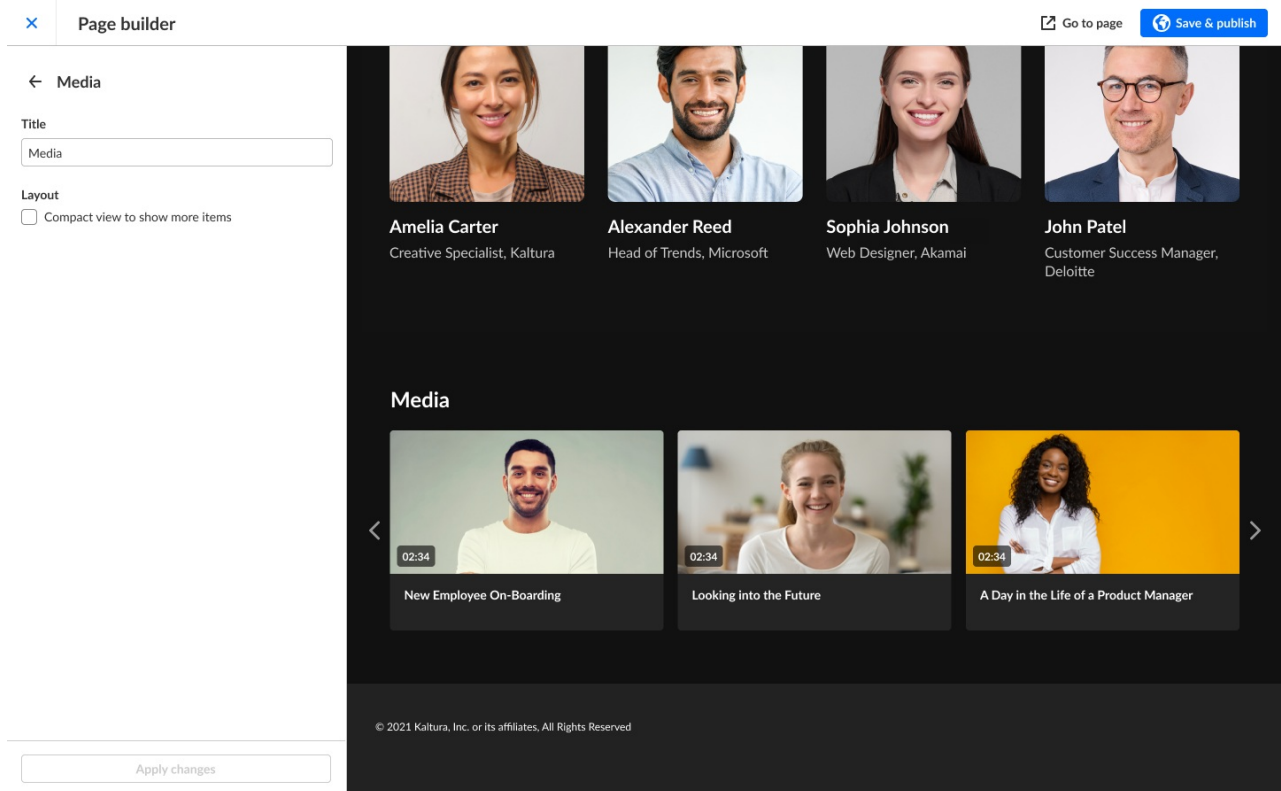
Title - Type a title as desired. By default, the title is pre-filled with "Media".

Layout - By default, three clickable media items are displayed on the carousel. If compact view is enabled, four clickable media items are displayed on the carousel instead, as shown below.

After your finished making changes, click **Apply changes**.

Banner section
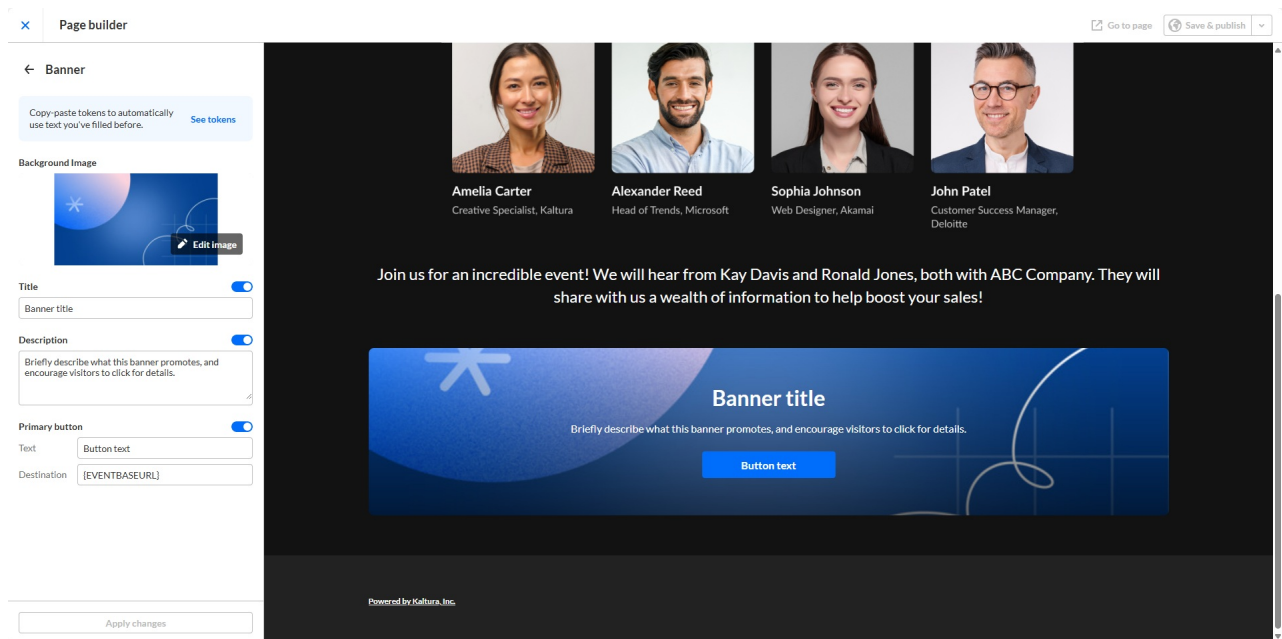
Background image - The default event banner is taken from the template initial setup. If you wish to insert a different image, click **Edit image** and choose the desired file.

Title - Click to enable if you would like a title to display on your Banner section. Type a title as desired. By default, the title is enabled.

Description - Click to enable if you would like for an event description to be added to the Banner section. Type as desired. By default, the description is enabled.
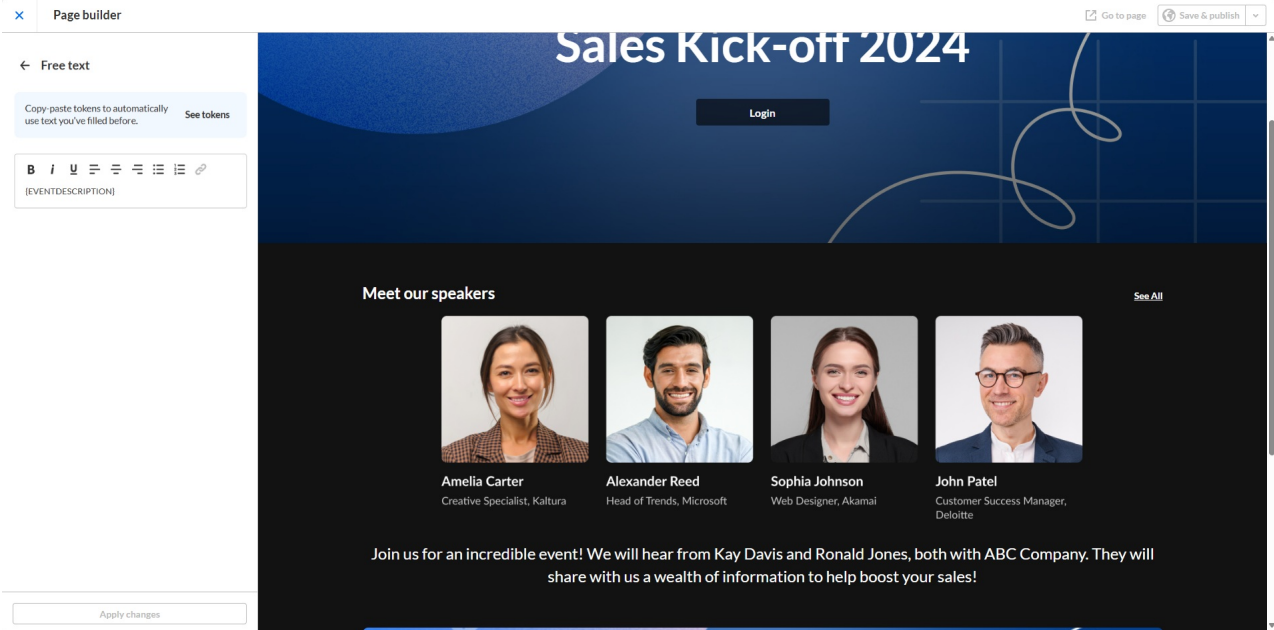
Primary button - Click to enable if you would like for a primary button to be added to the Banner section.

Text - Type text that will display on the button.

Destination - Type the URL your user will be redirected to when they push the button.

After your finished making changes, click **Apply changes**.

Free text section

By default, the Free text section is pre-filled with the event description, indicated by the token {EVENTDESCRIPTION}. If you choose to keep this pre-filled text, simply click the arrow to the left of the section name. This will take you back to the main view. If you would like to change it, delete the pre-filled text and type as desired. You may also click **See tokens** to copy a different token from the list that displays on the right.

After your finished making changes, click **Apply changes**.

Images section
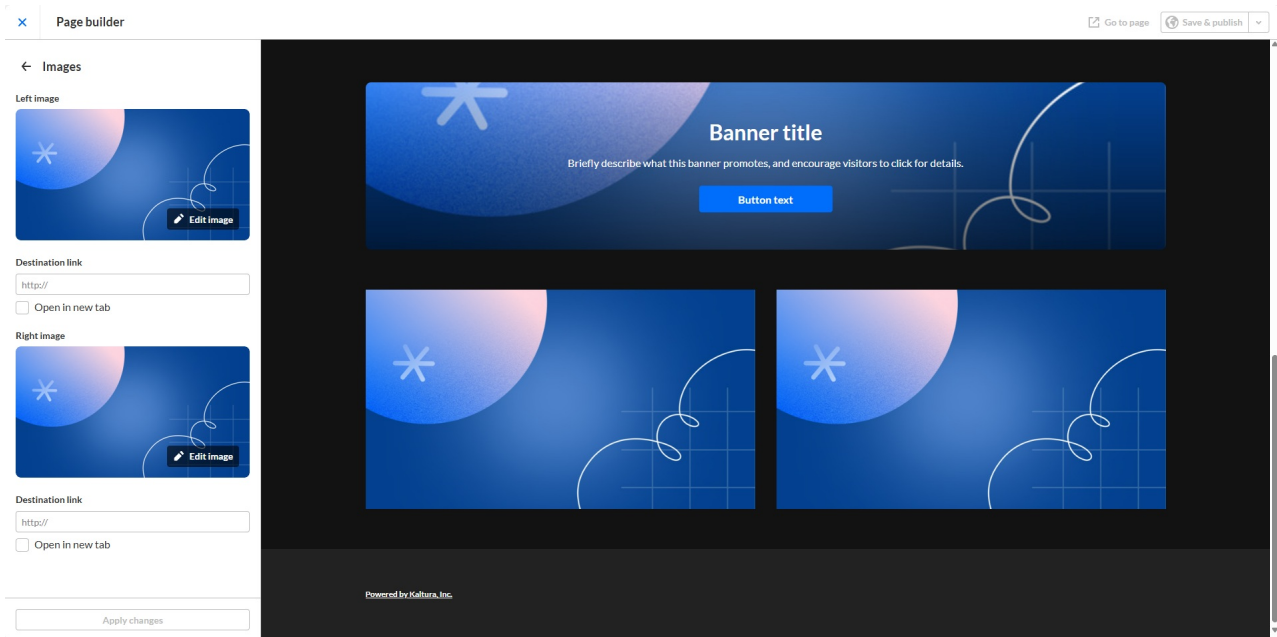
Left image - The default event banner is taken from the template initial setup. If you wish to insert a different image, click **Edit image** and choose the desired file. (Recommendation: 16:9 ratio, 854 x 480 px)

Destination link - Type the URL your user will be redirected to when they click on the image.

Open in new tab - Choose if clicking on this link will open a new tab for your users.

Right image - The default event banner is taken from the template initial setup. If you wish to insert a different image, click **Edit image** and choose the desired file. (Recommendation: 16:9 ratio, 854 x 480 px)

Destination link - Type the URL your user will be redirected to when they click on the image.

Open in new tab - Choose if clicking on this link will open a new tab for your users.

After your finished making changes, click **Apply changes**.

Edit, duplicate, or remove a section

1. Click the three blue dots to the right of the section title to edit, duplicate, or remove that section. **Note** - Actions are section-specific AND many depend on whether the section is already added. For example, you may not duplicate the Hero section, so "Duplicate" will not display as an option for the Hero section.

   Example: Free text actions when a Free text section has already been added to the page -

---

Example: Hero action -


For the purposes of this article, we've chosen to edit the Hero section.
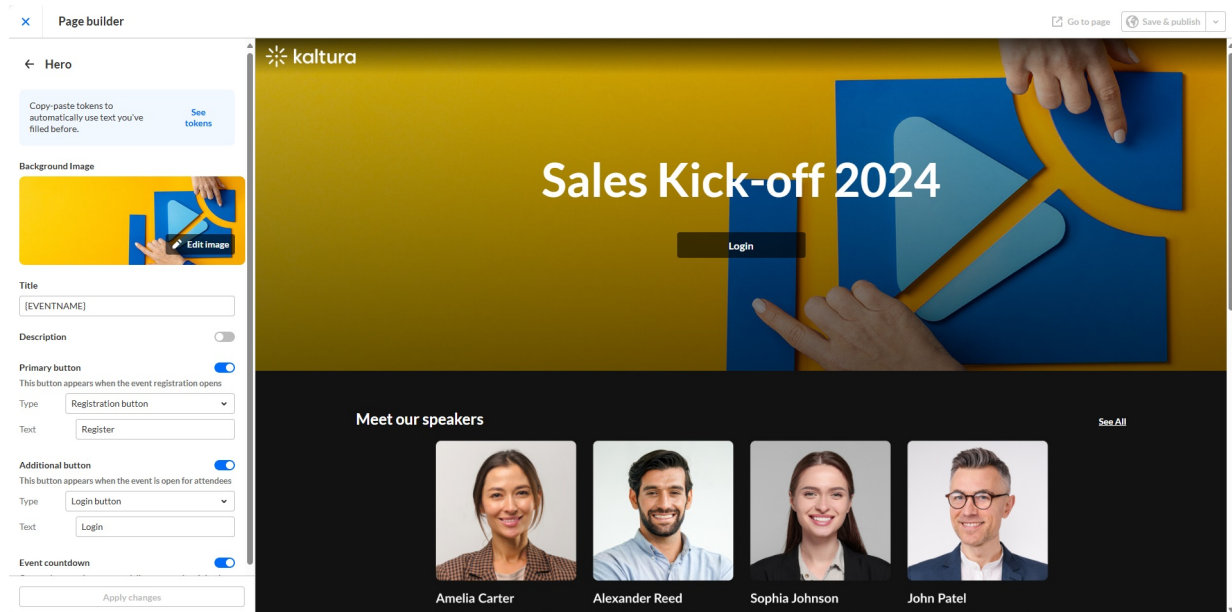
2. Edit the following:

   - **Edit image** - Replace the Hero section image.

   - **Title** - By default, this is set to the Event Name, indicated by the token {EVENTNAME}. If you would like to change it, delete the pre-filled text and type as desired. You may also click **See tokens** to copy a different token from a list that displays on the right.
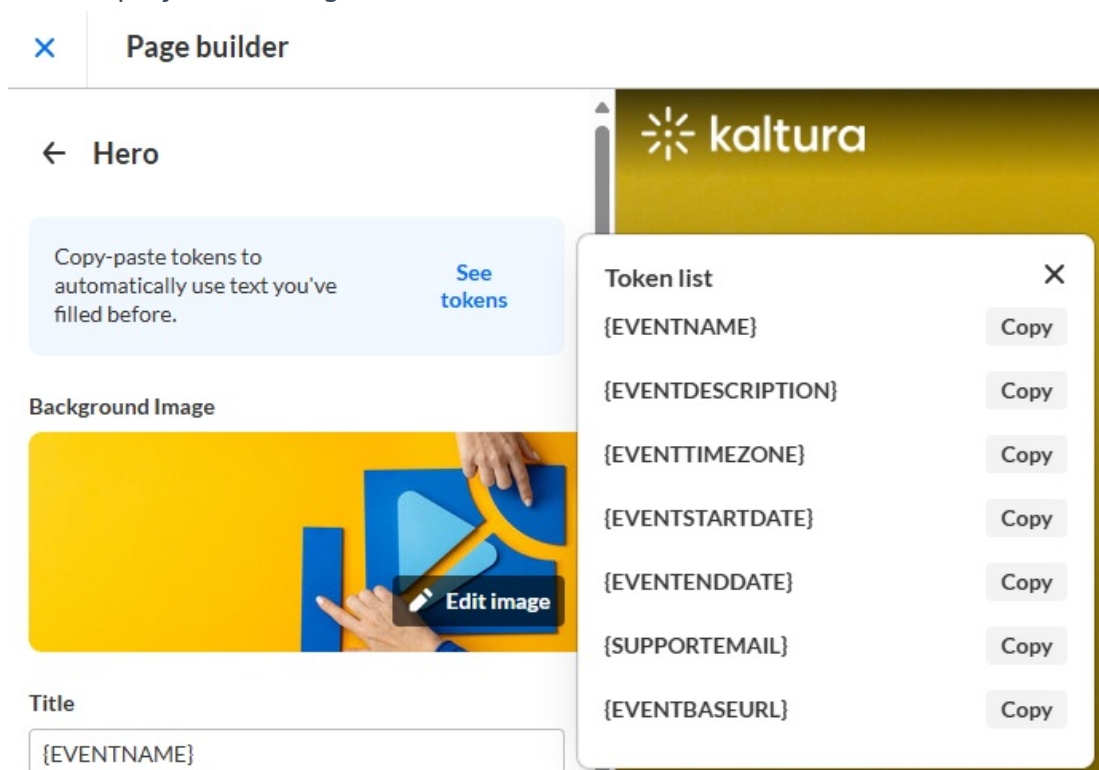
   - **Description** - Enable or disable. When enabled, by default, this is set to the event description, indicated by the token {EVENTDESCRIPTION}. If you would like to change it, delete the pre-filled text and type as desired. Here, too, you may also click **See tokens** to copy a different token from the list that displays

on the right.

- **Primary button** - Enable or disable. When enabled, you may choose the type of primary button (Registration, Login, or Custom), the text for the primary button, and (in the case of Custom), the Destination (set by default to the event base URL, indicated by the token {EVENTBASEURL}). The behavior of each type of button is as follows:

  Registration button - Displays when the event registration opens.

  Login button - Displays when the event is open for attendees.

  Custom button - Displays at all times.

- **Additional button** - Enable or disable. When enabled, you may choose the type of primary button (Registration, Login, or Custom), the text for the primary button, and (in the case of Custom), the Destination (set by default to the event base URL, indicated by the token {EVENTBASEURL}). The behavior of each type of button is as follows: Registration button - Displays when the event registration opens.

 Login button - Displays when the event is open for attendees.

  Custom button - Displays at all times.

- **Event countdown** - Enable or disable the Event countdown which counts down to the event and disappears when the event begins. If disabled, the default text shown on the Lobby page is "Coming soon".

3. Once you are finished editing the section, be sure to click **Apply changes**.
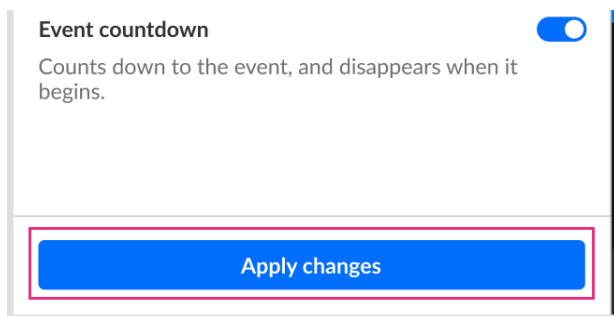
4. Go back to the main view by clicking the arrow to the left of the section name.
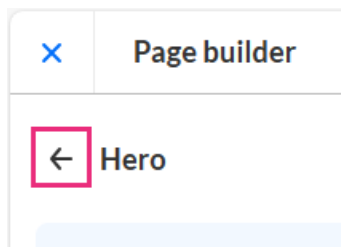
Note - If you attempt to go back before you have clicked the **Apply changes** button, you will be notified that you have unapplied changes. You may click **Keep editing** to return to editing mode and apply changes, or you may click **Leave** and lose all unapplied changes.

Reorder sections

You may reorder the sections by dragging and dropping them into the desired order.

ⓘ The Hero section is the only section that is not movable.

Go to the custom page

Click Go to page in the upper right corner of your screen to navigate to the custom page and see how it looks!
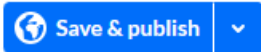
 Go to page

ⓘ Before the custom page is published, button is grayed out a tool tip displays that

reads, "You'll be able to view the page once it's published".

Publish your changes to the custom page

Once you are happy with your new custom page, you may save and publish it to the event site by clicking **Save & publish**.

OR

You may click the carrot "pull-down" icon to the right of Save & publish and select **Save without publishing**. This saves the page as a draft. You may then come back later and publish the custom page when you're ready.
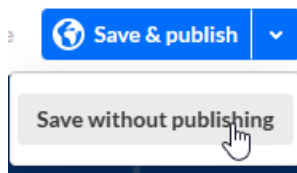
Either way, you are redirected to the Event site editor page, and you receive confirmation that your changes were saved successfully.

Custom pages - Additional functionality

In time, you will have many custom pages created for your event. Every time a custom page is created, it displays in a list in the Custom pages area of the Event site editor.

Additional functionality related to Custom pages is described below.

Sort by page name

Click the carrot "sorting" icon to sort the custom pages alphabetically by page name.
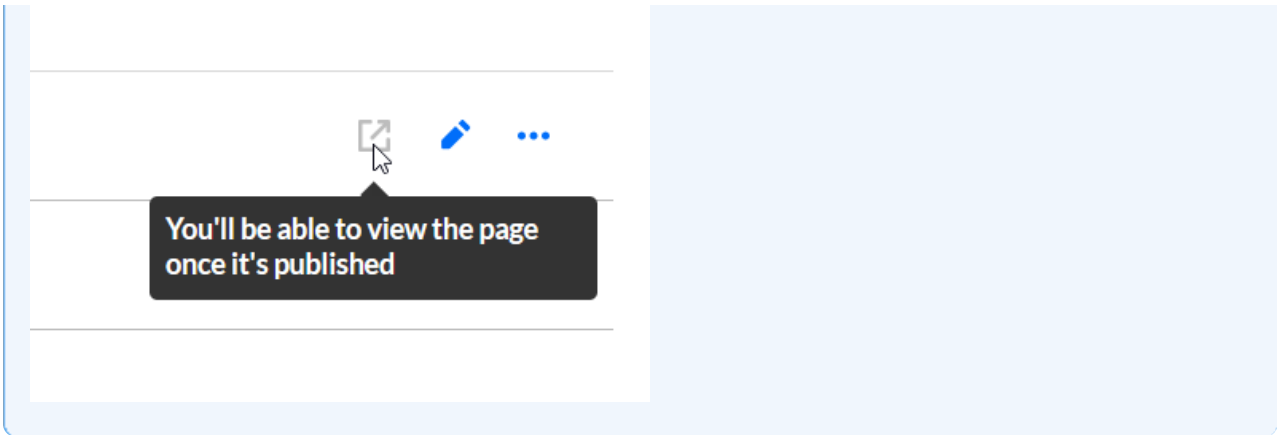

View custom page once it's published

You may click the go to page icon to the right of the custom page name to navigate to the custom page and see how it looks!

Before a custom page is published, this button is grayed out and a tool tip displays as follows:

You'll be able to view the page once it's published
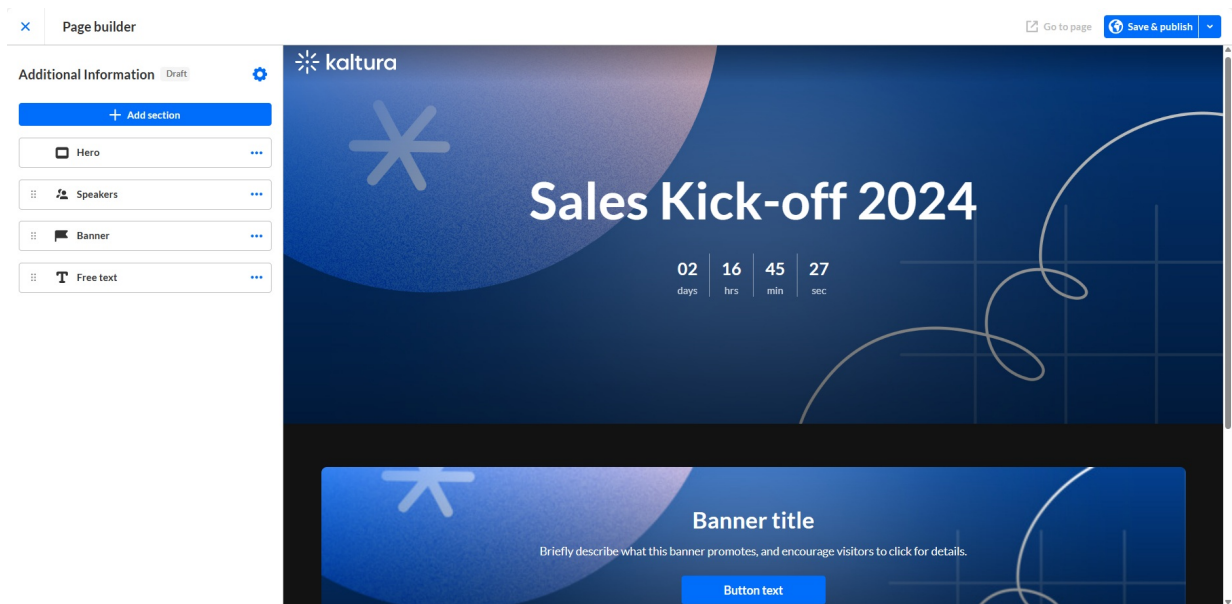
Edit an existing custom page

1. Click on the name of the custom page OR click pencil "edit" icon to the right of the custom page name.

The page builder displays.

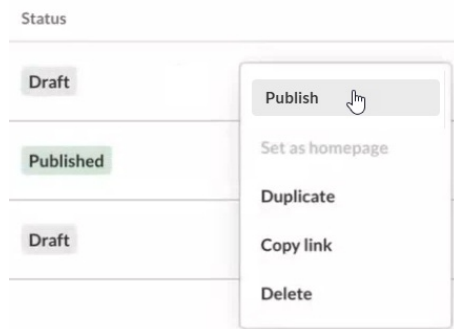2. Make desired edits to the custom page. Start here if you need a re-fresher.

Publish/Unpublish a custom page

1. Click the three-dot button to the right of the custom page name and choose Publish/Unpublish (depending on the status of your page). In our example below, the

draft custom page has yet to be published, so the option is to publish.

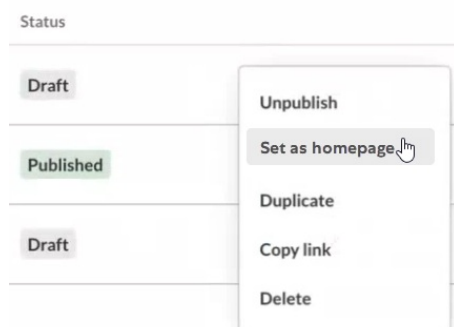You are asked to confirm your action.

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

Set/Remove as homepage

> ℹ️ In order to set a custom page as your event homepage, the custom page must be *Restricted* **and** *published*.

1. Click the three-dot button to the right of the custom page name and choose Set/Remove as homepage (depending on the status of your page). In our example below, the published custom page has yet to be is not set as the event homepage, so the option is to Set as homepage.

You are asked to confirm your action.

Set as homepage

You are about to set this page as the homepage. Access is restricted to logged in registrants. Would you like to continue?
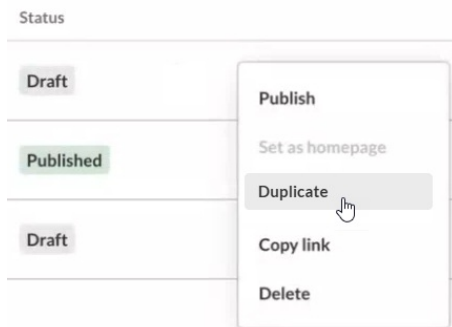
Cancel | Set as homepage

2. Click **Set as homepage** to confirm or **Cancel** to exit.

> ℹ️
>
> A custom page set as the event homepage may not be unpublished or deleted.

Duplicate a custom page

1. Click the three-dot button to the right of the custom page name and choose Duplicate.

The Duplicate page screen displays.

Duplicate page

Page name   30/120

Copy of Additional Information

Cancel | **Duplicate**

2. By default, the Page name set to "Copy of [the name of the custom page you are duplicating]." Delete the pre-filled text and type as desired (char limit is 120). Please note: Characters "<" and ">" are not supported.
3. Click **Duplicate** to duplicate the page. You may also click **Cancel** to exit the action.

If you clicked **Duplicate**, Page builder opens allowing you to edit the duplicated custom page as desired. Start here if you need a re-fresher.
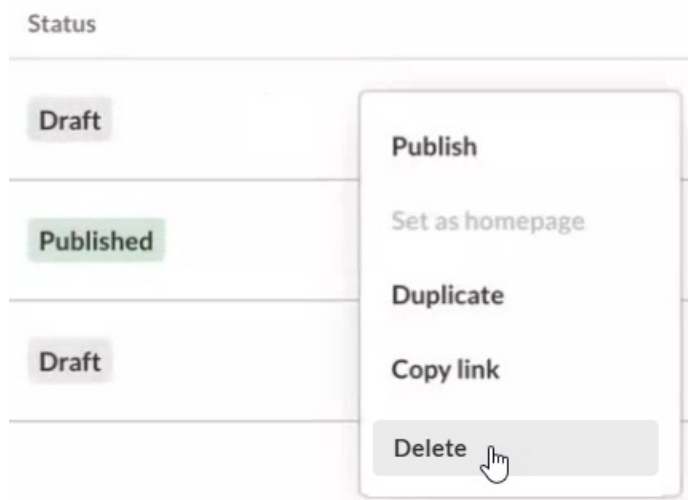
Copy the link to a custom page

Click the three-dot button to the right of the custom page name and choose **Copy link**.
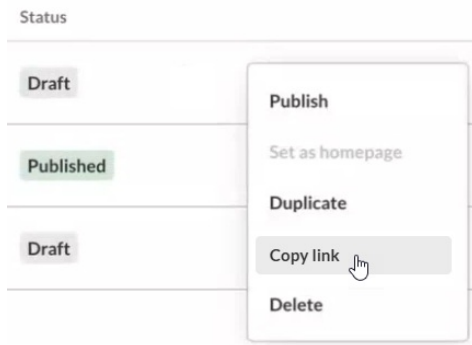
This way you can share the link to the custom page with your attendees.

Delete a custom page

1. Click the three-dot button to the right of the custom page name and choose **Delete**.

You are asked to confirm your action. This is a permanent deletion of the custom page.

Delete page

You are about to delete 'Additional Information'.
Once you confirm, this page will be gone for good.

Cancel | **Delete permanently**

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