

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.



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](#).

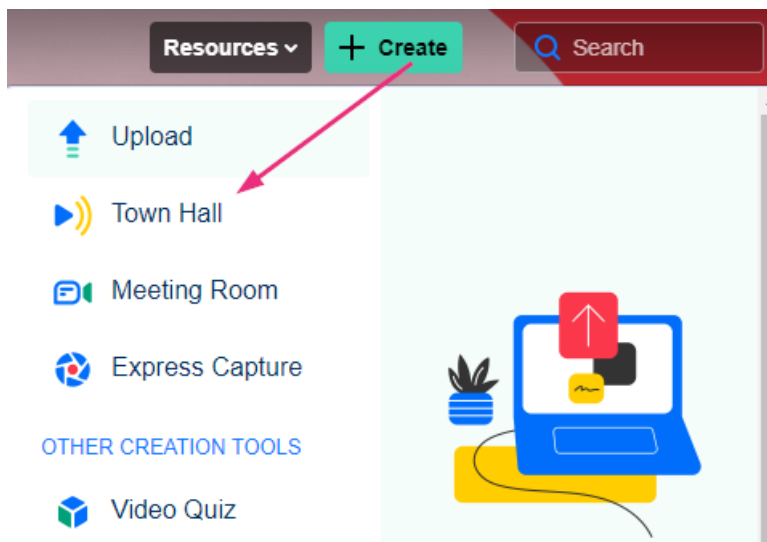
The Video Portal homepage displays.



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:
(Required)

Description: Black Bold Italic Underline ☰ ☰ ☰ ☰ 🔗 🖼️

Enter Description...

Tags:

📌 Click to add required metadata for shared repository

Department Name:

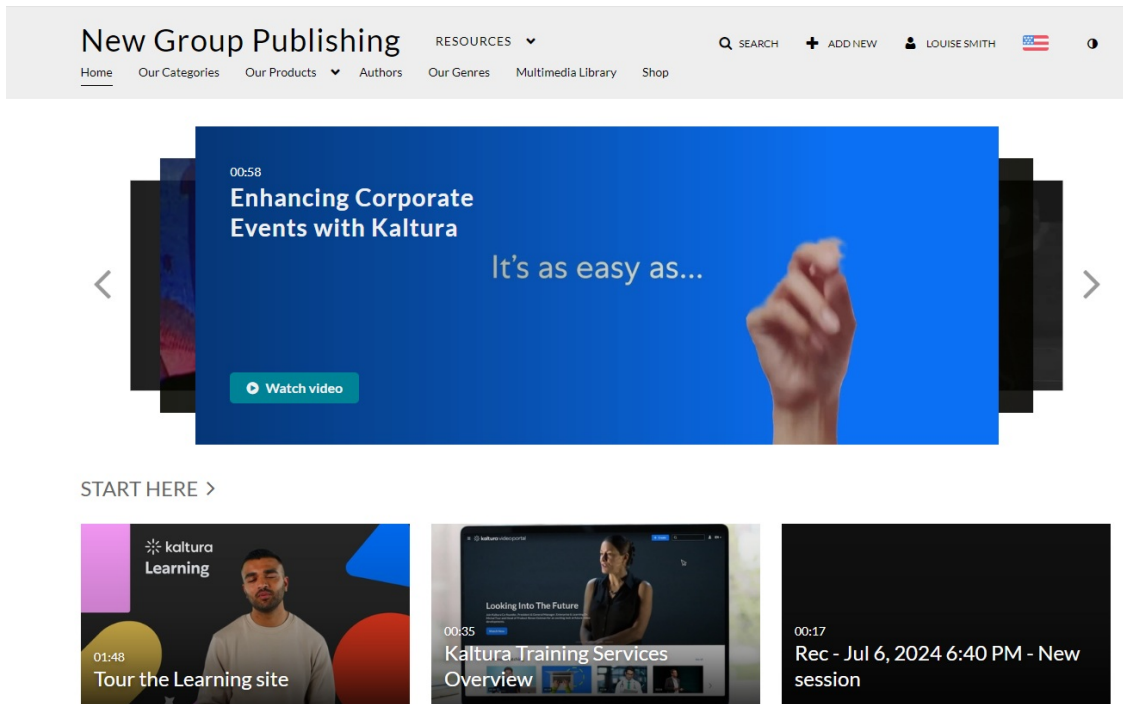
Department Division:

Date Established:

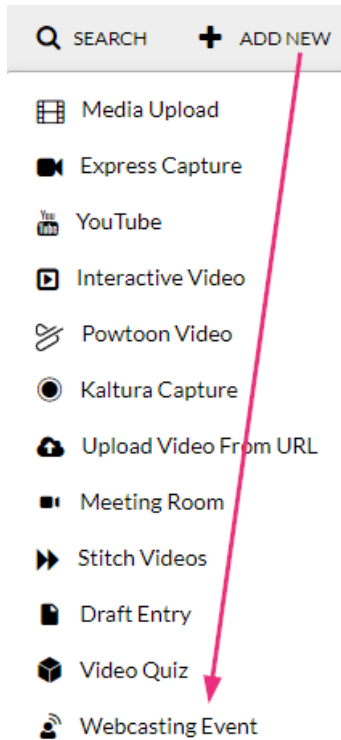
Non-Theming users

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.

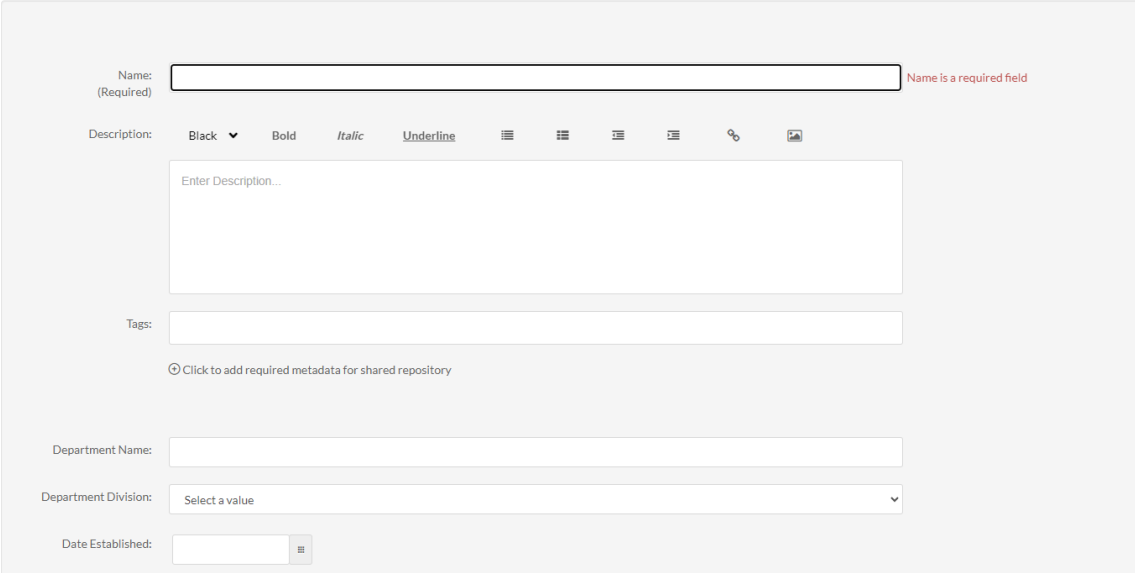


2. Click the **+Add New** button and select **Webcasting Event**.



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

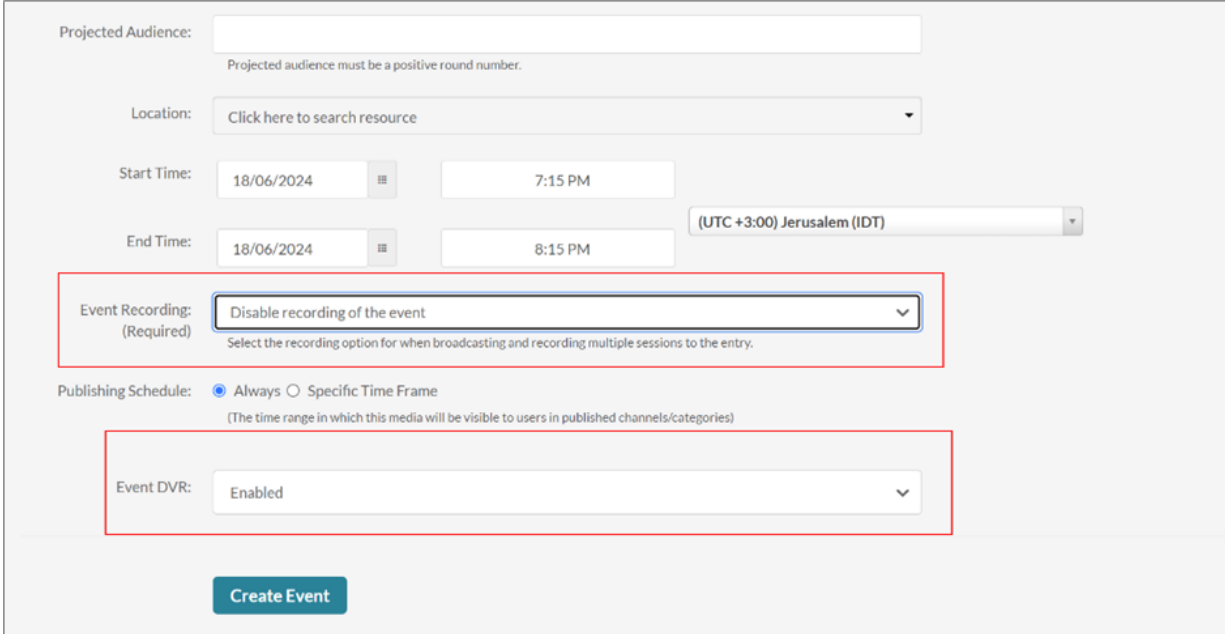
Schedule a Webcast Event

A screenshot of the 'Schedule a Webcast Event' form. The form is on a light gray background. At the top, there is a 'Name: (Required)' label and a text input field. To the right of the input field, there is a red error message: 'Name is a required field'. Below the name field is a 'Description:' label and a rich text editor toolbar with options for 'Black', 'Bold', 'Italic', 'Underline', and several list icons. Below the toolbar is a large text area with the placeholder text 'Enter Description...'. Below the description area is a 'Tags:' label and a text input field. Below the tags field is a small link that says 'Click to add required metadata for shared repository'. Below the tags field are three more input fields: 'Department Name:', 'Department Division:' (with a dropdown menu showing 'Select a value'), and 'Date Established:' (with a date picker icon).

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:

Start Time:

End Time:

Event Recording: (Required)
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:

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.