

## Create a sub-gallery in Legacy Video Portal

Last Modified on 05/22/2026 12:52 pm IDT

 This article is designated for administrators.

### About

In the Legacy Video Portal, administrators and gallery managers can create sub-galleries under existing parent galleries. Parent galleries must be created in the Rich Media Content Management System (Rich Media CMS).

Once parent galleries exist, you can create and manage sub-galleries directly in the Legacy Video Portal.

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

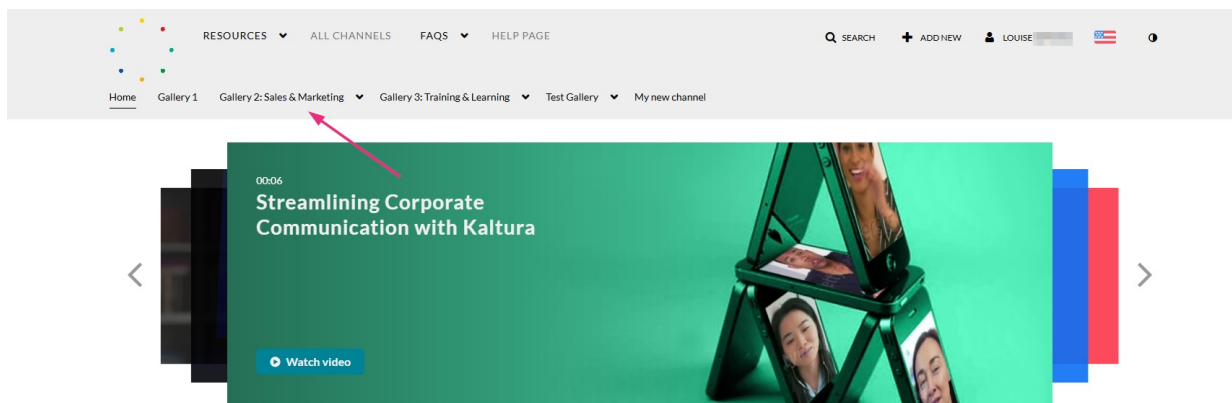


To learn more about galleries, visit our article [Introduction to galleries](#).

These instructions apply to the **Legacy Video Portal**. If you're using the Theming-based Video Portal, please refer to the [Content Hubs category](#).

### Create a sub-gallery

1. On the top navigation bar, select the gallery you want to access.



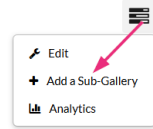
The gallery page displays.

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

## Gallery 2: Sales & Marketing

Department-level media for outreach, strategy, and enablement

0 Media 0 Channels









No Channels Found.

The **Edit** page displays.

## Edit New Gallery - April 18\_2026 15:21 GMT

Details Theme Users

Name:

Description: **Black** **Bold** *Italic* Underline      

Enter Description...

Tags:

Reference ID:

### Privacy

- 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

## 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.
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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.

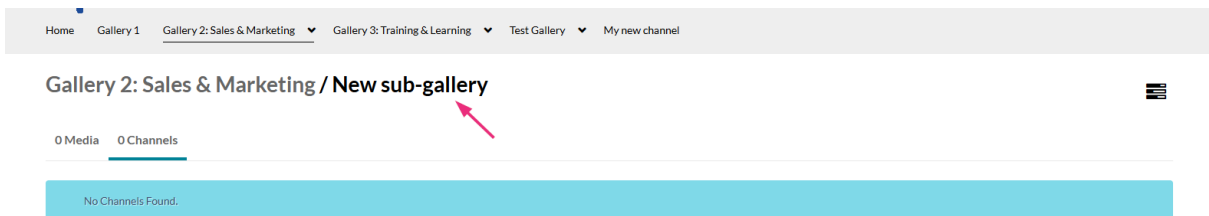
**Moderate content** (Media will not appear in category until approved by category manager.)

**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: **Black** **Bold** *Italic* Underline      

2. Click the **+Add Users** button.  
The Add Users screen displays.
3. Type in the user name.
4. Select the permission type.
  - o Member
  - o Contributor
  - o Moderator
  - o 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](#)