

View and manage your sessions

Last Modified on 08/21/2025 10:46 pm IDT

283 This article is designated for all users.

About

The Agenda page allows you to view and manage all your event sessions, as well as add new sessions to your event. From this page you may also view analytics on your sessions and publish sessions to your video portal, as well as edit and delete sessions.

Navigate to the Agenda page

From the Event page, click the Agenda tab.



The Agenda page displays.



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Virtually Live!			Agenda						
⊞	Overview		All ~	4 Sessions			EST (GMT-5	5) + A	Add Session
0	Event details		Date and Time V	5	Name	Speakers	Site visibility		
+:	Branding		10:00 AM - 10:30 AM		Opening Keynote		Published	F2 .	
3	Event site editor		Tue, September 20, 2024		Live Webcast	3N 🗸 💆 💥 +2		L' II	
~	Registration		10:30 AM - 11:00 AM		Marketing for Gen-Z: The right way		Published	[2]	.lı
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Φ	Settings								

Filter and search for sessions by tag(s)

You may filter and search for sessions by tag(s).

Click in the All field. A list of available tags display.

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Q Filter by tag			
🗸 All			
No tags			
Connect			
Keynote			
Sales			
Strategy Showcase			
Social Media Insig	×		

In our example below, we have clicked the checkboxes to filter the agenda by the tags "Connect", "Keynote", and "Social Media Insight".



Connect, Keynote. S	✓ 4 Sessions
Q Filter by tag	
No tags	
Connect	
Keynote	
Sales	
Strategy Showcase	
Social Media Insig	

You may also start typing the first few letters of a tag and a list of matching tags will populate for you. You may then click the checkbox to filter by that tag.

*	4 Sessions	
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View vital details about each session

The Agenda page displays the vital details about each session in your event. Information displayed includes:

- Date and time of session
- Session name and type
- Speakers scheduled for the session
- Visibility of the session on the site

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If you have enabled Session RSVP on the Event Details page, an additional column displays on the Agenda page - RSVP, showing you how many attendees have RSVPed to each event session.

			EST (GMT-5)
Name	RSVP	Speakers	Site visibility
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Marketing for Gen-Z: The right way Interactive Room	≗ 16		& Unlisted

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Additional links

For each session in the list, to the right of the Site visibility column, you'll see three additional buttons:

Ľ	Click to access the session page.
ult	Click to access analytics on this session. See Session analytics.
•••	Click and choose your desired action - Edit, Publish on Video portal (see Session Publishing capabilities), or Delete.

The Agenda page includes a link to the event site; simply click the **Event site** button on the top right corner of the screen. To learn more about your event site, see Getting to know your event site, session page, lobby page, and main stage.

Add a new session and additional actions

You may add a new session from the Agenda page by clicking the **+ Add Session** button.

For more information on adding, editing, and deleting sessions, see the following Knowledge Center articles:

Add and edit Interactive Room session

Add and edit Live Webcast session

Add and edit Pre-recorded session

Add and edit DIY Live Webcast session