

## Announcements

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 This article is designated for moderators

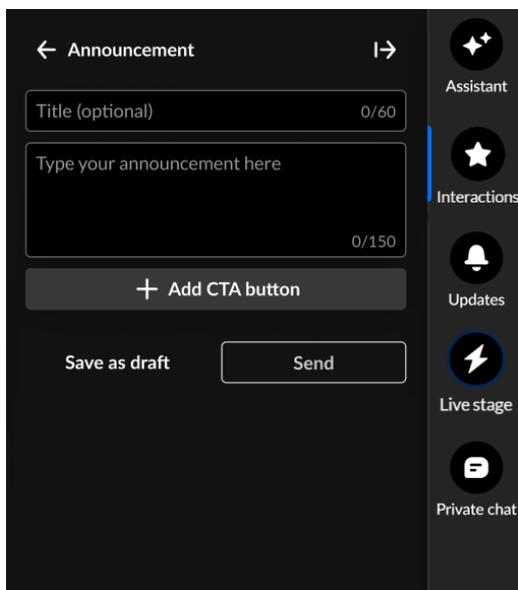
### About

Announcements in Kaltura Events allow moderators to share important messages with participants during a live session. These messages appear prominently on the event interface, ensuring that key information, such as reminders, instructions, or updates is immediately visible to all attendees. Announcements help keep sessions organized, guide audience behavior, and highlight critical points without interrupting the flow of the session.

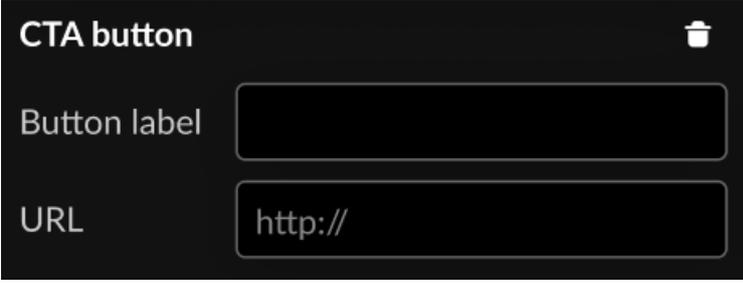
This article explains how moderators can create and publish announcements within Kaltura Events.

### Create and publish an announcement

1. Click Announcement to begin creating an announcement.

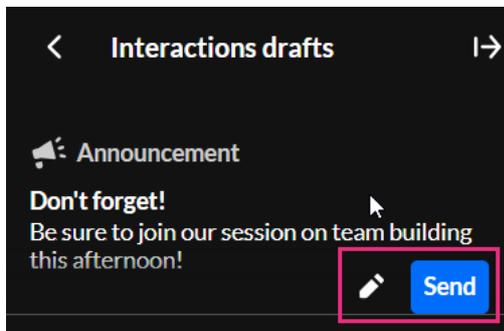


2. Type a title for your announcement (optional), such as "Mid-webinar alert!". Then type the announcement itself, such as "Get your questions ready for the upcoming Q&A session!".
3. Click + **Add CTA button** and additional options display.



The screenshot shows a dark-themed form titled "CTA button" with a trash can icon in the top right corner. There are two input fields: "Button label" and "URL". The "URL" field contains the text "http://".

4. Type a label for your CTA button, along with a URL to which users will be directed upon clicking the CTA button. If you change your mind and decide not to include a CTA, you can always clear it by clicking the "trash can" icon.
5. Choose to save the announcement as a draft or send it immediately to attendees. If you choose to *save the announcement as a draft*, you may access it through the **Interactions drafts** button on the Interactions tab, hover over the draft and edit it or send it now.



If you choose to *send now*, it will be sent to your attendees immediately, displaying as a small toast popup in the lower left corner of the screen.



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