

Manage event labels

Content updated: 10/05/2026

 This article is designated for administrators.

About

Labels let you tag and organize events in your Kaltura Events account. With label management, account admins can keep one approved list of labels for the whole account. Admins can:

- See every label in the account and how many events each label is used in.
- Add new labels.
- Rename labels. The new name shows up on every event that uses the label.
- Delete labels. A deleted label is also removed from every event that uses it.



Only account owners/admin can manage labels.

Access the Manage labels panel

On the All Events page of your account, click the **Labels** button.



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Patrick Lorimer

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Kaltura Academy
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Viewed 3 days ago



SKO 2023
Viewed 30 minutes ago



Virtually Live!
Viewed 3 days ago

Events & Webinars

Current

All labels

4 Results



Showcase



Week view

Date	Name	Labels	Showcase	Type	Registration
13/05/24 - 02/07/25 Happening now	 Kaltura Academy Created by Alexander Benj...	wavespace a...		Webinar	Open 172 Registrants
21/05/24 - 01/04/25 Happening now	 Training day Created by Eric grant			Interactive session	Open 172 Registrants
01/10/24 - 05/06/25 Happening now	 Virtual Summit 2025 Created by Eric grant	Product + 2		Pre-recorded	Open 172 Registrants
22/10/24 - 30/06/25 Happening now	 Product palooza Created by Eric grant	Product + 2		Pre-recorded	Open 172 Registrants

The Manage labels panel displays.



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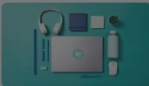
Integrations

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Kaltura Academy
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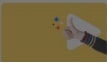


Virtual Summit 2025
Viewed 1 day ago

Events & Webinars

Current

All labels

Date	Name	Labels	Showcase	Type	Registration
13/05/24 - 02/07/25 Happening now	 Kaltura Academy Created by Alexander Benj...				
21/05/24 - 01/04/25 Happening now	 Training day Created by Eric grant				
01/10/24 - 05/06/25 Happening now	 Virtual Summit 2025 Created by Eric grant				
22/10/24 - 30/06/25 Happening now	 Product palooza Created by Eric grant				

Manage labels

Add label

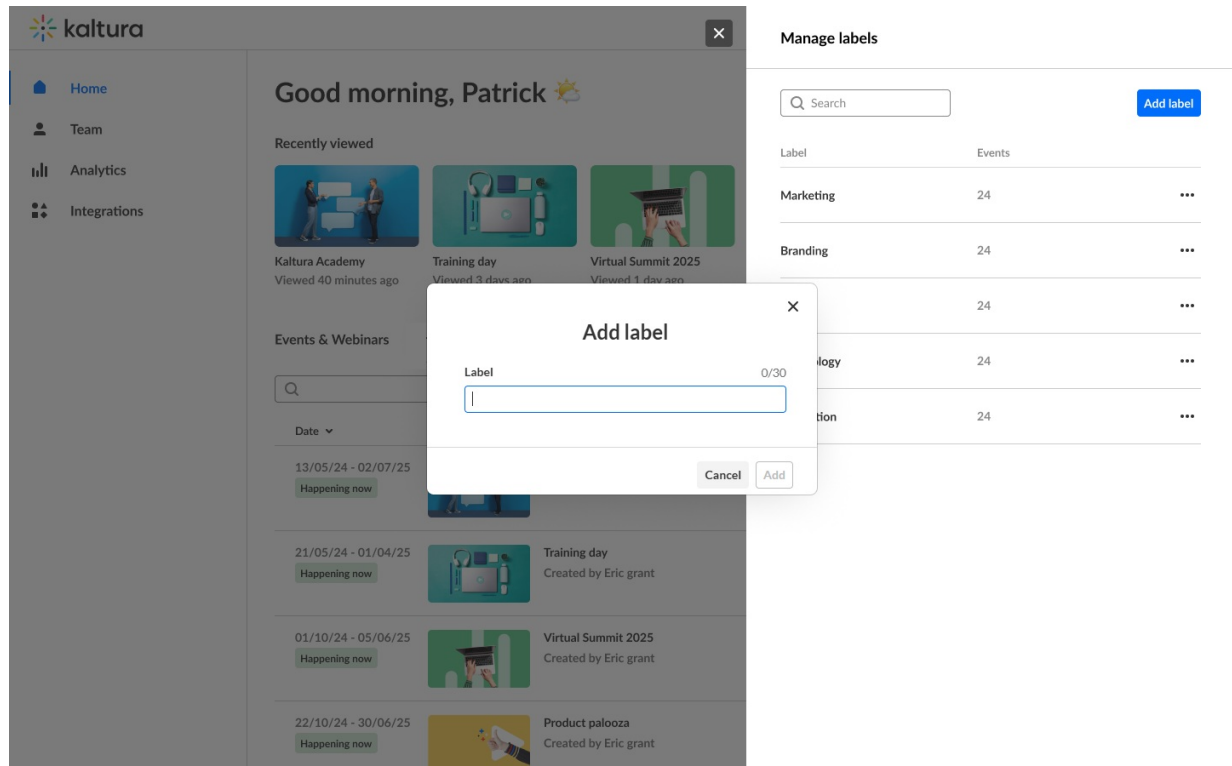
Label	Events	
Marketing	24	...
Branding	24	...
Design	24	...
Technology	24	...
Promotion	24	...

The panel lists every label in the account in alphabetical order and how many events each label is used in.

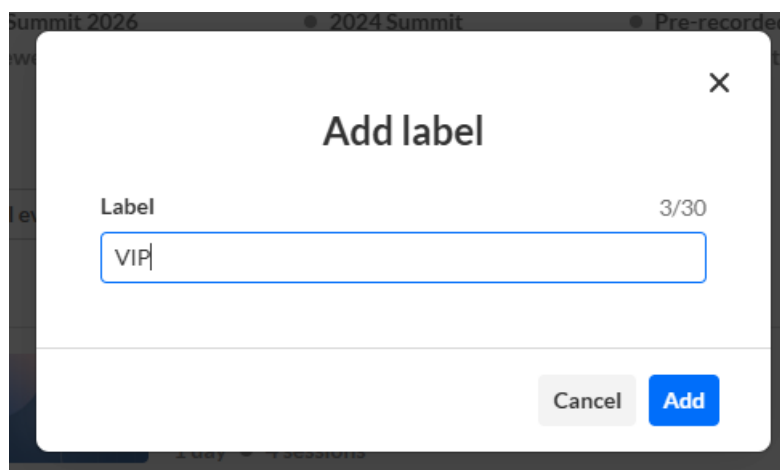
If your account has no labels yet, you'll see an empty panel with only an **Add label** button.

Add a label

1. In the Manage labels panel, click **Add label**. The Add label screen displays.



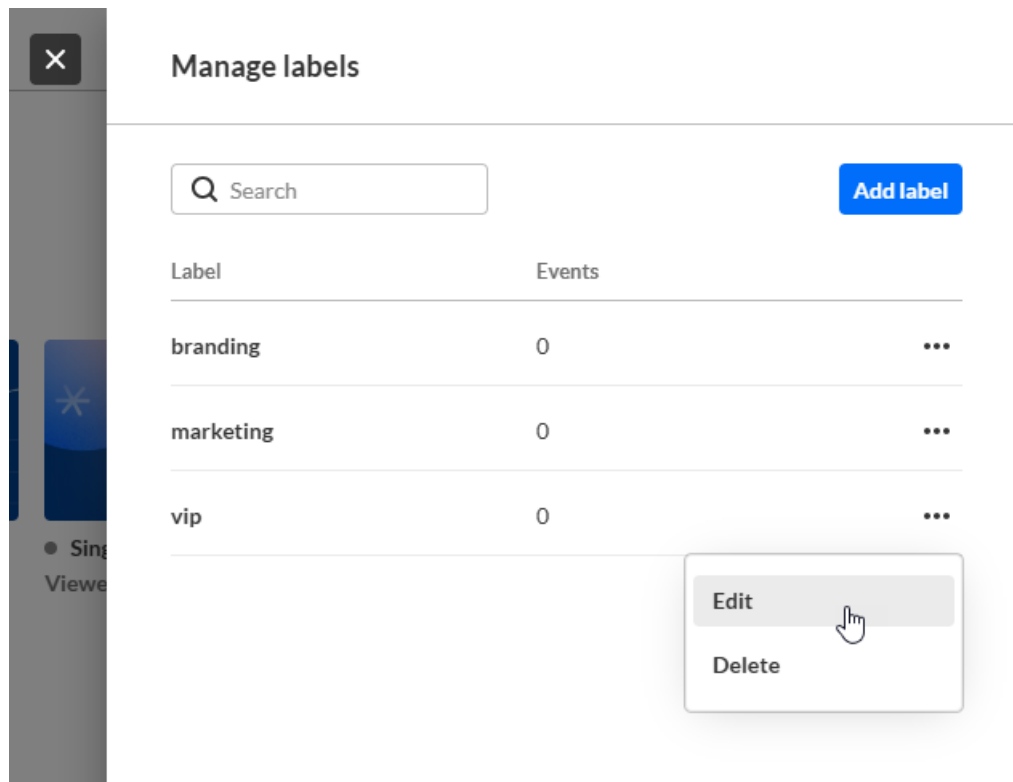
2. Type the label name.



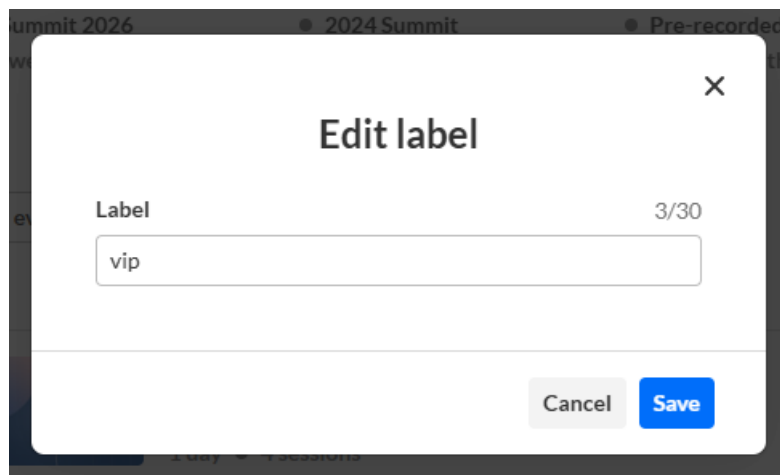
3. Click **Add**. The label appears in the Manage labels panel and a confirmation message appears.

Rename a label

1. In the Manage labels panel, click the three-button action menu to the right of the label you want to edit, and select **Edit**.



The Edit label screen displays.

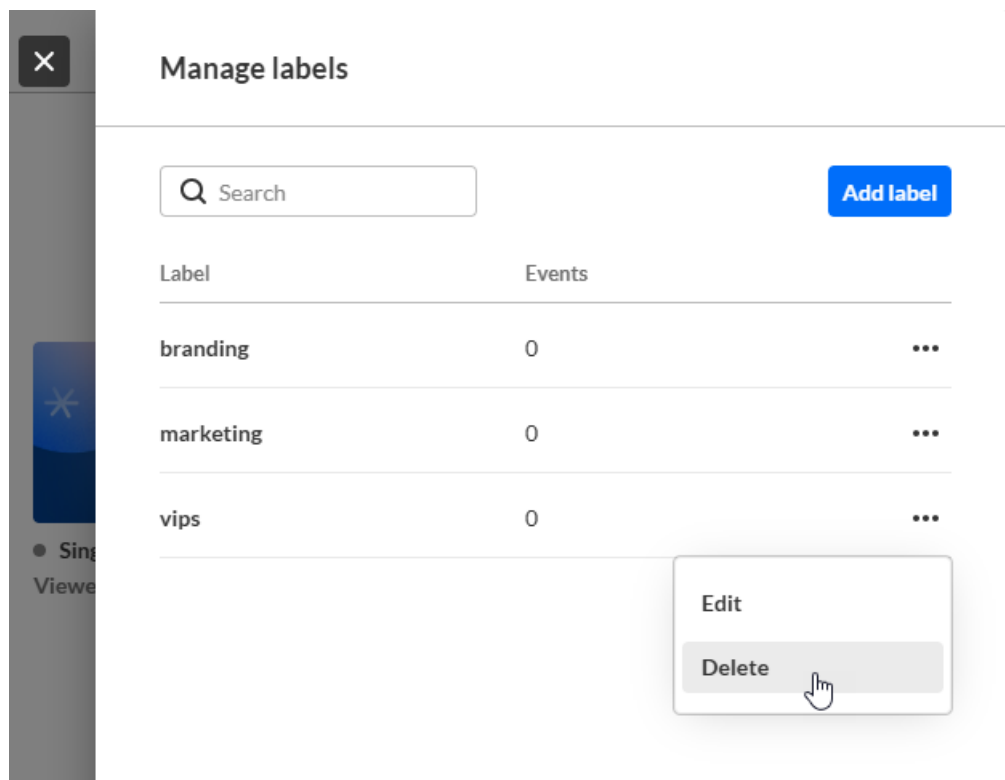


2. Change the label name, then click **Save**. The new name appears on the Manage label panel, the [account level Events list](#) and the [label picker on the Event details page](#).

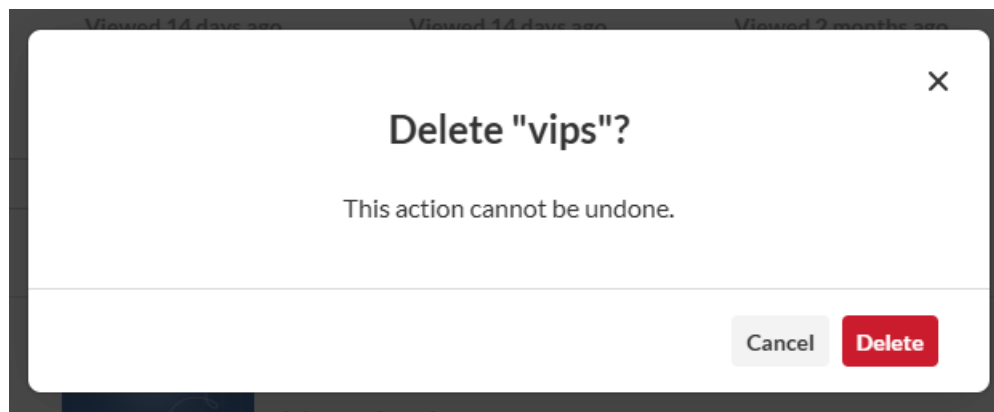
Delete a label

1. In the Manage labels panel, click the three-button action menu to the right of the

label you want to delete, and select **Delete**.



The Delete label screen displays.



2. Click **Delete** to confirm or **Cancel** to cancel the action.



When you delete a label, it's removed from the account and from every event that used it.

You cannot undo a label deletion. If you need the label again, you must create it again and add it back to relevant events.

