

Edit event details for single session events

Last Modified on 04/20/2026 10:24 pm IDT

 This article is designated for all users.

About

This article describes how to edit the event details and set a custom URL. Herein, we also direct you to an article about customizing your Landing page.



This article pertains only to single session events.

Looking for more information about single session events? Feel free to contact your Kaltura representative.

Navigate to the Event details page

After creating a new event, navigate to the Event details page; click the Event details tab.

Virtually Live!

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Overview


21 : 04 : 16 : 54
days hrs min sec


Live webcast


Virtually live!

2/2/22 10:00 AM > 2/2/22 4:30 PM
EST (GMT-5)


It's no surprise that virtual events have prevailed over all other forms of business get-togethers since Covid-19 entered our lives. At Kaltura, we spent the past year videofying events, transforming the conventional into the extrao...

 **Prepare the presentation and manage the live stream**
[Launch studio](#) [Copy link](#)

 **Event site for audience**
[Visit event page](#) [Copy link to share with your registrants](#)



 **Share chat moderation app with your moderators**
[Go to app](#) [Copy app link to share with your moderators](#)



Assign resource location



Select a resource 



[Show Live stream details](#)

Event controls


 **Basics**
Configure event basics: adjust settings and view event recordings. 

 **Captions**
Order live captions for streaming events or order/add captions to your on-demand content. 

 **Attachments**
Attach downloadable content to the event. 


 **Share & embed**
Stream anywhere anonymously with no registration required. Share live on social media. 

Speakers [Invite](#) [See all](#)



No speakers yet

Moderators [Invite](#) [See all](#)



No moderators yet

The Event details page displays.

Virtually Live!

- [Overview](#)
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Event details

[Publish changes](#)
Event template
Live webcast

Present, speak with your attendees and use engagement tools. Perfect for a small-medium audience

Event URL

278573-643.events.kaltura.com [↗](#)

Title 11/120

Short description

B *i* U

Join us to learn about our biggest plans and wildest ideas for 2022. We'll also be announcing some cool new products and features, and give you a chance to try them out first hand, virtually. This year's summit will be everything you've come to learn and love about our summits, plus a lot more. We couldn't help doing thing a little differently and cook up a few surprises here and there. Stay tuned and don't go anywhere.

Labels

Date	Time	Duration (Minutes)
<input type="text" value="08/16/23"/>	<input type="text" value="4:30 pm"/>	<input type="text" value="30"/>

Time zone**Attendees will log into the event with:**

- Email only
- Email and password

Attendees can access the event site on **February 2, at 9:55 am** (5 minutes prior the event start time).

[Landing page](#) [↗](#)

[Customize](#)

This page will appear for your users before they log in.

The Event details page lists the event template from which the event is created and the Event URL that was generated automatically when the event was created. This page also includes two ways to access the event site - an **Event site** button on the top right corner of the screen, and an up arrow next to the Event URL. It also includes a link to the Landing page at the bottom of the screen. The Landing page is the page that appears for your users before they log in.

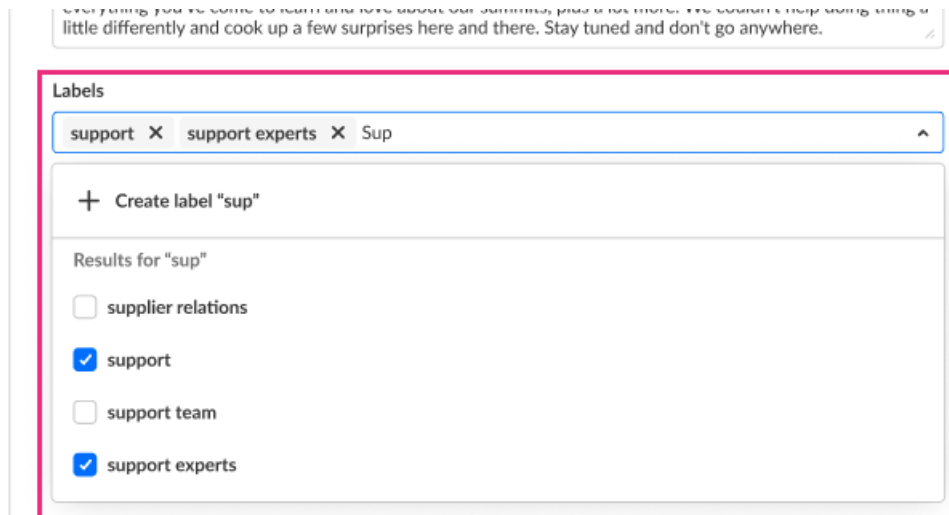
Edit event details

You may edit the following event details:

Title - A title for your event.

Short description - A description of your event.

Labels - Attach labels to the event to categorize and enable filtering of events on Event list. For example, label the event as having to do with a specific theme, target audience, or department. To attach a label, click in the Labels field and choose from the list of available labels. You may also start typing the first few letters of a label and a list of matching labels will populate for you.



To create a new label, type your new label in the Labels field, then click **Create label "[label name]"**.



Labels you've attached to this event will display on the account level Events list and on the Overview tab of the Event page. Labels are not visible to attendees and are for event management purposes.

To un-attach a label from the event, click "X".

Date - The day your event will start.

Time - The time your event will start.

Duration - The duration of your event.

Time zone - The time zone for your event. The list of time zones is organized in alphabetical order by time zone name, then city name. This list is searchable and as you start typing characters, a list of matching time zones will populate for you.

Attendees will log into the event with: - Choose whether attendees will enter the event with login link via email (AKA "Magic Link") or with email and password. Click XYZ for more information on Magic Link.

Customize the look of your Landing page - See [Customize your Landing or Lobby page](#).



The ability to customize the look of your Lobby page must be enabled on your account. If it is not, please contact a Kaltura representative about enabling it.

Publish changes to the event

Once you are finished editing all the event details, click **Publish changes**.



The Publish changes button is grayed out/dimmed upon entering the page and only becomes 'clickable' after at least one edit is made to the page.