Event Recording and DVR - User Guide

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

About

This guide explains how webcast creators can manage recording and DVR settings on the webcast creation page in the video portal. Users assigned as webcast creators can efficiently control these features. The following sections outline the available capabilities.

- Webcast creators are defined in the Kwebcast module.
- To learn how to create a webcasting event, visit Create a webcasting event.

> 💡 This guide is for both Theming and non-Theming users.
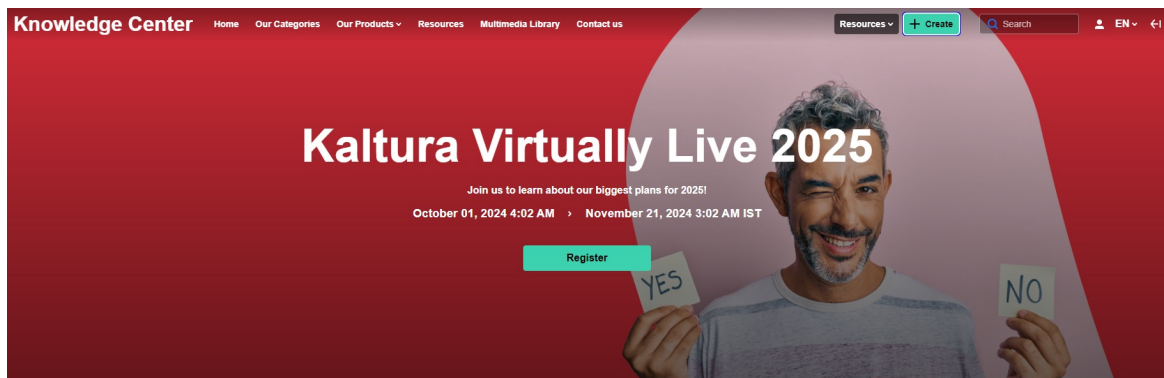
> ✅ For technical support, contact Kaltura Customer Care. For all other inquiries, reach out to your Customer Success Manager.

Access the 'Schedule a Webcast Event' page

Theming users

1. Log into your video portal. If you need help, follow the instructions in our article Log into your video portal.
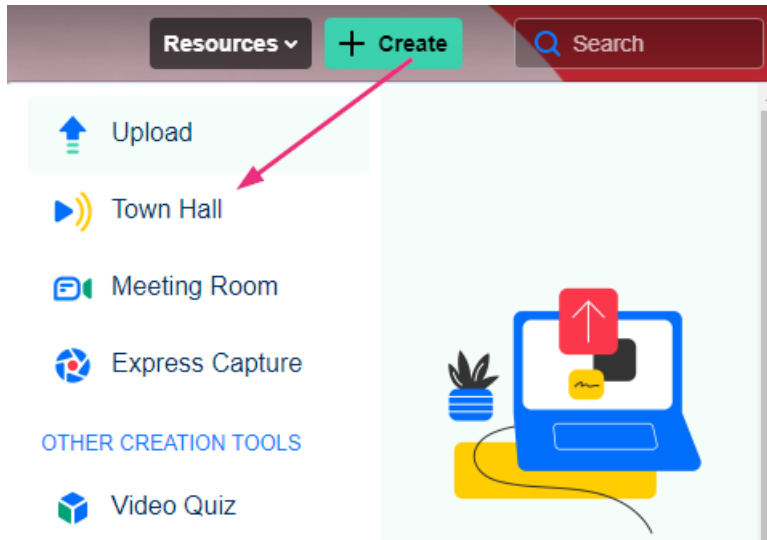   The video portal homepage displays.

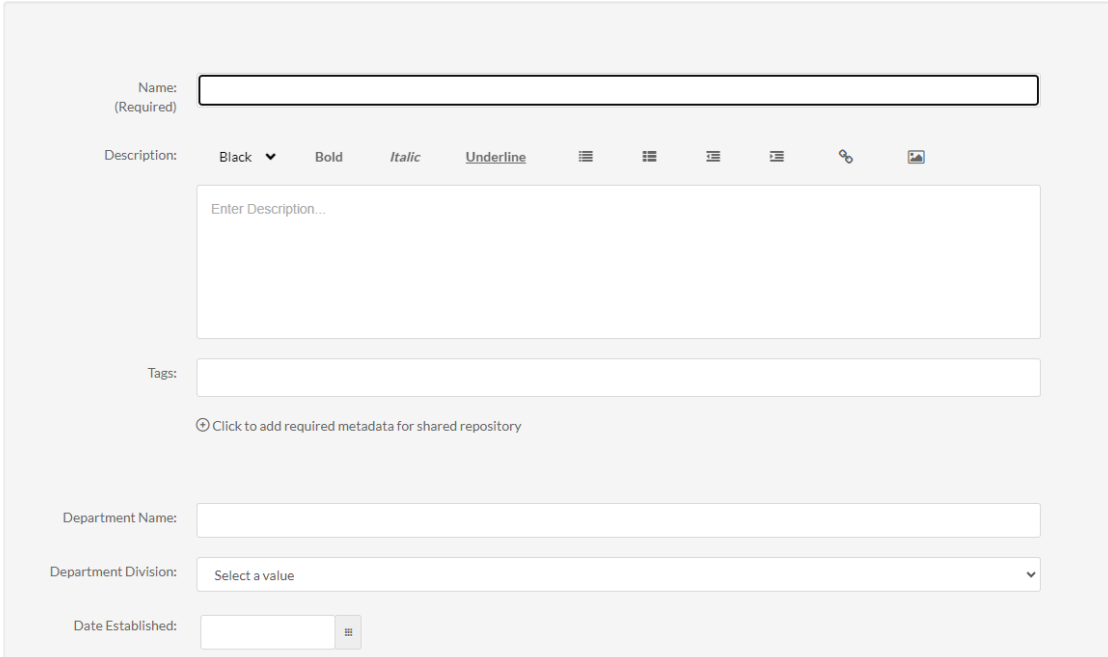**Welcome to the Knowledge Center's video portal!**

We're excited to have you with us. Explore our site and enjoy our wide range of videos. Whether you're a beginner or looking to enhance your expertise, we've got something for everyone.

2. Click the **+ Create** button and select **Town Hall**.
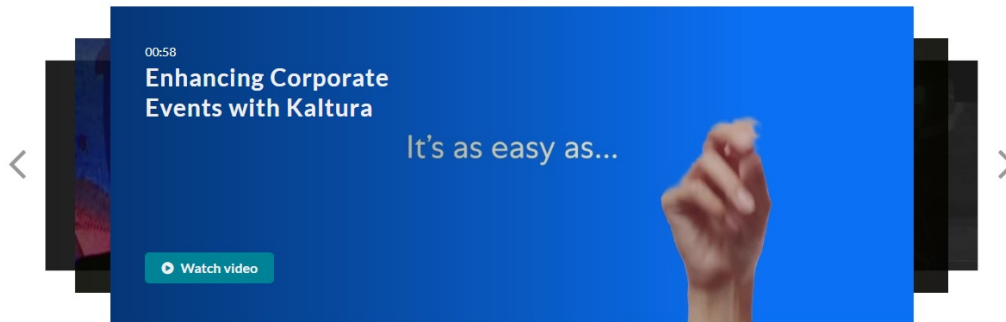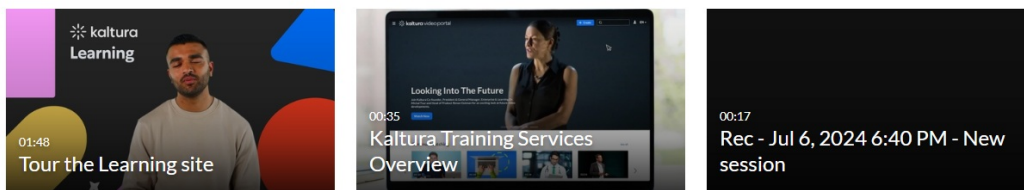
The **Schedule a Webcast Event** page displays.

Non-Theming users

1. Log into your video portal. If you need help, follow the instructions in our article Log into your video portal.
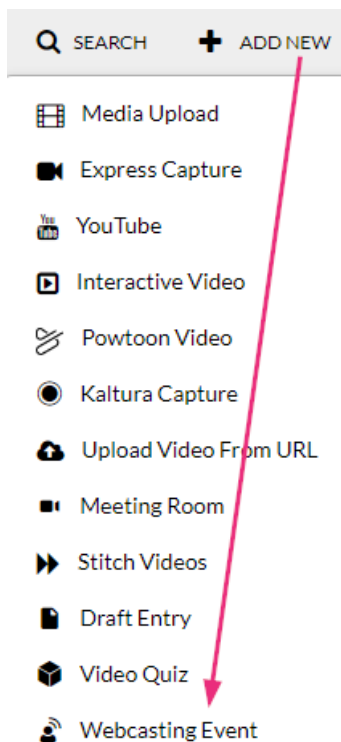
   The video portal homepage displays.

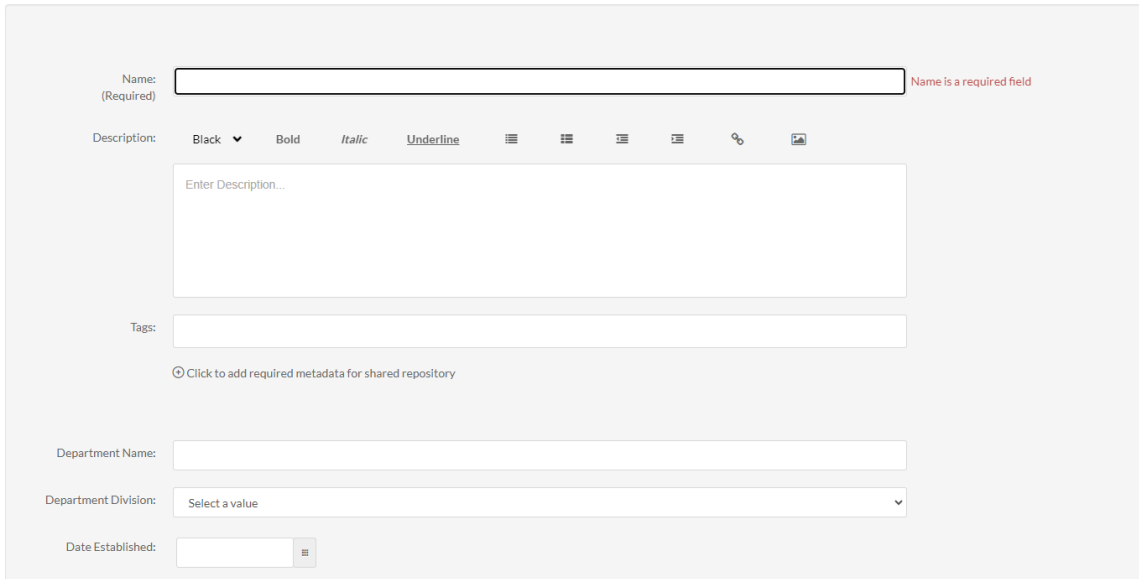2. Click the **+Add New** button and select **Webcasting Event**.

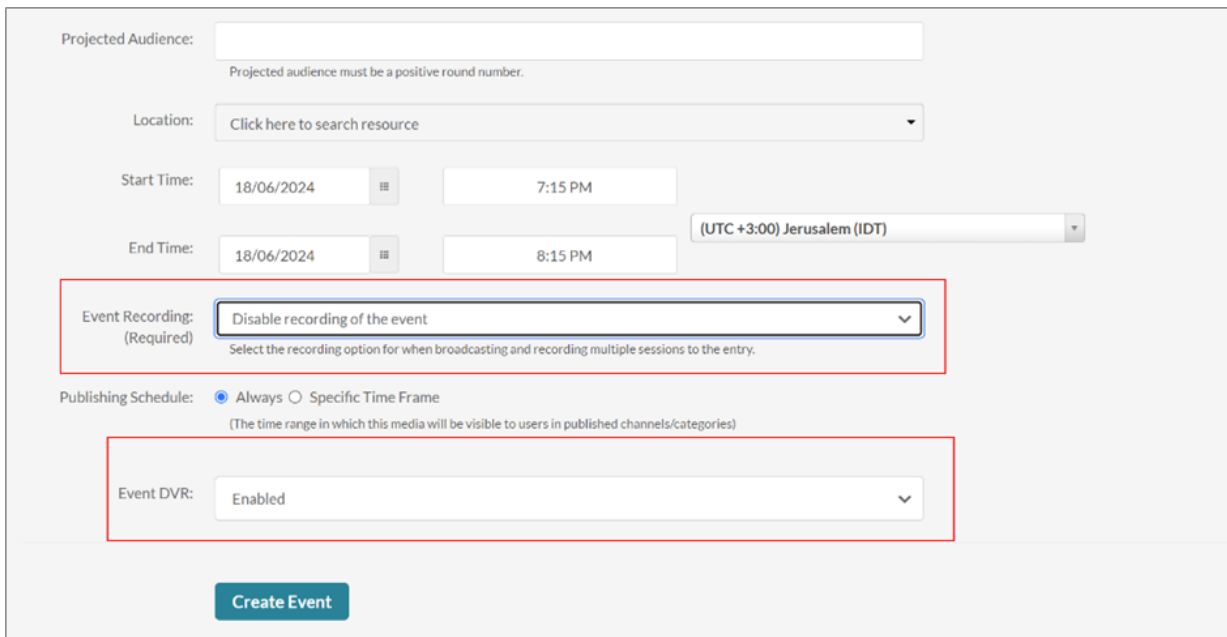The **Schedule a Webcast Event** page displays.

![Kaltura logo]

Schedule a Webcast Event

Name: (Required)	[ ] Name is a required field
Description:	Black ▾ Bold *Italic* Underline ▤ ▤ ▤ ▤ 🔗 🖼
	Enter Description...
Tags:	[ ]
	⊕ Click to add required metadata for shared repository
Department Name:	[ ]
Department Division:	Select a value ▾
Date Established:	[ ] ▦

Manage a webcast's recording and DVR features

1. On the **Schedule a Webcast Event** page, scroll down to the lower part of the page.
2. Next to **Event Recording**, choose *Disable recording of the event* from the drop-down menu if you would like to disable this option.
3. Next to **Event DVR**, choose *Enabled* or *Disabled* from the drop-down menu, as desired.

Projected Audience:	[ ]
	Projected audience must be a positive round number.
Location:	Click here to search resource ▾
Start Time:	18/06/2024 ▦ 7:15 PM
End Time:	18/06/2024 ▦ 8:15 PM (UTC +3:00) Jerusalem (IDT) ▾
Event Recording: (Required)	Disable recording of the event ▾
	Select the recording option for when broadcasting and recording multiple sessions to the entry.
Publishing Schedule:	● Always ○ Specific Time Frame
	(The time range in which this media will be visible to users in published channels/categories)
Event DVR:	Enabled ▾

Create Event

4. When you have finished configuring the event, click **Create Event** to save your changes.

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