

Event Recording and DVR - User Guide

Last Modified on 02/09/2026 5:40 pm IST

 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.



This module is now redundant. Its functionality has been incorporated into the core product, so this module is no longer required to access these features.



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

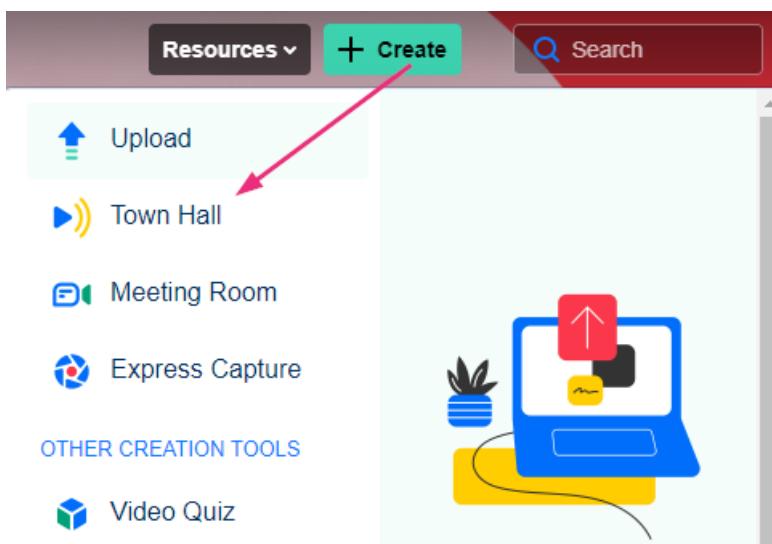
1. Log into your [video portal](#). If you need help, follow the instructions in our article [Log into your video portal](#).
The video portal homepage displays.



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.



Schedule a Webcast Event

Name:

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: ≡

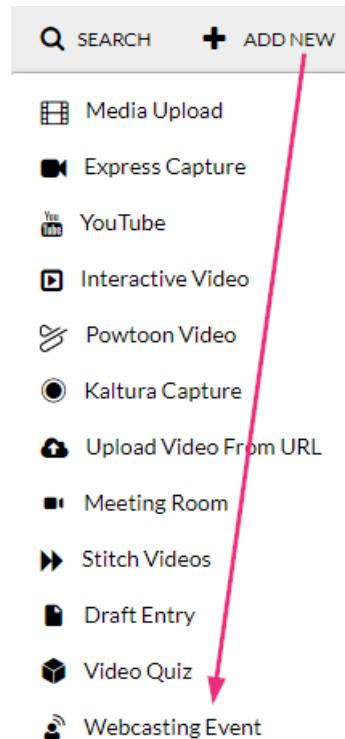
Non-Theming users

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.

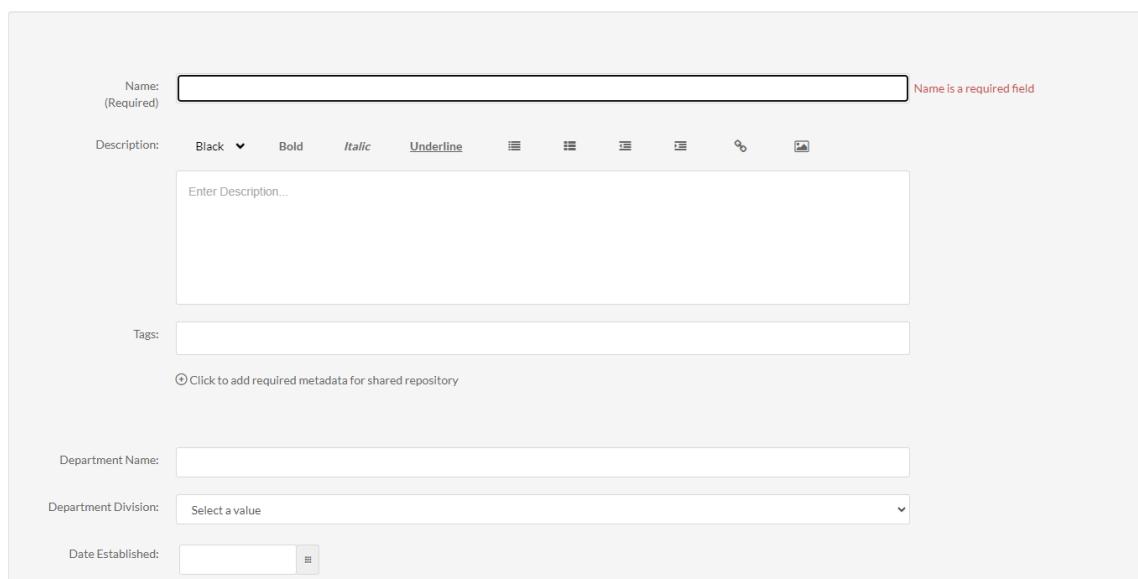
A screenshot of a website for 'New Group Publishing'. The top navigation bar includes 'Home', 'Our Categories', 'Our Products', 'Authors', 'Our Genres', 'Multimedia Library', and 'Shop'. A search bar with a magnifying glass icon and a 'SEARCH' button is on the right, along with a 'LOUISE SMITH' user profile and a flag icon. The main content area features a large video thumbnail with a blue background. The video title is 'Enhancing Corporate Events with Kaltura' and the duration is '00:58'. Below the title, the text 'It's as easy as...' is visible. A hand is pointing towards the text. A 'Watch video' button with a play icon is at the bottom left. On the left and right sides of the video thumbnail, there are smaller, partially visible video thumbnails. Below the main video thumbnail, there is a link 'START HERE >' and a smaller video thumbnail for 'kaltura Learning' with the text 'Tour the Learning site'.

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



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

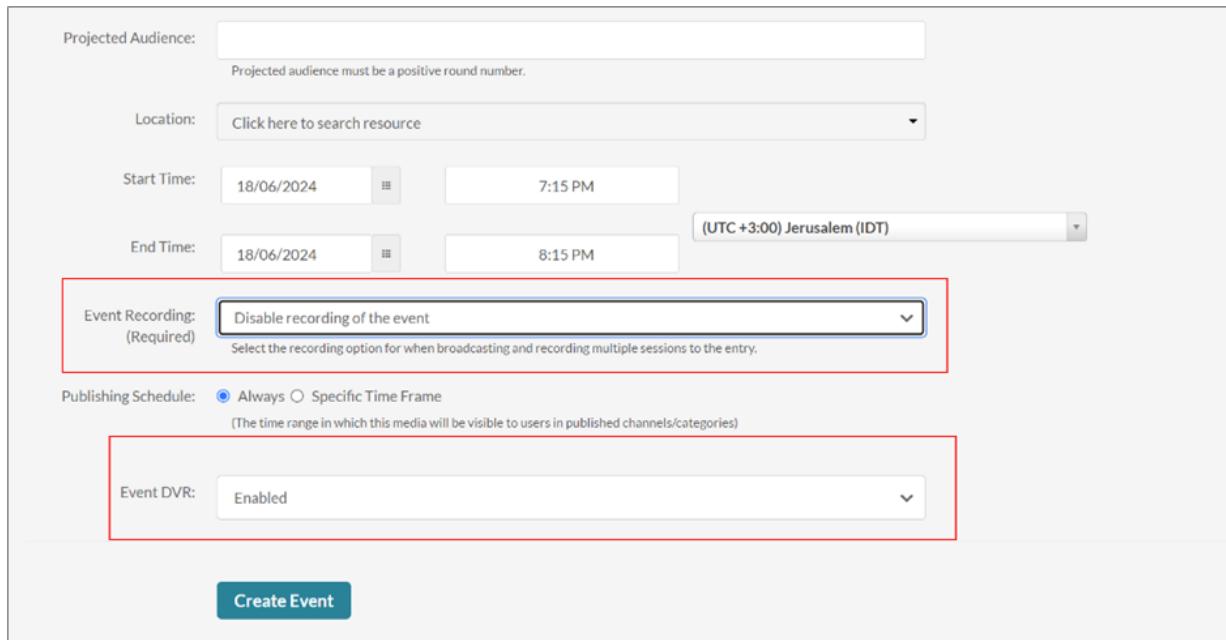
Schedule a Webcast Event

A screenshot of the "Schedule a Webcast Event" form. The form includes the following fields: "Name" (Required) with a red error message "Name is a required field"; "Description" with a rich text editor toolbar and a text area containing "Enter Description..."; "Tags" with a text input field; a note "Click to add required metadata for shared repository"; "Department Name" with a text input field; "Department Division" with a dropdown menu showing "Select a value"; and "Date Established" with a date input field.

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.

A screenshot of the Kaltura Event creation interface. The form includes fields for Projected Audience, Location, Start Time (18/06/2024, 7:15 PM), End Time (18/06/2024, 8:15 PM), and a dropdown for Event Recording (set to "Disable recording of the event"). A red box highlights the "Event Recording" dropdown. Below it, the Publishing Schedule is set to "Always". Another red box highlights the "Event DVR" dropdown, which is set to "Enabled". At the bottom is a "Create Event" button.

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



This document is maintained by Kaltura's Professional Services team. Please send comments or corrections to your Customer Success Manager. Ask them to forward it to the Professional Services team. We are committed to improving our documentation and your feedback is appreciated.