

# Event controls for a single session Pre-recorded event

Last Modified on 04/09/2026 8:33 pm IDT

 This article is designated for all users.

## About

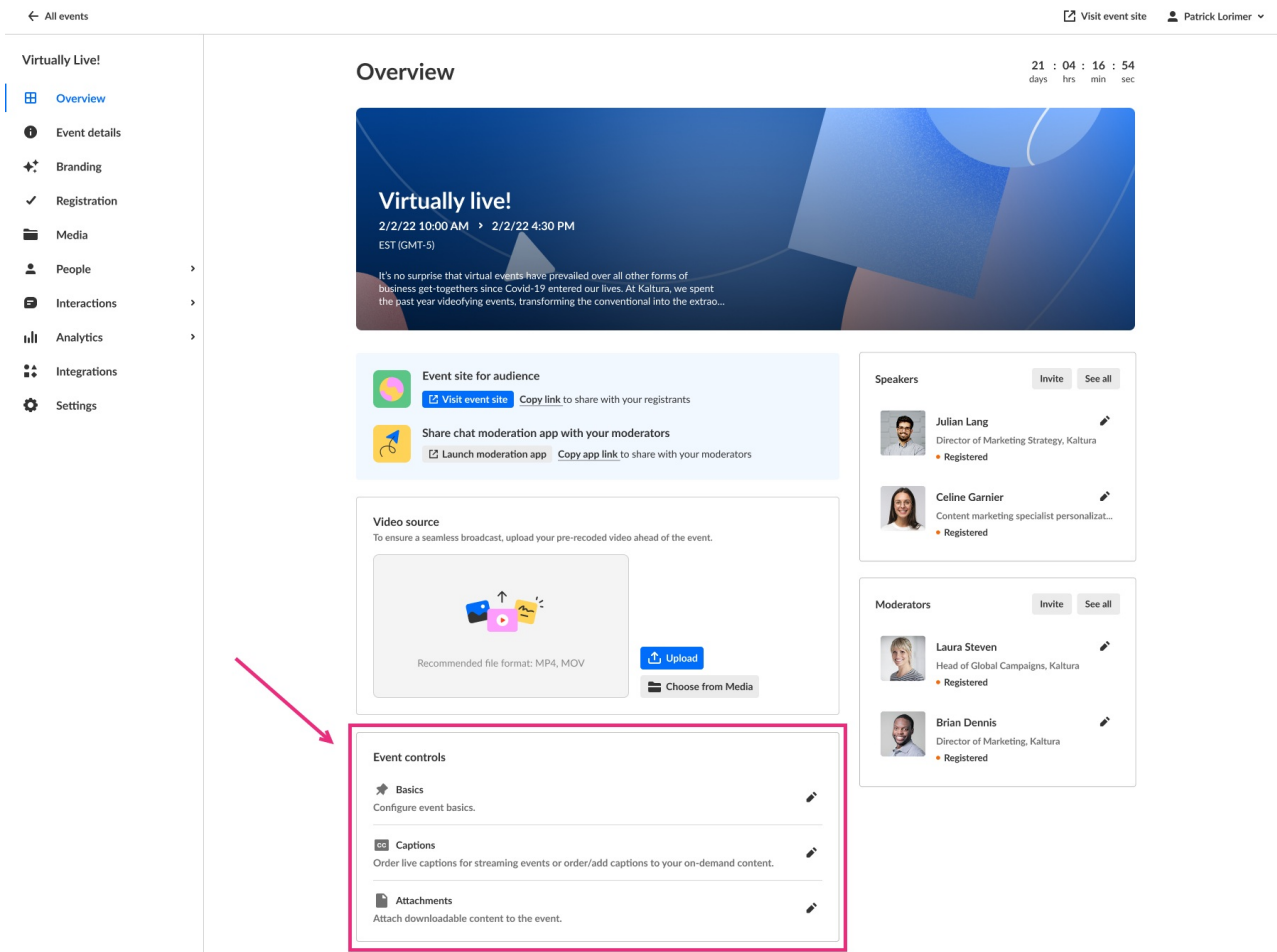
**Event controls** allow you to configure your single session Pre-recorded event.



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

## Event controls area

On a single session Pre-recorded event, the Event controls area appears on the lower part of the **Overview** page.



The screenshot displays the Kaltura Overview page for a single session Pre-recorded event. The page is titled "Overview" and shows the event details, including the event name "Virtually Live!", the date and time "2/2/22 10:00 AM - 2/2/22 4:30 PM EST (GMT-5)", and a description. The page is divided into several sections: "Event site for audience", "Share chat moderation app with your moderators", "Video source", "Speakers", "Moderators", and "Event controls". The "Event controls" section is highlighted with a red box and a red arrow pointing to it. The "Event controls" section includes three sub-sections: "Basics", "Captions", and "Attachments".

← All events Visit event site Patrick Lorimer

Virtually Live!

**Overview** 21 : 04 : 16 : 54  
days hrs min sec


**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...


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


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

**Video source**  
To ensure a seamless broadcast, upload your pre-recorded video ahead of the event.


  
Recommended file format: MP4, MOV [Upload](#) [Choose from Media](#)


**Speakers** Invite See all

 **Julian Lang**  
Director of Marketing Strategy, Kaltura  
Registered


 **Celine Garnier**  
Content marketing specialist personalizat...  
Registered


**Moderators** Invite See all


 **Laura Steven**  
Head of Global Campaigns, Kaltura  
Registered

 **Brian Dennis**  
Director of Marketing, Kaltura  
Registered

**Event controls**

 **Basics**  
Configure event basics. [Edit](#)

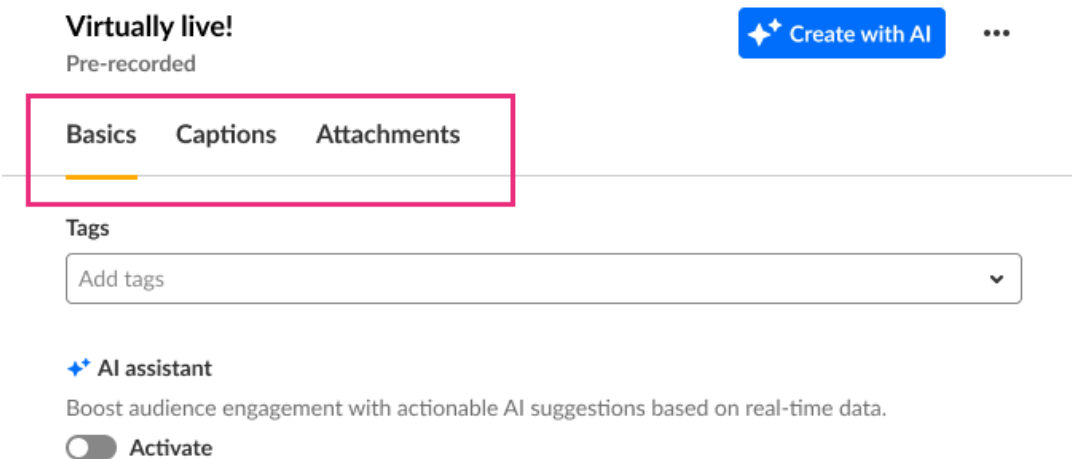
 **Captions**  
Order live captions for streaming events or order/add captions to your on-demand content. [Edit](#)

 **Attachments**  
Attach downloadable content to the event. [Edit](#)

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 to enrich and repurpose your content, add tags, and activate the AI assistant.

## Virtually live!

Pre-recorded

 Create with AI 

**Basics** Captions Attachments

### Tags

### AI assistant

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

**Activate**

### Certification

Assign this event to your certification program

### Additional information

#### Field of study

#### Event type

0/120

#### Topics

Entry ID: 1\_4wwfsfga

Created: 09 January 2022 at 12:45 pm

Modified: 11 January 2022 at 09:57 am

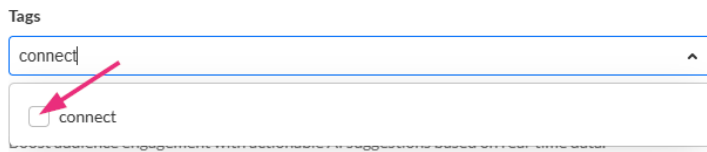
## Tags

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.

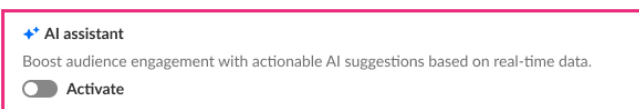
For full details, see [Activate AI assistant for your session](#).

## 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.

Virtually live!  
Pre-recorded

 Create with AI ...



## 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

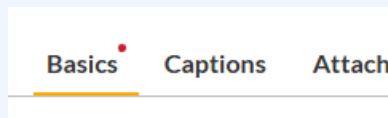
Topics

## 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.




## Captions tab

Use the **Captions** tab to order captioning for your session or view the status of caption requests.

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 Create with AI

...

**Basics**   **Captions**   Attachments

### Order captions

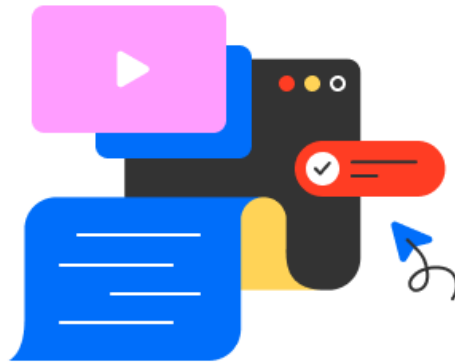
Use Kaltura's captioning service to automatically add captions to your session.

 Order

### Upload captions

The attached captions will be displayed in the session.

 Upload



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

For complete guidance, see:

- [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.

**Virtually live!**

Pre-recorded












 **Create with AI**



**Basics**   Captions   **Attachments**

Attach downloadable content to the event.

**Upload**

File name	Creation date	
 <b>Name</b> Uploading		
 <b>Name.mov</b> 10/10/24   Value   Value		 
 <b>Roadmap.doc</b> 10/10/24   Value   Value		 
 <b>Name</b> Upload failed	10/10/24	 

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

## Global actions

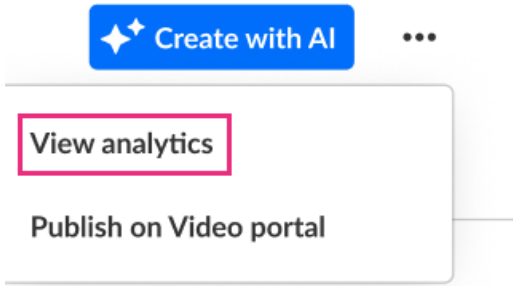
The following actions appear in every tab (Basics, Captions, and Attachments).

### Create with AI

Enrich and repurpose your content into engaging, snackable experiences with Kaltura's AI-powered post-production assistant. Click to access [Content Lab](#) functionality. This button will be active and enabled only on sessions with applicable media 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](#).

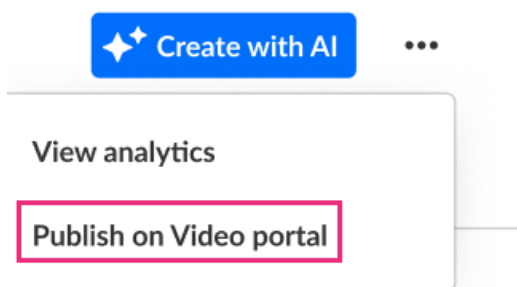
## Publish on Video Portal

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

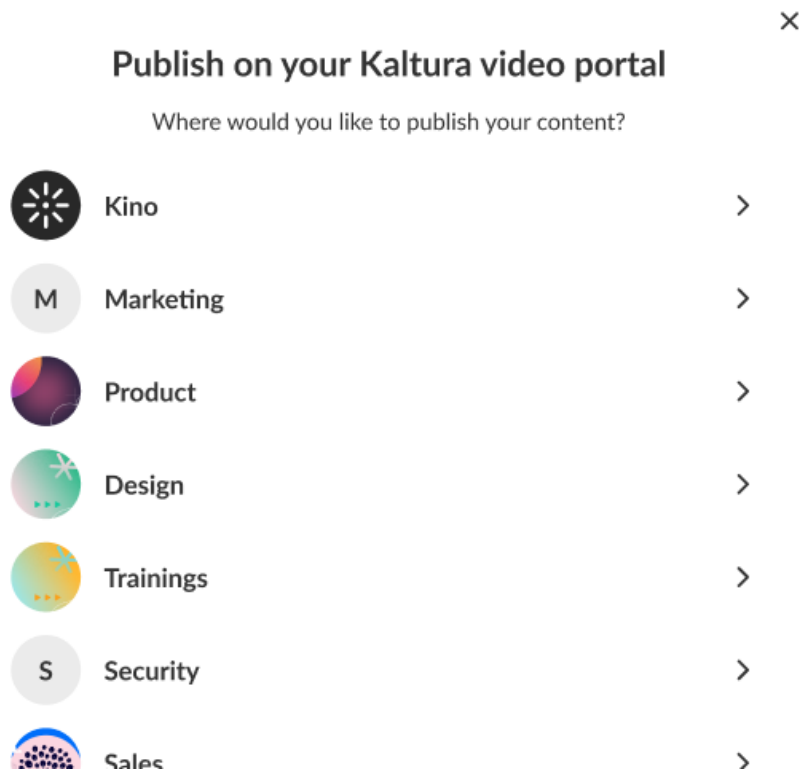
Prerequisites and notes:

- 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.



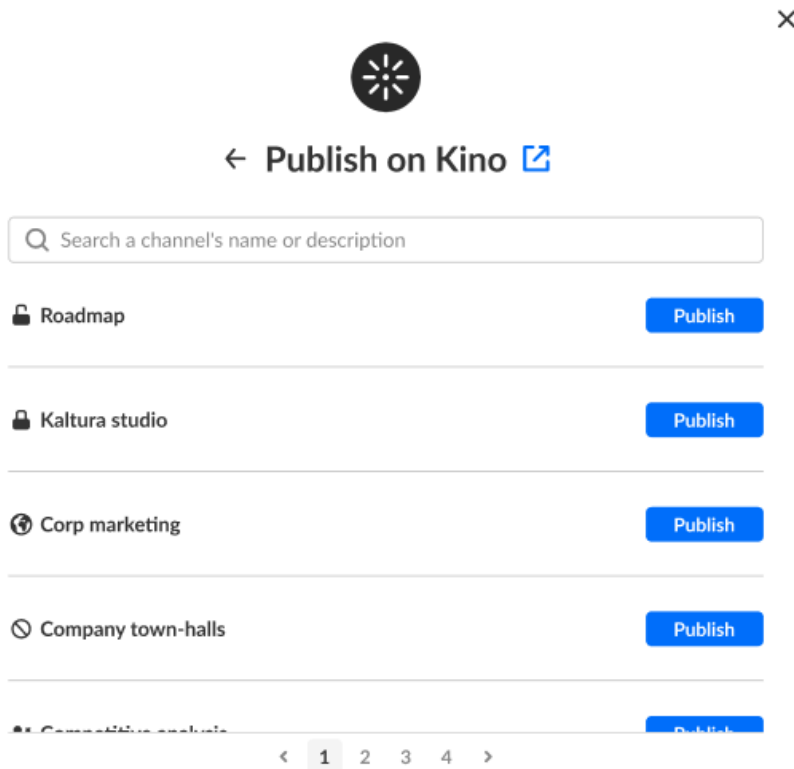
In our example above, the user has access to multiple Content Hubs.

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 Content Hub.



- 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 
  - Company town-halls 
  - Corp marketing 
  - +4
  - Onboarding 
  - Roadmap sessions & product launches 
  - Sales 
  - Customer live demos - roadmap sessions & product launches long text... 
- [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.