

# Event controls for a single session DIY live webcast event

Last Modified on 04/09/2026 8:24 pm IDT

 This article is designated for all users.

## About

**Event controls** allow you to configure your single session DIY live webcast event.



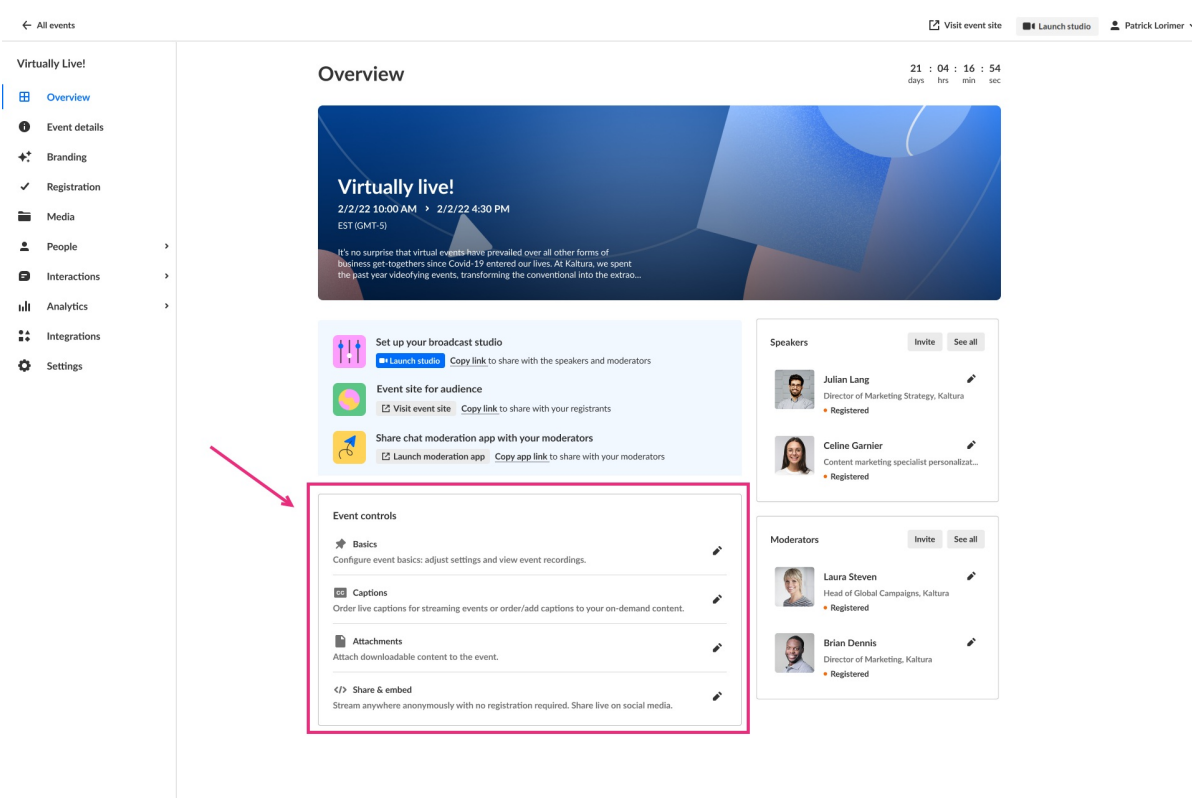
Looking for more information about single session events? Feel free to contact your Kaltura representative.



Some behavior described here applies to a non-default configuration. Customer-specific variations are highlighted where applicable.

## Event controls area

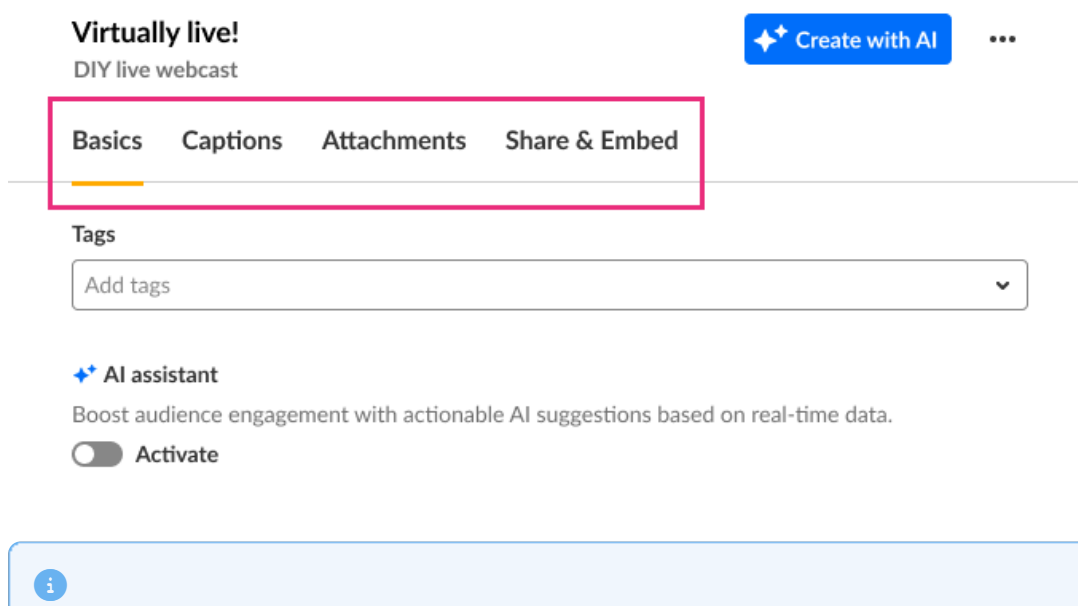
On a single session DIY live webcast event, the Event controls area appears on the lower part of the **Overview** page.



Select the edit icon next to any control to open the editor. In the editor, the controls appear as tabs:

- **Basics**
- **Captions**
- **Attachments**
- **Share & embed**

The tab you select will be active, and you can switch to any of the others.



When a tab is open, you'll also see a **Create with AI** button and a **three-dot menu**. These actions are available across all tabs. For details, see [Global actions](#) below.

## Basics tab

The **Basics** tab allows you organize core details about your session, apply tags, activate the AI assistant, and manage event recordings.

**Virtually live!** DIY live webcast Create with AI ...

**Basics** Captions Attachments Share & Embed

**Tags**

Add tags


**AI assistant**

Boost audience engagement with actionable AI suggestions based on real-time data.

**Activate**

**Event recording**

The last recording is published automatically to the event page, but you can remove or replace it with any video.



The recording will start automatically once you go live

**Certification**

Assign this event to your certification program

**Additional information**

**Field of study**

Select field of study

**Event type** 0/120

**Topics**

Add topics

Entry ID: 1\_4wwfsfga  
Created: 09 January 2022 at 12:45 pm  
Modified: 11 January 2022 at 09:57 am

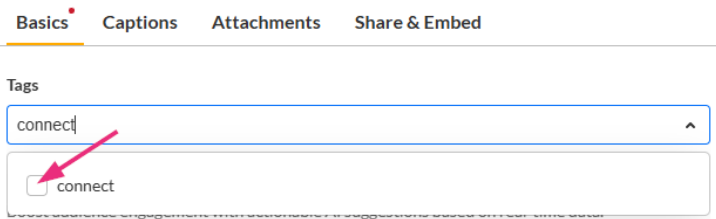
## Tags

Apply existing or create new useful, relevant tags for your event to help categorize it.



Tags are visible to event attendees.

To add tags, start typing the first few letters of a tag and a list of matching tags will populate for you. Click to select the checkbox next to the desired tag.



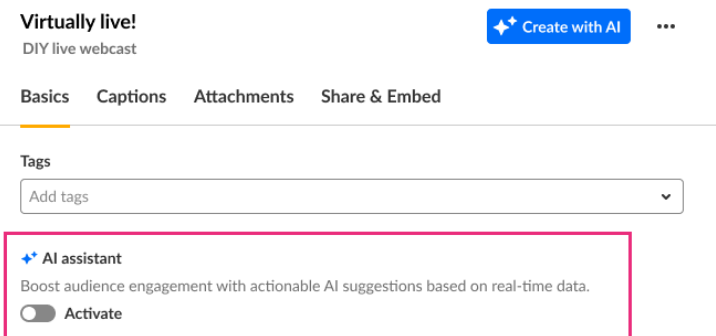
If it's a new tag, a **+Create tag [tag name]** pops up. Click to **+** to add it.



To remove a tag from a session, click the **X** next to the desired tag.

## AI Assistant

You can activate the **AI assistant** in the Basics tab. The 'AI assistant' provides real-time insights to help moderators understand attendee activity and engagement during the live session.



For full details, see [Activate AI assistant for your session](#).

## Control screen sharing and stage access during the session



Depending on your account settings, the ability to control screen sharing and stage access may not be enabled.



The functionality described below is restricted to Admins only.




You can manage moderator permissions in the KME room during a session, including granting moderators the ability to share their screens and invite participants to join the stage.

**Marketing for Gen-Z: The right way** ...  
DIY live webcast


Basics Captions Attachments Share & Embed


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**Moderation & studio links to share with speakers and moderators**  
Moderators can manage the session and support attendees via the moderation app. Speakers can prepare their session before it starts via the broadcast studio.


 Launch moderation app  Copy app link  Copy studio link

**Session controls**

 **AI assistant**  
Boost audience engagement with actionable AI suggestions based on real-time data.  
 Activate

 **Screen sharing**  
Allow moderators to share their screens during the session.  
 Allow

 **Stage invitations**  
Allow moderators to invite participants to join the stage.  
 Allow

**Site visibility**  
 **Published** This session is available on the event agenda

For full details, see [Control screen sharing and stage access during the session](#).

## Event recording

Live events automatically transition to VOD when the session ends. You can unpublish, download, or replace the recording as needed.

**Virtually live!**

DIY live webcast

[Create with AI](#)



[Basics](#) [Captions](#) [Attachments](#) [Share & Embed](#)

**Tags**

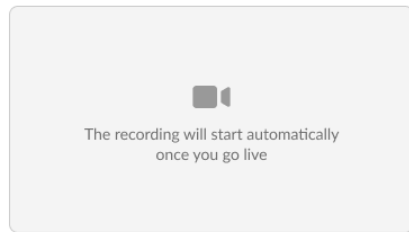
**AI assistant**

Boost audience engagement with actionable AI suggestions based on real-time data.

**Activate**

**Event recording**

The last recording is published automatically to the event page, but you can remove or replace it with any video.



**Certification**

Assign this event to your certification program

**Additional information**

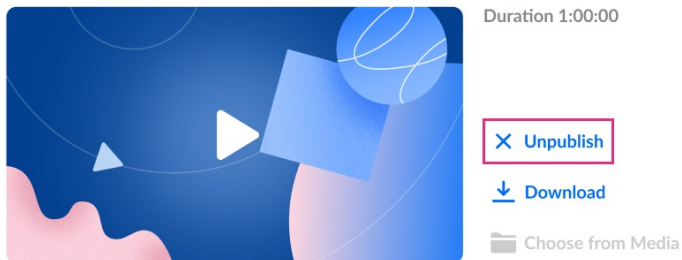
**Field of study**

## Unpublish or download a recording

Click **Unpublish** to remove the recording from the event site. The file is moved to the **Media page** where you can manage it.

**Event recording**

The last recording is published automatically to the event page, but you can remove or replace it with any video.



Duration 1:00:00

[Unpublish](#)

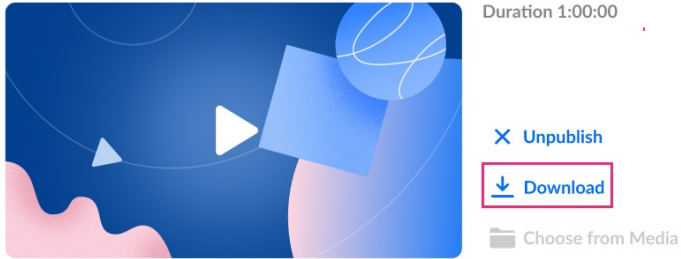
[Download](#)

[Choose from Media](#)

Click **Download** to save a local copy.

### Event recording

The last recording is published automatically to the event page, but you can remove or replace it with any video.

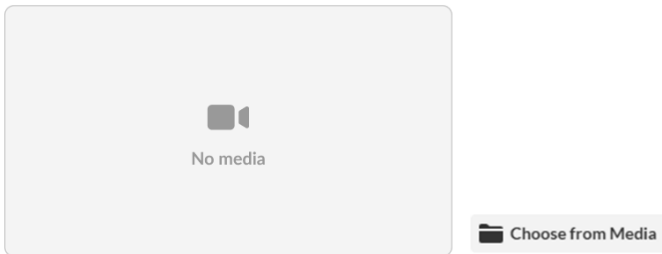


## Publish a new recording

1. Click **Choose from Media**.





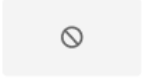

### Session recording

The last recording is published automatically to the session page, but you can remove or replace it with any video.



The 'Media' page displays.

## Media

| Name  | Creation Date | Published in site              |
|---|---------------|--------------------------------|
|  <b>Opening Keynote.mp4</b>  | 10/09/22      | Private <a href="#">Select</a> |
|  <b>Virtually Live.mp4</b><br>Ready                                  | 10/09/22      | Private <a href="#">Select</a> |
|  <b>Marketing for Gen-Z: The right way.mp4</b><br>Upload failed      | 10/09/22      |                                |
|  <b>Demystifying Marketing Automation.mp4</b><br>Processing          | 10/09/22      | <a href="#">Select</a>         |
|  <b>Marketing for Gen-Z: The right way deep dive.mp4</b><br>Canceled | 10/09/22      |                                |
|  <b>Video Experience Delivery.mp4</b><br>Processing                | 10/09/22      | <a href="#">Select</a>         |

2. Click **Select** next to the media you would like to upload to the session.

You receive confirmation that the recording was published on the session page and removed from the Media page.

## Certification

Select the checkbox to assign the session to your Continuing Professional Education (CPE) program.

### Certification

Assign this event to your certification program

## Additional information

This section appears only when your account uses custom metadata. Use these fields to capture additional session details. Some fields may be required for CPE certificate generation.

#### Additional information

##### Field of study

##### Event type

0/120

##### Topics

## Save your work

After updating any information on the Basics tab - like session title, description, tags, etc. - make sure to click **Save changes**.



If there are unsaved changes, a red dot appears next to the Basics tab and a warning will display if you try to navigate away. Saving your changes removes the red dot and ensures your updates are applied immediately.



Basics Captions Attach

## Captions tab

Use the **Captions** tab to order real-time captioning or translation for your live session or view the status of caption or translation requests.

**Virtually live!**

DIY live webcast


 Create with AI



**Basics**   **Captions**   Attachments   Share & Embed

### Order captions

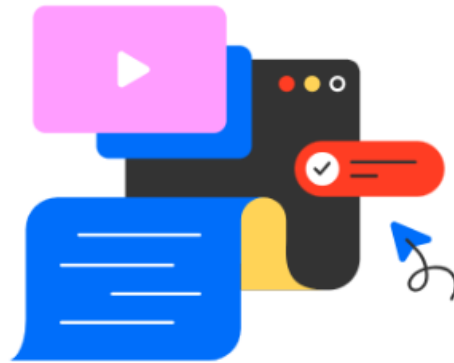
Use Kaltura's captioning service to automatically add captions to your event.

 Order

### Upload captions

The attached captions will be displayed in the event.

 Upload



To manage captions for session recordings, use the Captions tab on the recording itself.

For complete guidance, see:







- [Order live captions for your session](#)
- [Order live translation for your session](#)
- [Order captions for a session recording](#)
- [Upload captions for a session recording](#)
- [Manage caption files for a recording](#)

## Attachments tab

Use the **Attachments** tab to add downloadable files to your event, such as slides, documents, images, or supporting media. Attachments appear on the event page for attendees.

Attach downloadable content to the event.

**Upload**

|   | File name   |          | Creation date |       |   |     |
|---|-------------|----------|---------------|-------|---|-----|
|    | Name        |          |               |       |   | ✕   |
|    | Name.mov    | 10/10/24 | Value         | Value |  | ... |
|    | Roadmap.doc | 10/10/24 | Value         | Value |  | ... |
|  | Name        |          | 10/10/24      |       | <b>Retry</b>  | ✕   |

For full instructions, see [Upload & manage attachments for your event](#).

## Share & embed tab

Use the Share & embed tab to embed your live session on an external website. You can also set up streaming to social media platforms.



Looking for more information about this feature? Feel free to contact your Kaltura representative.

### Embed the player on an external site

1. Under **Embed code**, click **Copy** to copy the embed code.
2. Paste the embed code into your external site.

### Embed code

Broadcast your session on any site where anyone can watch without registering. Note that all viewers will appear anonymously on the session analytics.

```
<iframe type="text/javascript"
src='https://api.nvq2.ovp.kaltura.com/p/5822/embedPlaykitJs/uiconf_id/23638812
?iframeembed=true&entry_id=0_kqznlqs&config[provider]=
{"widgetId":"0_mlyt0nom"}' style="width: 560px; height: 395px" allowfullscreen
webkitallowfullscreen mozAllowFullScreen allow="autoplay *; fullscreen *;
encrypted-media *" frameborder="0"></iframe>
```



- Embedding is available only for future sessions.
- Viewers who watch through an embed aren't required to register and will appear anonymously in analytics.
- Some enrichment features may not be supported when the player is embedded outside of Kaltura.

## Streaming to social media

If you want to stream your live session to platforms such as Facebook, YouTube, LinkedIn, or other RTMP-based services, see [Restream your live session to social media](#) for complete instructions.

## Global actions

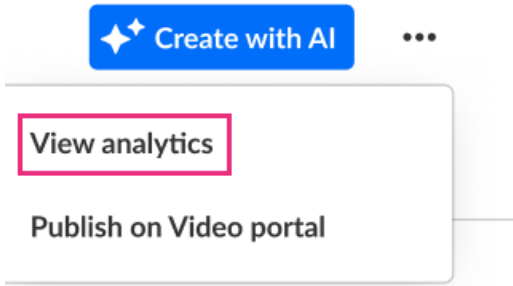
The following actions appear in every tab (Basics, Captions, Attachments, Share & embed).

### Create with AI

Use the **Create with AI** button to generate highlight clips, summaries, and chapters after your session. This button is active only when applicable media is uploaded. See [Create highlight clips with AI](#) and [Create a summary and chapters with AI](#) for more information.

### View analytics

Click the **three-dot menu** then select **View analytics**.



You are redirected to the [Analytics dashboard](#).

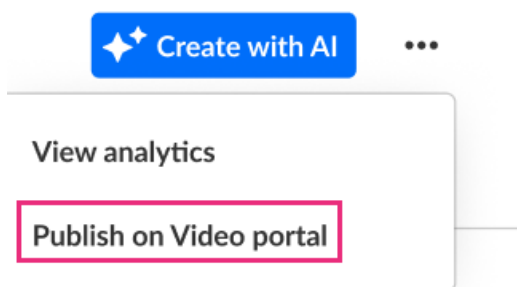
## Publish on Video Portal

You can publish/unpublish event to your Content Hub (formerly Video Portal) per channel.

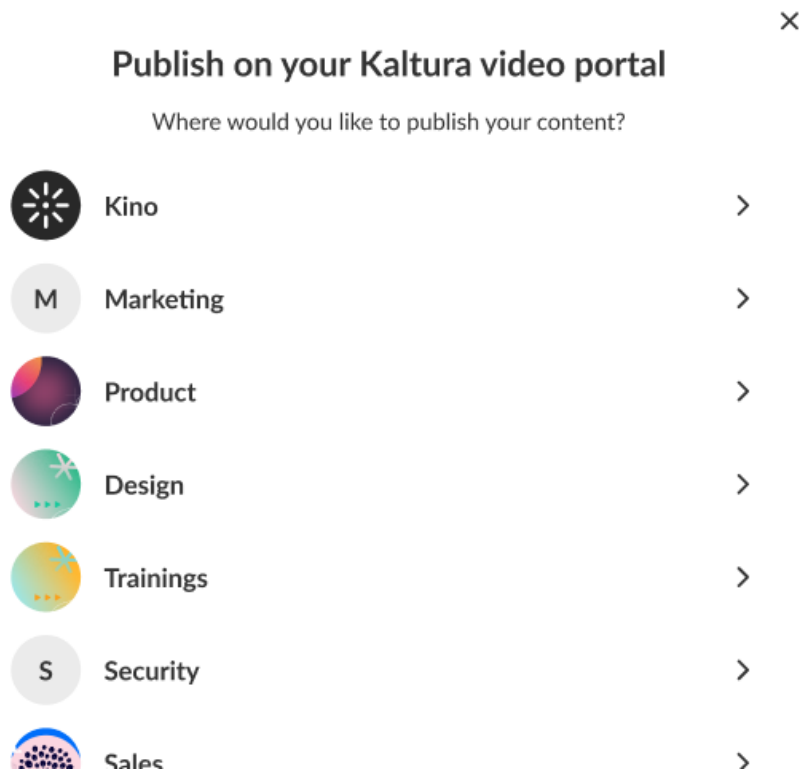
Prerequisites and notes:

- Your Content Hub(s) must be preconfigured by Kaltura.
- You may publish a session only after the session has ended.
- Content Hub publishing entitlements apply, you need to configure your Content Hub target channels to have permissions for the Kaltura Events user so they will be able to publish.
- It may take up to 10 minutes for a session to appear in a channel on the Content Hub(s) after publishing.

1. Click the **three-dot menu** then select **Publish on Video portal**.



The 'Publish on your Kaltura video portal' screen displays. This screen lists all the Content Hubs to which you have access.



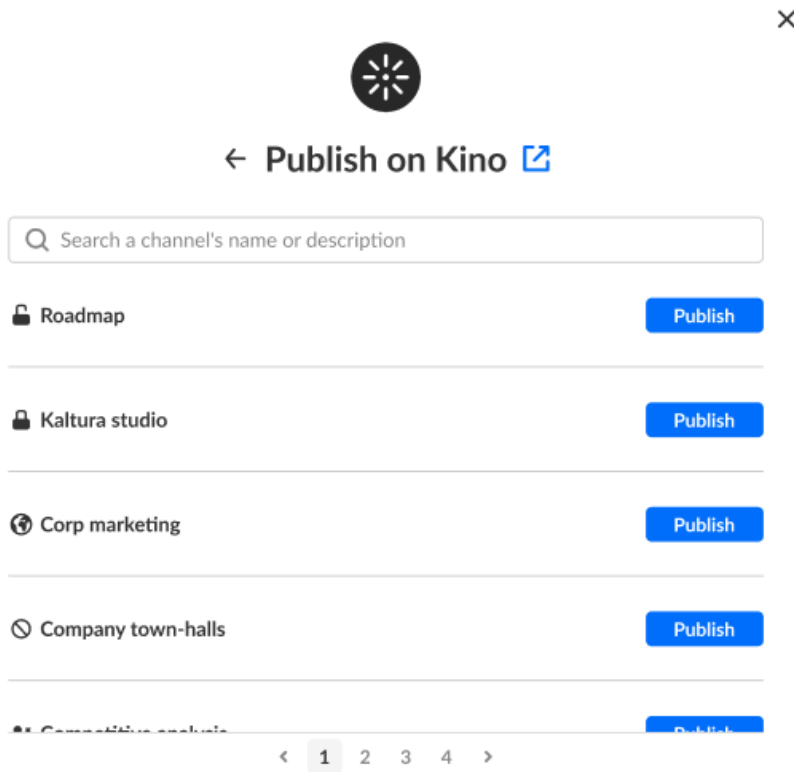
In our example above, the user has access to multiple Content Hubs.

2. Click on the appropriate Content Hub.

The 'Publish on [Content Hub name]' screen displays. This screen lists all the channels to which you have access in this Kaltura video portal.



- If you have access to only one Content Hub, you are taken directly to the Publish on [Content Hub name] screen.
- If you do not have access to any Content Hubs, you are taken to a screen which allows you to check out Content Hub and explore its main features and functions.



In our example above, the user has access to multiple channels in this Content Hub.

To publish the session, click the **Publish** button next to the appropriate channels. You may search for a channel's name or description on this screen as well.






For information about privacy controls, visit our article [Channel privacy types](#).

As you click **Publish**, the channel(s) to which this session is published display in a list directly below the name of the Content Hub.



← Publish on Kino 

- Kaltura studio X
  - Company town-halls X
  - Corp marketing X
  - +4
  - Onboarding X
  - Roadmap sessions & product launches X
  - Sales X
  - Customer live demos - roadmap sessions & product launches long text... X
- [Show less](#)

-  Roadmap Publish
-  Kaltura studio Unpublish
-  Corp marketing Unpublish

< 1 2 3 4 >

To unpublish a session from a channel, click the "X" next to the channel name in the list directly below the name of the Content Hub, or click the **Unpublish** button to the right of the channel name