Edit event details for single session events

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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.

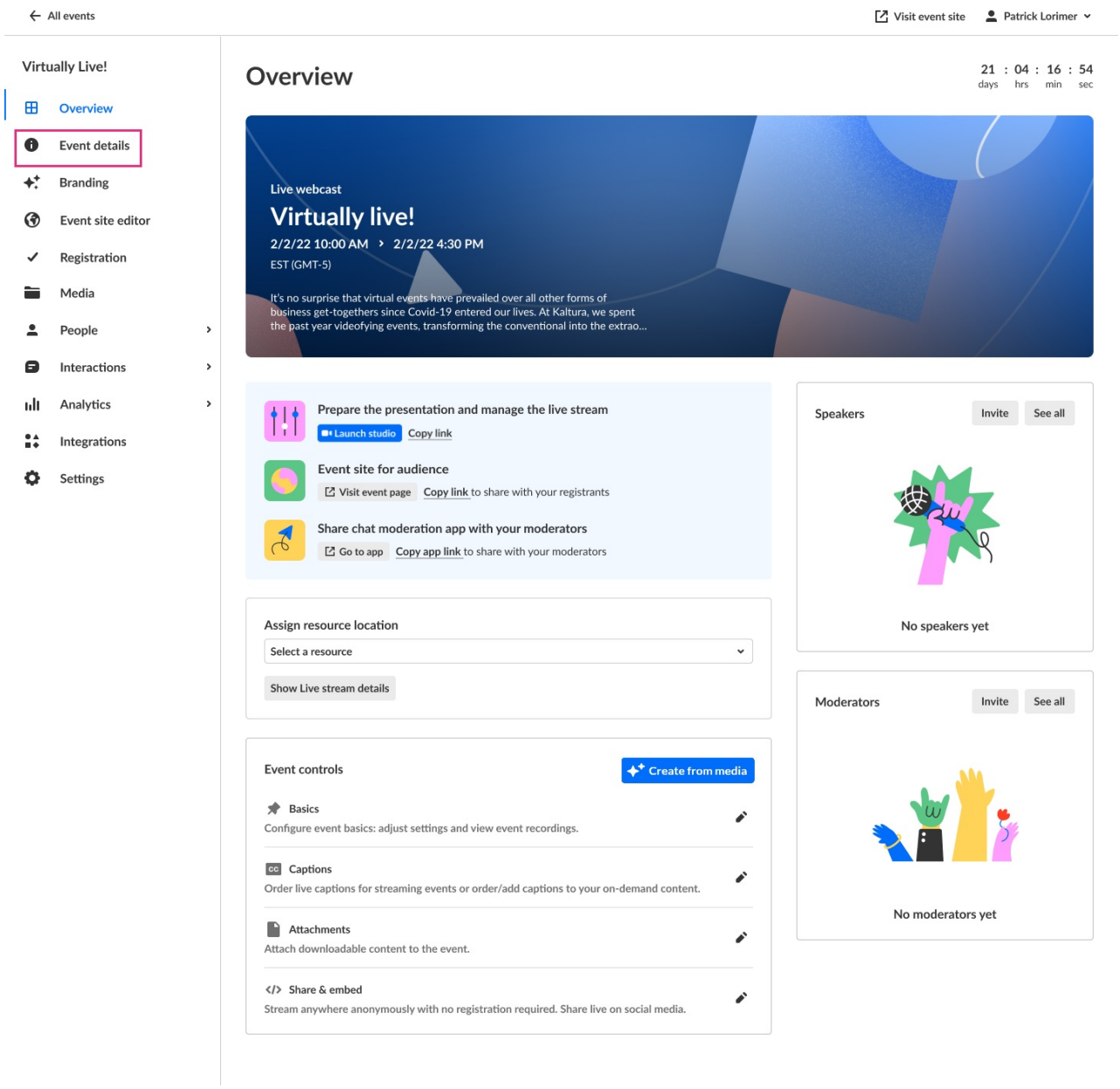
This article pertains only to single session events.

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

Navigate to the Event details page

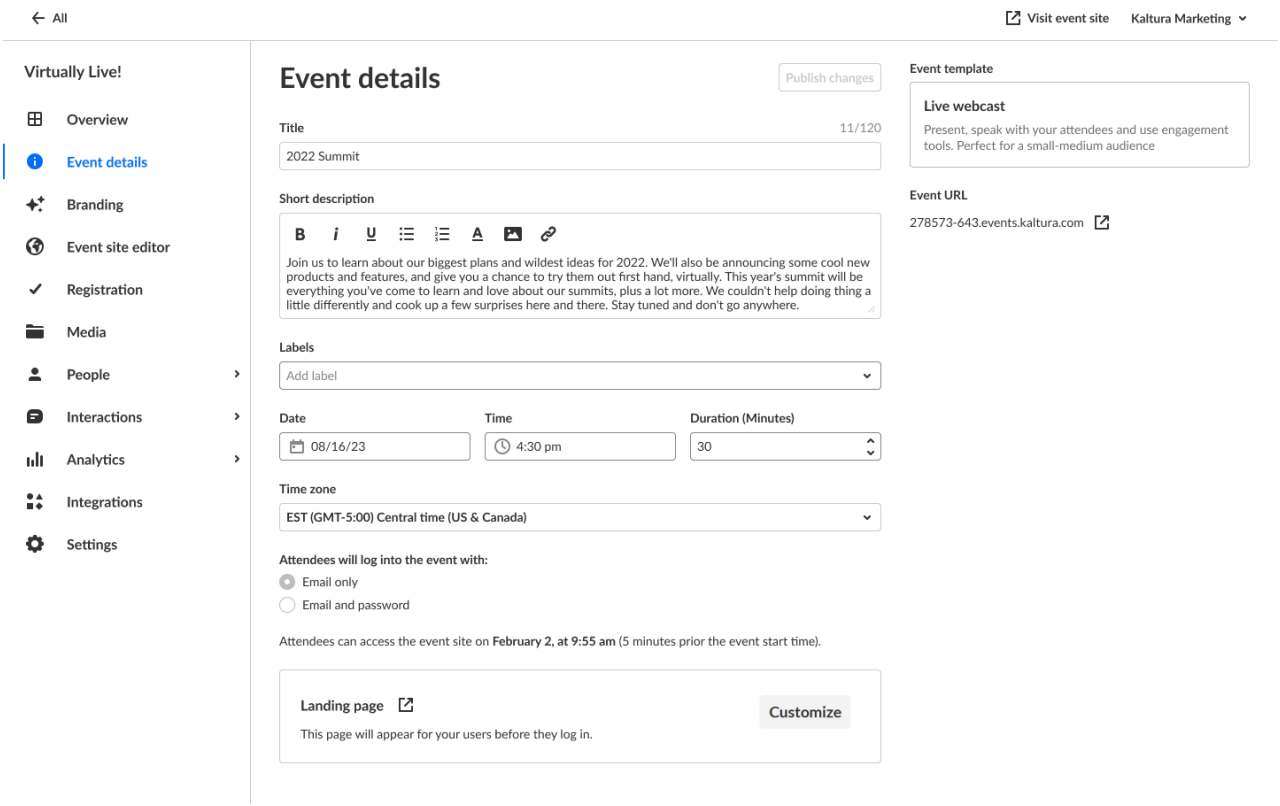
After creating a new event, navigate to the Event details page; click the Event details tab.

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The Event details page displays.

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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 - a **Visit 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

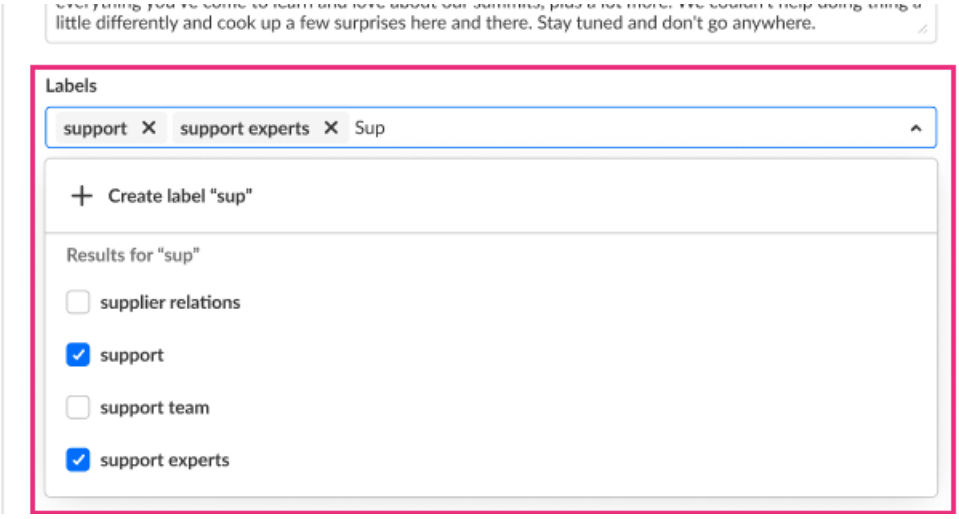
You may edit the following event details:

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.

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

Depending on your account configuration, you may only be able to select from the approved label list on the Event details page list rather than create new labels.

Labels you've attached to this event will display on the account level Events list. 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.

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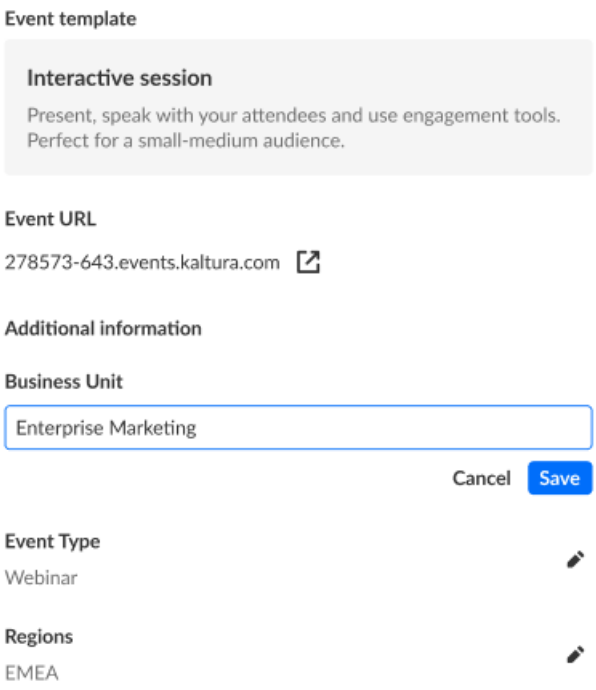
The ability to customize the look of your Lobby page must be enabled on your account. If it is not, please contact a Kaltura representative about enabling it.

Additional information

The Event details page may display custom metadata fields associated with your event. These fields are defined by your organization and can store additional information relevant to your workflows - such as an external event identifier, a CRM campaign ID, or other business-specific attributes.

If custom metadata fields are configured for your account, they will appear on the Event details page. Fields that are editable can be updated directly - click the field, make your change, and save. Read-only fields are displayed for reference only.

Custom metadata is useful when you need to associate structured data with an event for reporting, integration with external systems, or internal tracking purposes.



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.

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