

## Create a sub-gallery in Video Portal

Last Modified on 09/27/2025 7:34 pm IDT

 This article is designated for administrators.

### About

In the Video Portal, administrators and gallery managers can create sub-galleries under existing parent galleries. Parent galleries must be created in the Kaltura Management Console (KMC). Once parent galleries exist, you can create and manage sub-galleries directly in the Video Portal.

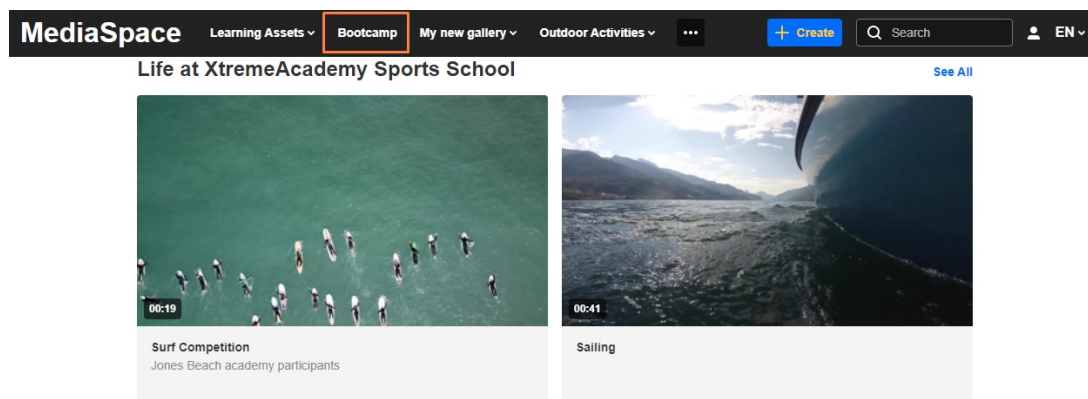
Sub-galleries help you further organize content, assign permissions, and manage users within a gallery



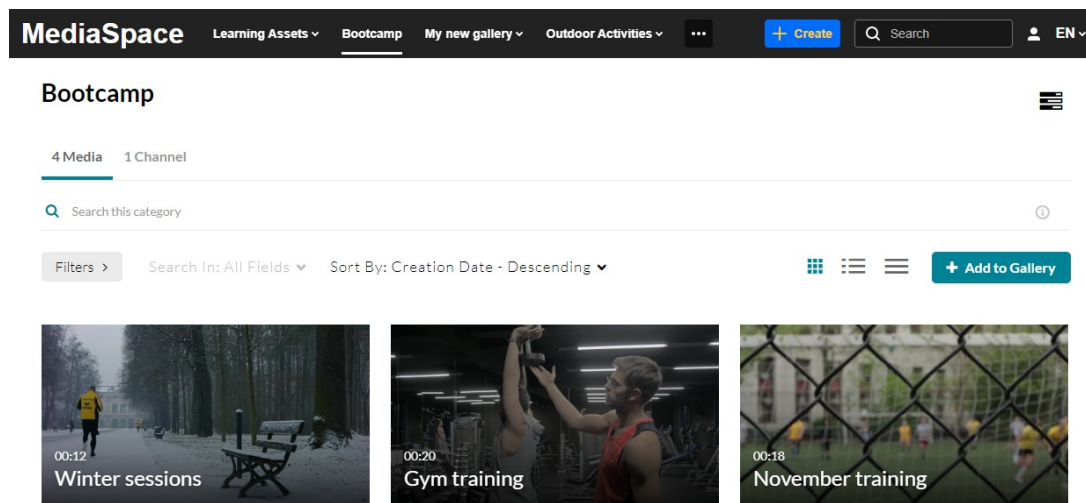
To learn more about galleries, visit our article [Introduction to galleries](#).

### Create a sub-gallery

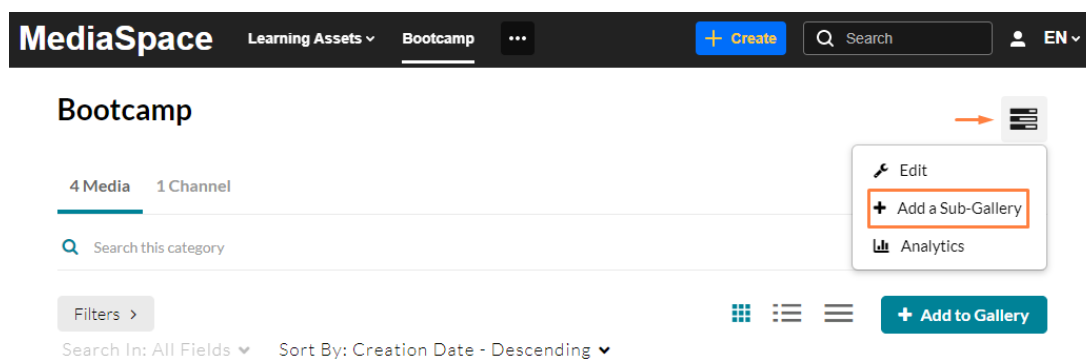
1. Sign in to your video portal and, from the navigation bar, select the main (parent) gallery you want to add a sub-gallery to.



The gallery page displays.



2. Click the edit icon (three bars) in the upper right corner and select **+Add a Sub-Gallery** from the menu.




The **Edit** page displays.

## Edit New Gallery - May 18\_2023 6:44 GMT

Details Theme Users

Name: (Required)

Description: Black ▼ Bold *Italic* Underline ☰ ☷ ☷ ☷ ☷ 🔗



Tags:

Reference ID:

### Complete the details

1. Complete the following fields for your new sub-gallery:

**Name** – Enter the sub-gallery name which will display under the main (parent) gallery.

**Description** – Enter a summary of the sub-gallery content which will display on the sub-gallery page.

**Tags** – Enter a descriptive tag to use in searches.

**Reference ID**- (Optional) Enter an external identifier for supporting integrations with systems external to Kaltura.

2. Select the **Privacy** settings:

Privacy: ☐ **Open** - Anyone can view content (including anonymous users) but only admin role users and category members can contribute content.  
☐ **Restricted** - All logged in users can view content but only Category members can contribute content.  
☒ **Private** - Only Category members can view and contribute content.  
 Note: Sub categories under a private category will be visible only to members of those sub categories

**Open** - Anyone can view content (including anonymous users) but only admin role users and category members can contribute content.

**Restricted** - All logged in users can view content but only Category members can contribute content.

**Private** - Only Category members can view and contribute content.

Note: Sub-categories under a private category will be visible only to members of those sub-categories.

3. (Optional) Select the **Options** settings:

- Options:
- ☐ Moderate content (Media will not appear in category until approved by category manager)
  - ☐ Enable comments in category
  - ☐ Keep comments private to category.

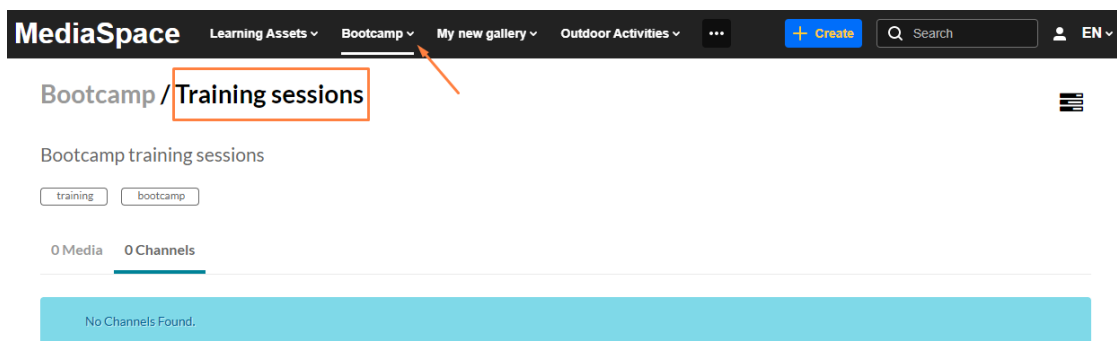
**Moderate content** (Media will not appear in category until approved by category manager.)

**Enable comments in category.**

**Keep comments private to category.**

4. Click **Save**.

Your new sub-gallery appears under the main gallery, marked by an arrow in the navigation bar.



## Add users

1. Click the **Users** tab.

### Edit New sub-gallery

Details
Theme
**Users**

Name:  
(Required)

Description:

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2. Click the **+Add Users** button.

The Add Users screen displays.

3. Type in the user name.
4. Select the permission type.
  - Member
  - Contributor
  - Moderator
  - Manager
5. Click **Add**.



For guidance on permission types, visit our article [Specific End-user Permissions](#).

## Edit Outdoor Activities

Details Theme **Users**

View All Permissions ▾ 3 Users

  **+ Add Users**

User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	  
Tal Binder	tal.binder@kaltura.com	Manager	  
Louise	louise.szmoisz@kaltura.com	Manager	You, Owner

[Back to Category](#)