

Kolcast: the complete guide

How to use everything in Kolcast: webinars, podcasts and courses. What the account owner, the host, the producer, the viewer, the guest and the student see.

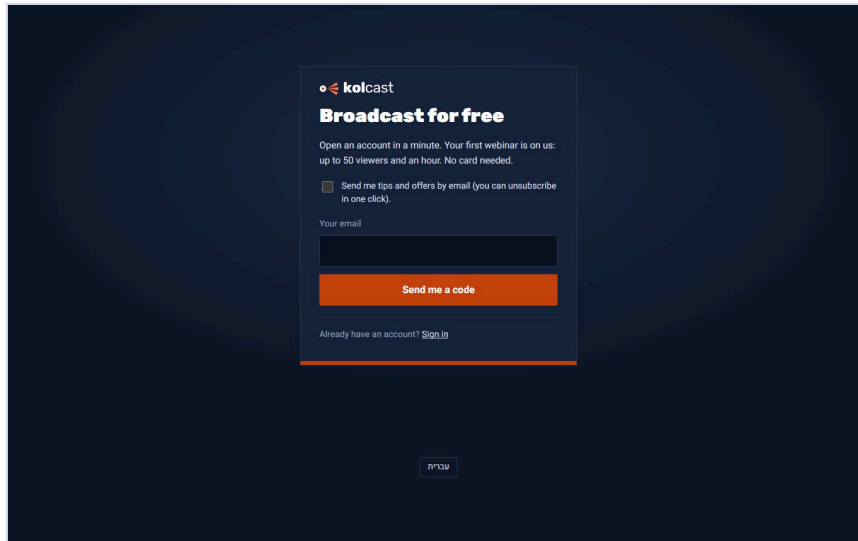
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1 Getting started: opening an account and signing in

There are no passwords. You sign in with a 6-digit code sent to your email, or with your Google account.

Opening an account

1. Go to the site and click "**Start for free**". You reach the "**Broadcast for free**" screen.
2. Click "**Continue with Google**", or type your email and click "**Send me a code**".
3. Type the code from the email. It is valid for 10 minutes.
4. **Step 1, "Your organisation"**: type your organisation's name and choose an address. This is the address your audience will come to.
5. **Step 2, "What will you mostly do?"**: webinars, podcasts, or both. This only decides what shows first. Everything stays open to you either way.
6. **Step 3, "Your look"**: upload a logo and pick a color. You can skip this and do it later in Settings.

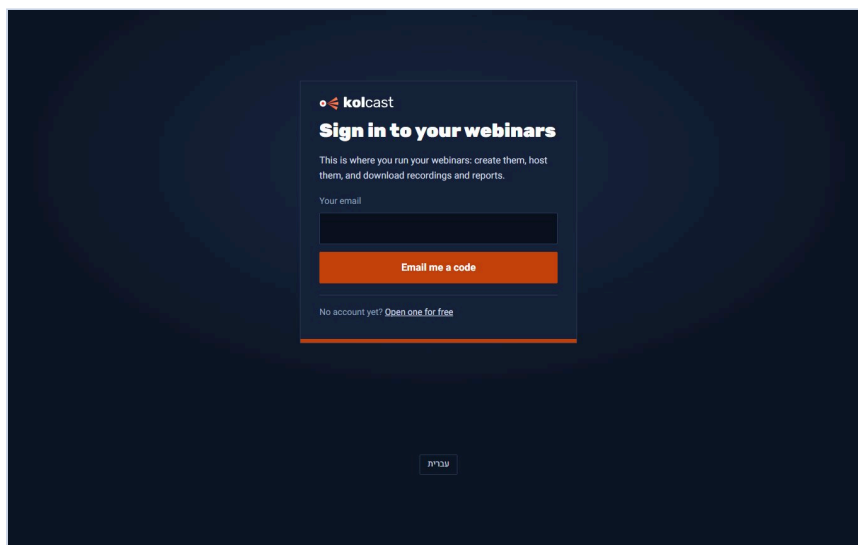


Opening an account

The account starts on the free plan: one free webinar, up to 50 viewers and up to an hour. No credit card.

Signing in next time

1. Go to "**Sign in to your webinars**".
2. Type your email and click "**Email me a code**", or sign in with Google.
3. Type the code. Your computer remembers you for 30 days.

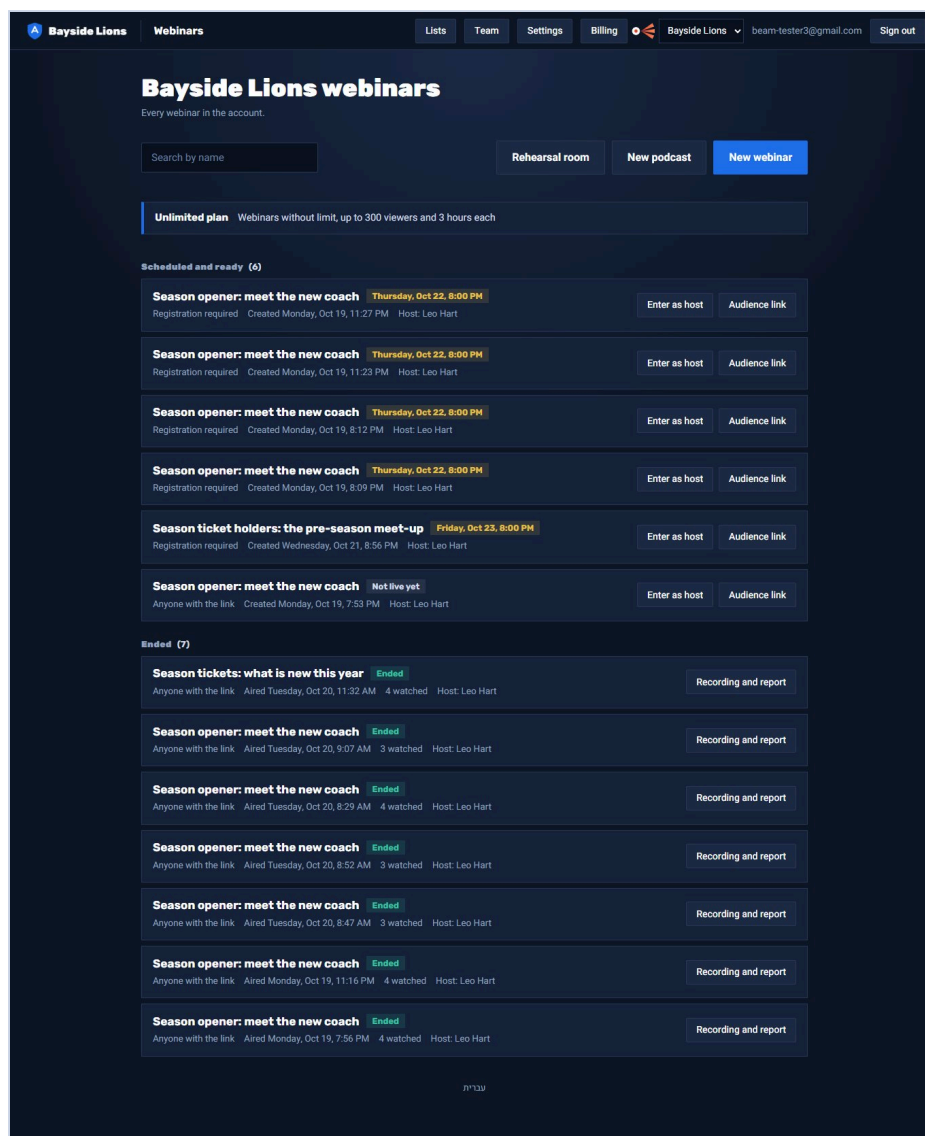


Signing in

A code is sent only to an email that is already registered. Someone invited to the team signs in the first time through the link in the invitation email.

2 The dashboard

The main screen after you sign in. Here you see all your webinars, and from here you go anywhere.



The dashboard of "Bayside Lions"

- **At the top:** the buttons "New webinar", "New podcast" and "Rehearsal room". With 6 webinars or more, a search by name shows up too.
- **The plan bar:** your plan, and how many webinars are left this month.
- **Webinars in three groups:** "Live now", "Scheduled and ready" and "Ended". Next to each one you see how many watched and how many registered.
- **Next to a webinar that hasn't ended:** "Enter as host", and "Audience link", which copies the link.
- **Next to a webinar that ended:** "Recording and report".
- **The top bar:** "Lists", "Team", "Settings", "Billing" (account owner only), and "Courses" when they are open to you.

A **host** sees only the webinars they created. The **account owner** and **admins** see all of them.

Rehearsal room

A private room to check your camera, microphone and screen sharing before a real webinar. Nobody else can come in. You can't go live from it, and it never counts toward your plan. Each click opens a new room.

3 Live webinar: creating and preparing

Creating a webinar

1. On the dashboard, click **"New webinar"**.
2. **Webinar name** and **webinar language**. The language sets the buttons in the room, the captions and the emails to your audience.
3. **"How it airs"**: **"Regular webinar"** (you, on camera), or **"Automated webinar"** (a ready video, see part 6).
4. **"Who can join"**: pick one of four ways (in the table below).
5. **"When"**: **"Now"**, or **"On a date and time"**. For a scheduled time, the audience sees a countdown.
6. Click **"Create webinar"**, and you reach the webinar's page.

The screenshot shows a web form titled "What's the webinar about?" within a dark-themed dashboard. The dashboard header includes the "Bayside Lions" logo, a "All webinars" link, and navigation tabs for "Lists", "Team", "Settings", and "Billing". On the right, there's a user profile for "Bayside Lions" with the email "beam-tester3@gmail.com" and a "Sign out" button. The form itself has several sections: "Webinar name" with a text input field containing "e.g. Members meetup, Season wrap-up"; "Webinar language" with a dropdown menu set to "English"; a note about room buttons and captions; "How it airs" with two radio button options: "Regular webinar" (selected) and "Automated webinar"; "Who can join" with three radio button options: "Anyone with the link" (selected), "Registration required", and "Invite only"; and "When" with two radio button options: "Now" (selected) and "On a date and time". A prominent blue "Create webinar" button is at the bottom of the form. At the very bottom of the page, the word "עברית" (Hebrew) is visible.

Creating a webinar

Way in	What the audience does	Good for
Anyone with the link	Types a name and joins.	A webinar open to everyone.
Registration required	Name and email, and a code sent by email. For a scheduled webinar they get a personal link and a reminder an hour before.	When you want to know who came, and to collect emails.
Invite only	Only emails on the invite list, with a code.	Club members, employees, clients.
Subscribers only	Signs in with their account on your site. Shows up only after we have connected your subscriber list.	Paying subscribers.

The webinar's page: the links

After you create it, you reach the webinar's page. It has two links:

- **"Audience link"**: this is the one you send to your audience, by email, on WhatsApp or on your site. For a scheduled webinar with registration the title is "Link to register and watch": whoever opens it now registers, and on the day the same link lets them in.
- **"Producer link"**: for whoever helps you run the chat, requests and polls. They come straight in as a producer, even without a user in the system.

The page also has **"Edit"** (name and time; whoever registered gets an email about the new time), **"Cancel webinar"** (registrants get an email), **"Duplicate"**, and numbers that update every 10 seconds.

The screenshot shows the Kolcast interface for a webinar titled "Season ticket holders: the pre-season meet-up". The header includes the Bayside Lions logo, a navigation bar with "All webinars", "Lists", "Team", "Settings", "Billing", and a user profile "beam-tester3@gmail.com" with a "Sign out" button. The main content area has a title "Season ticket holders: the pre-season meet-up" with a date "Friday, Oct 23, 8:00 PM", status "Registration required", and host "Leo Hart". Below the title are three buttons: "Enter the webinar as host" (highlighted in blue), "Edit", and "Duplicate".

The page is divided into two main sections:

- Links**: This section contains two sub-sections:
 - Link to register and watch**: Describes that whoever opens the link now registers and gets a personal link by email. It includes a text box with the URL "https://demo-lions.kolcast.app/w/79539ur6wx" and a "Copy" button.
 - Producer link**: Describes that whoever helps run the chat, requests and polls, even without a user in the system. It includes a text box with the URL "https://demo-lions.kolcast.app/w/79539ur6wx#op=..." and a "Copy" button.
- In numbers**: This section displays four statistics in a 2x2 grid:
 - In the room now (team)**: 1
 - In the waiting room**: 1
 - Joined the webinar**: 1
 - Registered**: 1
 Below the grid is a button labeled "Download attendee report (Excel)".

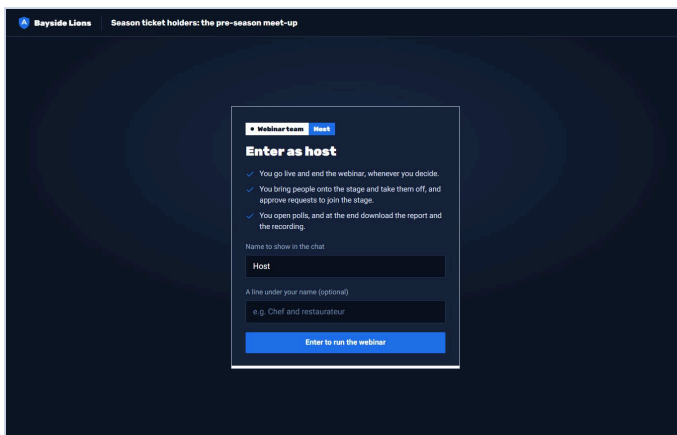
At the bottom center of the page, there is a small Hebrew text "עברית" (Hebrew).

A scheduled webinar's page

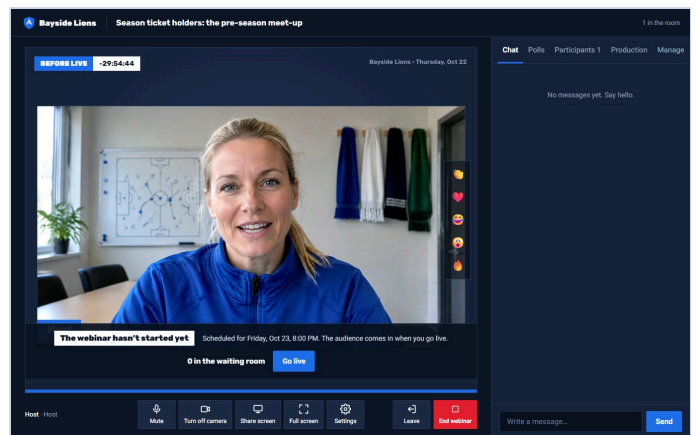
4 Live webinar: during the broadcast

Host Entering the room

1. On the dashboard or the webinar's page, click **"Enter as host"**. The room opens in a new tab.
2. On the **"Enter as host"** screen, check the name that will show in the chat, and click **"Enter to run the webinar"**.
3. The browser asks for permission to use the camera and microphone. Allow it.



Entering as host



Before going live: the audience isn't in yet

Now you are in the room, but the audience isn't yet. The bar at the bottom says **"The webinar hasn't started yet"**, and shows how many are waiting to come in. This is the time to get ready: check the lighting, open your slides, pick a background.

Host Going live

Click **"Go live"** and confirm. Everyone waiting comes in at once, and the recording starts by itself.

A webinar counts toward your plan only at the moment it goes live. If your plan has no webinars left, you'll see a message, and you can buy a single webinar from the dashboard.

The buttons at the bottom

Button	What it does
Mute / Microphone	Turns the microphone off and on.
Turn off camera / Camera	Turns the camera off and on. While it is off, your initials show.
Share screen	Shares a screen, a window or a tab. One person shares at a time. The shared screen takes most of the view, with the people beside it.
Full screen	The room on the whole screen.
Settings	Name, switching camera and microphone, background (blur, dark studio, light wall, your brand color, or a picture of your own), and the language of the buttons.
Leave	You leave the room. The webinar goes on, but the recording stops when the host leaves.
End webinar	Ends it for everyone. There's no going back after this.

The tabs on the side

The screenshot shows the Bayside Lions webinar interface. The main video feed shows a woman in a blue jacket. Below the video, a banner reads "The webinar hasn't started yet" and "Scheduled for Friday, Oct 23, 8:00 PM. The audience comes in when you go live." There are buttons for "0 in the waiting room" and "Go live". The bottom bar contains buttons for Mute, Turn off camera, Share screen, Full screen, Settings, Leave, and End webinar. On the right, the "Production" tab is selected, showing options for "Join button for viewers", "Scenes" (The webinar, Be right back, Starting in a moment), "On screen" (Logo in the corner, Show the line under names), "Show ticker", and "Captions".

The "Production" tab

- **Chat:** next to each message, "**Show on screen**" (shows it on screen for everyone) and "**Delete**".
- **Q&A:** shows up when you open questions from the audience. Everyone votes, and the most wanted questions rise to the top. You can mark one "**Answered**" or show it on screen.
- **Polls:** write a question and 2 to 5 answers, and click "**Open poll**". A poll can be anonymous. You see the percentages live.

- **Participants:** everyone in the room. Next to each one: **"Bring on stage"**, **"Mute"**, **"Remove"**, **"Block"**, and for the host also allowing screen sharing and **"Make producer"**.
- **Production** (host and producer):
 - **Join button for viewers:** text and a link, then click **"Show to viewers"**. The button shows on everyone's screen, and the clicks are counted in the report.
 - **Scenes:** **"Be right back"** or **"Starting in a moment"** cover the broadcast for everyone, in the recording too.
 - **On screen:** the logo in the corner, a description line under names, and a scrolling message bar.
 - **Live captions**, for whoever speaks from Chrome or Edge on a computer.
 - **Questions from the audience:** a switch that opens the Q&A tab.
 - **Chat:** closing the chat to the audience, and **slow mode** (one message every few seconds).
- **Manage** (host only): the producer link, the audience link, the recordings, and downloading the attendee report.

Host **Bringing someone from the audience on stage**

- A viewer can click **"Ask to join the stage"**. The request shows at the top of the side panel, with **"Bring on stage"** and **"Decline"**.
- Or the host clicks **"Bring on stage"** next to a viewer, and the viewer gets an invitation and decides whether to come up.
- Up to 10 people on stage at once, the host included.

The screenshot displays a live webinar interface. At the top, the header shows 'NL Dr. Nora Lane' and 'Open class: reading a graph' on the left, and '4 in the room' and 'Recorded' on the right. The main video area shows a host, Daniel Kim, pointing at a whiteboard with a graph. The graph has a horizontal axis, a vertical axis, and a curve with a peak. A dashed vertical line connects the peak to the horizontal axis. To the right of the graph is a vertical bar with five colored circles (orange, red, yellow, green, blue). Below the video, there is a control bar with buttons for 'Microphone', 'Camera', 'Ask to join the stage', 'Full screen', 'Settings', and 'Leave'. On the right side, there is a chat panel with a 'Chat' tab selected, showing messages from 'Maya' and 'Ben'. At the bottom right, there is a text input field for 'Write a message...' and a 'Send' button.

A live webinar with chat

What the producer does

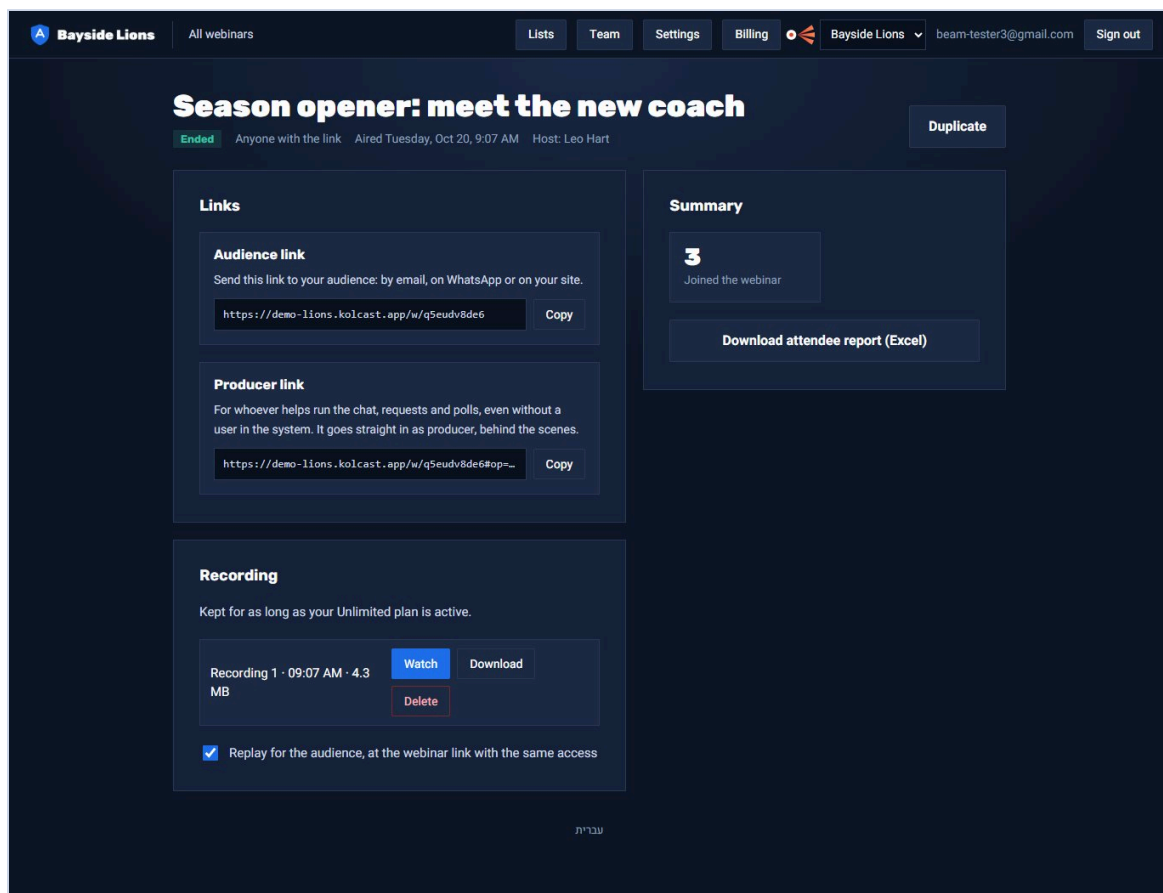
Comes in with the producer link, behind the scenes, and the audience doesn't see them in the list. They run the chat, the requests to join the stage, the questions and the polls, and can also start and end the webinar. They don't have the "Manage" tab (recordings, report and links).

Broadcast time

Each plan has a broadcast length. 10 minutes before the end a warning shows, and you can click "**Extend 30 minutes**", once. When the time is up, the webinar ends by itself.

5 Live webinar: after the broadcast

1. Click "**End webinar**" and confirm. The viewers are disconnected.
2. The recording is saved. This takes a few seconds.
3. On the ending screen: download the recording, download the report, and the "**Replay for the audience**" switch (on by default).
4. About 3 minutes after the end, everyone whose email is known gets a **thank-you email**, with a link to the replay and a rating question. You can turn this email off in Settings.



An ended webinar's page: recording, replay and numbers

- **The recording:** a video file of everything on screen, with everyone's sound. It is recorded in the host's browser, so if the host leaves in the middle, the recording stops and picks up when they return ("Recording 2").
- **The report:** a file that opens in Excel, with the attendees, the registrants, the ratings, the clicks on the join button, the chat, the questions and the polls.
- **The replay:** at the same link and with the same access as the webinar.
- **How long it's kept:** by plan (in the appendix). A week before the end, an email reminds you to download it.

6 Automated webinars and series

A ready video that plays for the whole audience at the same moment, at the time you set, with chat, questions and a join button. On paid plans (Basic and Unlimited).

1. In **"New webinar"**, choose **"Automated webinar"**.
2. **The video:** **"A recording of a past webinar"** from the list, or **"Upload a video file"** (MP4 or WebM, up to 5GB).
Don't close the page until the upload finishes.
3. **The time:** a date and time. You can have **one date**, **several dates** (up to 10), or **every week** until you stop it.
4. Click **"Create the automated webinar"**.
5. On the webinar's page, set up a **join button**: text, a link, and at which minute of the video it shows.

The screenshot shows the 'What's the webinar about?' form in the Bayside Lions dashboard. The form is divided into several sections:

- Webinar name:** A text input field with the placeholder 'e.g. Members meetup, Season wrap-up'.
- Webinar language:** A dropdown menu set to 'English'.
- How it airs:** Two radio button options: 'Regular webinar' (unselected) and 'Automated webinar' (selected). The 'Automated webinar' option has a description: 'A ready video plays for everyone at the set time, with chat, questions and the join button'.
- The video:** Two radio button options: 'A recording of a past webinar' (selected) and 'Upload a video file'. The 'A recording of a past webinar' option has a description: 'From the webinars you already had here'. Below this is a dropdown menu showing 'Season opener: meet the new coach · Oct 20, 2026 · 0:33'.
- Who can join:** Three radio button options: 'Anyone with the link' (selected), 'Registration required', and 'Invite only'. Each option has a brief description.
- When:** Two radio button options: 'On a date and time' (selected) and 'Several dates'. The 'On a date and time' option has a description: 'The audience sees a countdown, and the video starts for everyone at this time'. Below this are fields for 'Date' (10/22/2026) and 'Time' (03:00 PM).
- One date:** A radio button option (selected) with a description: 'It airs once, at the date above'.
- Several dates:** A radio button option (unselected) with a description: 'The same video at each date you add, each with its own registration and report'.
- Every week:** A radio button option (unselected) with a description: 'From the date above, every week at the same time, until you stop it'.

At the bottom of the form is a blue button labeled 'Create the automated webinar'.

Creating an automated webinar

- There's nothing to click: the webinar starts by itself and ends when the video ends.
- Latecomers join in the middle, exactly where everyone else is.
- **A series:** the audience has one fixed link that always opens the next date. Each date has its own registration and report, and on the Basic plan each date counts as a webinar.
- Questions left unanswered are emailed to the host after the webinar.

- Stopping: on the webinar's page, "**Stop the weekly broadcast**". Whoever registered for dates that were called off gets an email.

7 Podcast

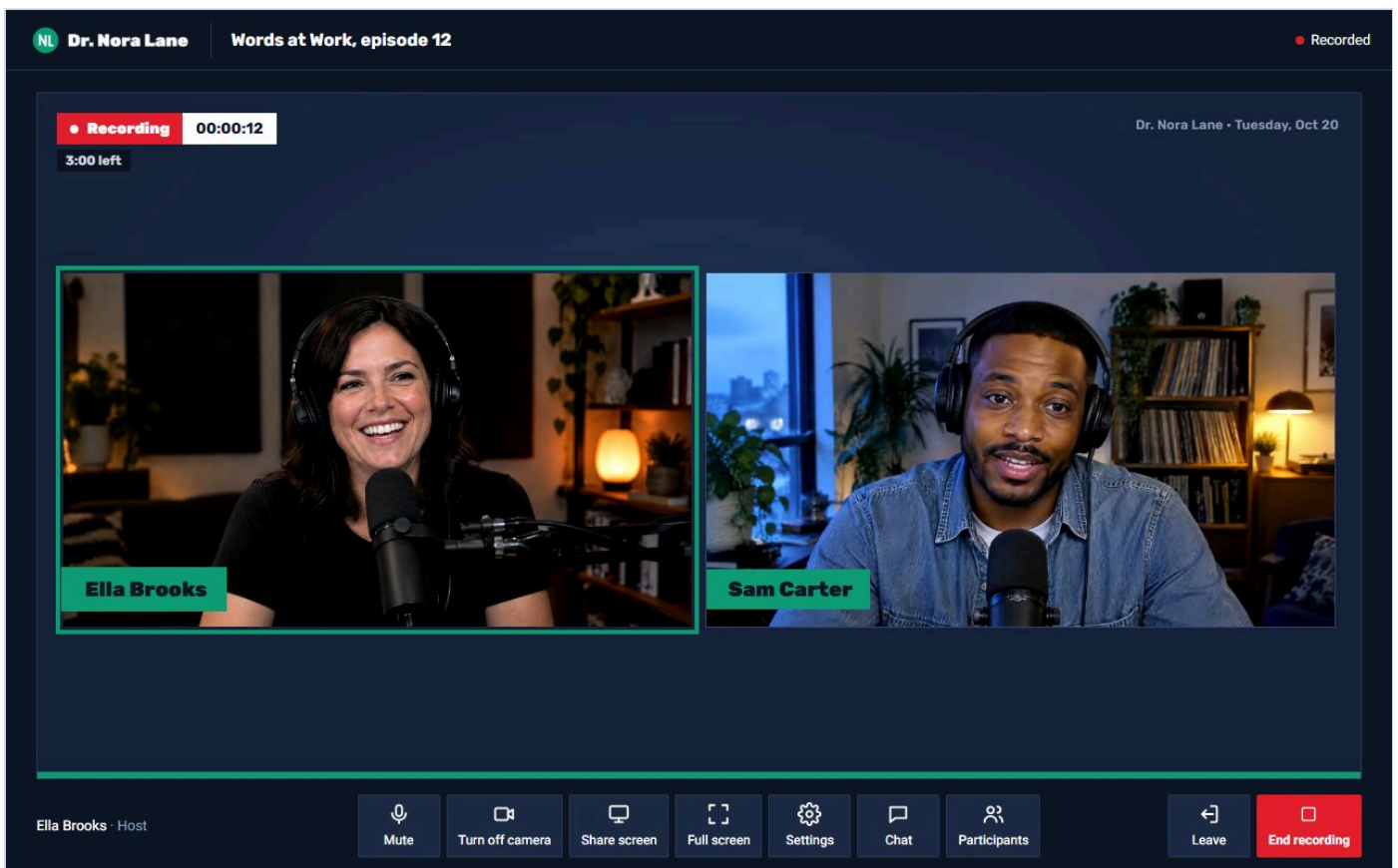
A studio in the browser for you and up to 3 guests. Each speaker is recorded on their own device at full quality, and you get a separate file for each one. There's no audience.

Host Creating an episode

1. On the dashboard, click **"New podcast"**.
2. The episode name, the studio language, and **"What to record"**: **"Video and sound"** or **"Sound only"**.
3. Click **"Create the episode"**.
4. On the episode's page, copy the **"Link for guests"** and send it to your guests. They don't need an account.

Host Recording

1. Click **"Enter the studio"**. Before you come in, you see your camera and a bar that shows the microphone is picking up sound.
2. When everyone is in and ready, click **"Start recording"**. In the participants list you see **"recording ✓"** next to each speaker.
3. At the end, click **"End recording"**.
4. **Don't close the page** until **"Your recording is in"** shows. Your guests see a message like this too.



The studio during a recording

The files

When all the files are in, you get an email. On the episode's page, under **"Files"**:

- A **mixed file** of the whole episode.

- **Each speaker separately:** video, and clean sound (WAV). Next to each file it says "**starts at X s**": use this to line the files up in your editing software.

The screenshot shows the Kolcast interface for a specific episode. At the top, there's a navigation bar with the user's name 'Dr. Nora Lane' and various settings like 'Courses', 'Lists', 'Team', 'Settings', 'Billing', and a 'Sign out' button. The main heading is 'Words at Work, episode 13'. Below this, there's a 'Duplicate' button. The interface is divided into several sections: 'Links' with a 'Link for guests' and a URL to share; 'Summary' showing '1 Guest who came in' and a 'Download attendee report (Excel)' button; 'Files' showing two mixed files with 'Watch', 'Download', and 'Delete' buttons; and 'Each speaker' showing details for two speakers, Leo Hart and Jean Miller, with their respective video and audio files, start times, and download buttons.

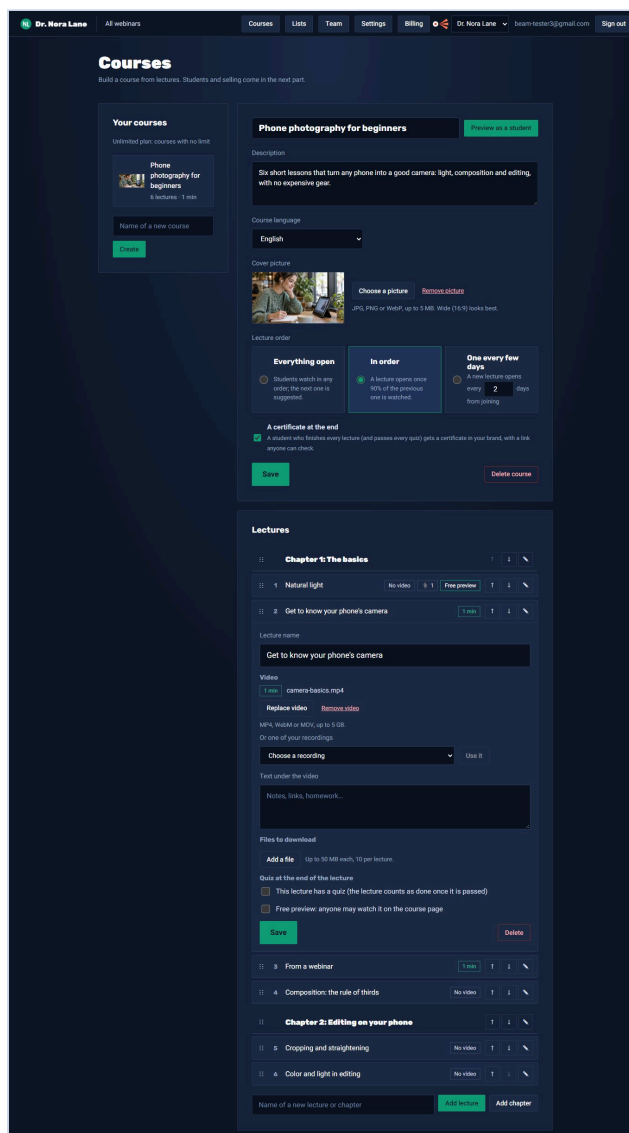
An episode's files

A guest on a phone: needs to keep the screen on and the page open for the whole recording. If the page closes early, the upload carries on the next time they open the same link.

8 Courses: for the creator

Building a course

1. In the top bar, click "**Courses**".
2. Type a name for the course and click "**Create**".
3. In the course details: description, language, cover picture, **lecture order** (everything open / in order / a lecture every few days), and a **certificate of completion**.
4. Add **lectures** and **chapters**. Change the order by dragging or with the arrows.
5. Open a lecture (🔗) and add:
 - **A video**: upload a file, or pick a webinar recording from the list.
 - **Text** under the video, and **files to download** (up to 10).
 - **A quiz at the end of the lecture**: questions, answers, the right answer and a pass mark. A lecture with a quiz counts as done only once the quiz is passed.
 - **Free preview**: anyone who comes to the course page can watch this lecture.
6. "**Preview as a student**" shows the course exactly as a student will see it.



Editing a course and a lecture

Question 1

Remove question

Where should the subject go in the frame?

☐ Right in the middle
 ☒ On one of the thirds lines
 ☐ In a corner

Add an answer

Question 2

Remove question

What does the rule of thirds divide?

☒ The picture into 9 parts
 ☐ The colors

Add an answer

Add a question

Pass mark (%)

100

Building a quiz

Selling the course

1. In the **"Selling"** card, tick **"The sales page is published"**.
2. Choose **"They pay"** or **"Free, with sign-up"**.
3. For a paid course: type the price as it should show, and paste the link to **your payment page** (Stripe, PayPal, Lemon Squeezy, Gumroad...).
4. Choose **how long they keep access** (for good, or a number of days), and tick whether to show the student's email over the video.
5. **Connect your payment page:** copy the address in the card, and paste it in your payment page's settings. From now on, whoever pays gets into the course by themselves and gets an email.
6. Under **"What arrived lately"** you see every notice that came from your payment company, so you know the connection works.

Selling

The sales page is published

Published: anyone with the link can buy or join. Not published: the page shows, but no one can buy.

The course page

https://demo-noa.kolcast.app/c/en?photo01

Copy

Open

How students get in

They pay

On your own payment page. The student gets in by itself once the payment goes through.

Free, with sign-up

Name and email, and they are in. Good for collecting leads.

The price, as shown

\$129, or 3 payments

Your payment page

https://pay.example.com/course-photo

The link to your payment page for this course (Stripe, PayPal, Lemon Squeezy, Gumroad...). The "Buy" button leads there.

How long they keep access

For good

Show the student's email faintly over the video (against sharing)

Save

Connect your payment page

When someone pays, your payment company tells this address, and the buyer gets in by itself with an email. Paste it in your payment page's settings:

https://kolcast.app/api/hooks/courses/en7hk4d2vq8ms3xw6pzt

Copy

To close access when a subscription is cancelled, use this address:

https://kolcast.app/api/hooks/courses/en7hk4d2vq8ms3xw6pzt/revoke

Copy

► Where to paste it

What arrived lately

Nothing yet. After the first payment you will see it here.

New address

The "Selling" card

We never touch the money and take no commission. The payment goes straight to you, with the installments and invoices you already use.

Students

- Whoever bought or signed up shows up by themselves in the **"Students"** card, with their progress, and with their certificate once they finish.
- You can add students by hand or from an Excel file, for example people who paid by bank transfer, and send them an email with a link.
- **"Remove"** closes a student's access.
- The system emails students by itself: when a new lecture opens, when someone hasn't come in for a week, and when they finish.

Students • 2 students

Students who bought come in by themselves. Here you can also add people who paid another way.

Email

Name (optional)

Add

Upload a list (Excel or CSV)

☒ Send them a mail with the link to the course

Student	How	Joined	Progress	Finished
emma.student@example.com Emma Clark	Bought	Oct 19, 2026	6 of 6	Certificate Remove
dan.miller@example.com Dan Miller	Bought	Oct 12, 2026	0 of 6	Remove

The "Students" card

9 Account settings, team, lists and billing

Settings **Account owner and admin**

- **Brand:** the organisation's name, logo (light or transparent works best), and main color. The system checks that the color is readable and suggests another shade if needed.
- **Your address:** the address every link your audience gets starts with.
- **Defaults for a new webinar:** what you mostly do, language, which ways in to offer, a ready join button, replay, a thank-you email with an opening line of your own, and the sender's name.
- **Preview** of the room, the waiting screen, the ending screen and the thank-you email.

Account settings
How your webinars look to the audience, and what every new webinar starts with.

Brand
Organization name, so the audience will see it
Bayside Lions

Logo
Bayside Lions Upload logo

PHIL, JPG, WEBP or SVG, up to 1MB. The logo sits on a dark background, so a light logo or a transparent background works best.

Main color
#1F62EB

White text reads well on this color, so names on screen will be white.

Save changes

Every link your audience gets starts with this address.
<https://demo-11.com.kolcast.app> Copy

Defaults for a new webinar
What you mostly do
Webinars

The dashboard leads with this.

Language of new webinars
English

You can still pick another language for each webinar.

Which access options to offer when creating a webinar
☒ Anyone with the link
☒ Registration required
☒ Invite only

Which one is selected
☒ Anyone with the link
☐ Registration required
☐ Invite only

Join button for viewers, ready in every webinar
Button text <https://>

Empty = no ready button. The host shows it from the "Production" tab during the webinar.

☒ Replay open to the audience after the webinar
☒ Thank you email after the webinar, with the replay and a rating

Opening line for the thank-you email (optional)
e.g. It was great to see you!

Sender name Reply to address
Bayside Lions info@company.co.il

Preview

Webinar room

Waiting room

End screen

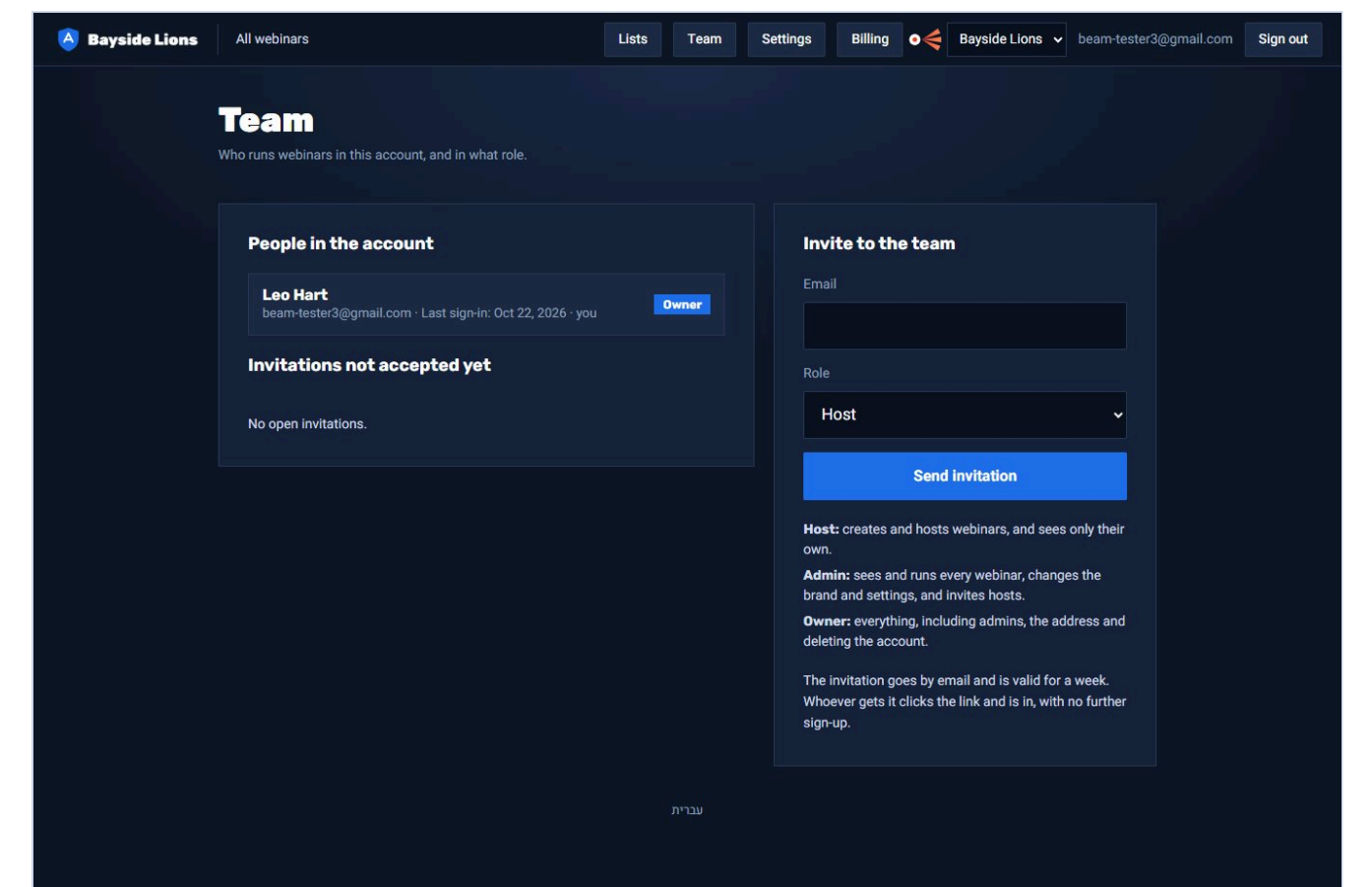
Thank you email

Account settings

Team

Role	What they can do
Account owner	Everything, including billing, admins and deleting the account. One per account.
Admin	Sees and runs all webinars, changes the brand and settings, and invites hosts.
Host	Creates webinars and hosts them, and sees only their own webinars.

Invite people in "Team": email, role, "Send invitation". The invitation is valid for a week, and whoever gets it comes in with one click. On the Free, Courses and Basic plans, up to 3 team members.



Team

Invite lists

- 1. In "Lists", create a list with a name.
 - 2. Upload an Excel or CSV file with a column of emails, or add them by hand. Duplicates aren't added.
 - 3. When creating a webinar, choose "Invite only" and the list.
- Want **subscribers** from your own site to get in by themselves? Fill in the request to connect your subscriber list at the bottom of the screen, and we'll connect it.

Bayside Lions

All webinars

Lists

Team

Settings

Billing

Bayside Lions

beam-tester3@gmail.com

Sign out

Invite lists

An "Invite only" webinar is open only to the emails on the list. Each invitee signs in with a code sent to their email.

Lists

No lists yet.

Name for a new list

Create

Want to connect your subscriber list?

If you have subscribers on your site (Wix, WordPress, Shopify or another system), we can connect them so only active subscribers get in, without uploading lists. We'll check the connection with your platform and get back to you.

Where are your subscribers

Choose

How to reach you (phone or email)

Anything else we should know (optional)

e.g. your site's address, and how subscribers sign up

Send request

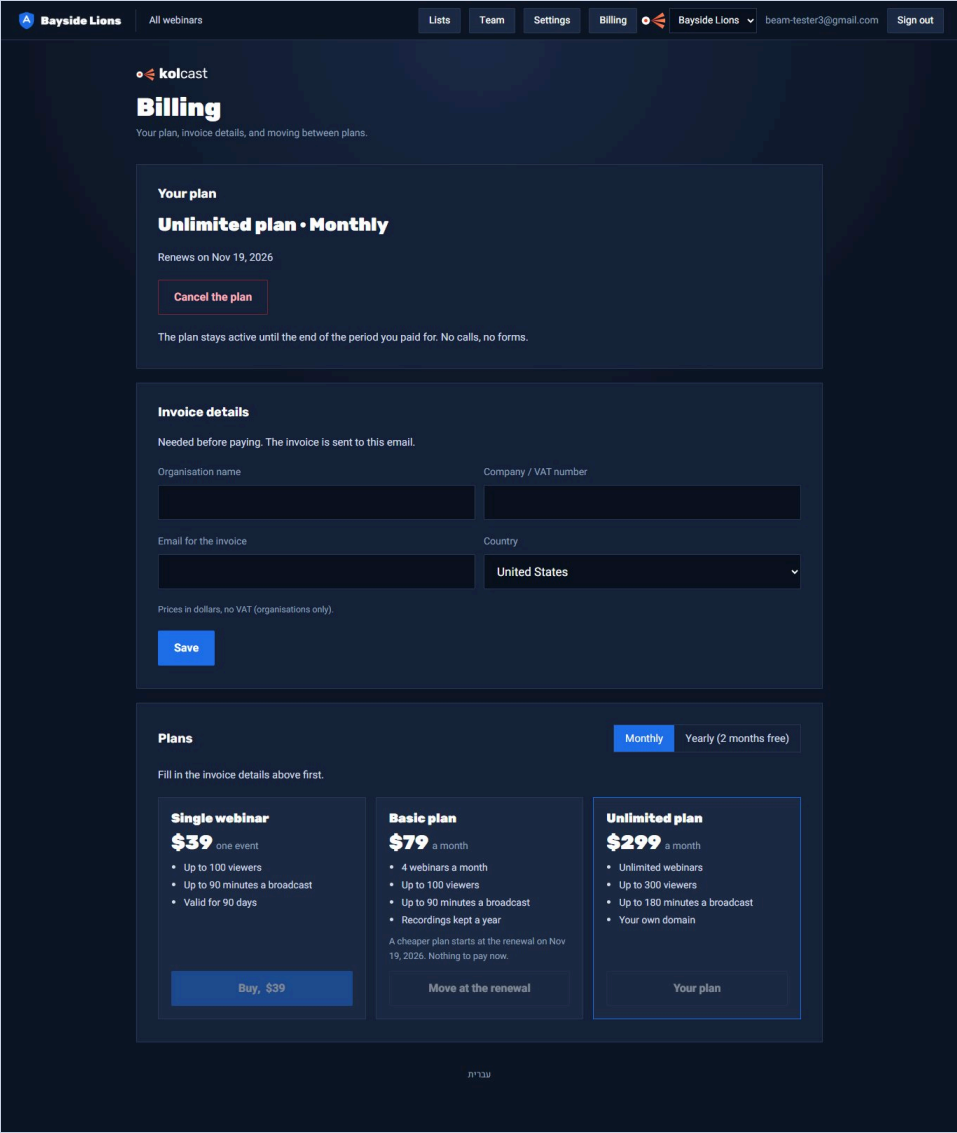
עברית

Invite lists

Billing Account owner only

- Your current plan and when it renews.
- **Invoice details:** need to be filled in before the first payment.
- **Plans,** monthly or yearly (yearly = 10 months). An upgrade happens right away, and you pay only the difference. Moving to a cheaper plan happens at renewal.
- **Cancelling the plan:** one click. The plan stays active until the end of the period you paid for, and then the account moves to Free.

Kolcast · 22/30



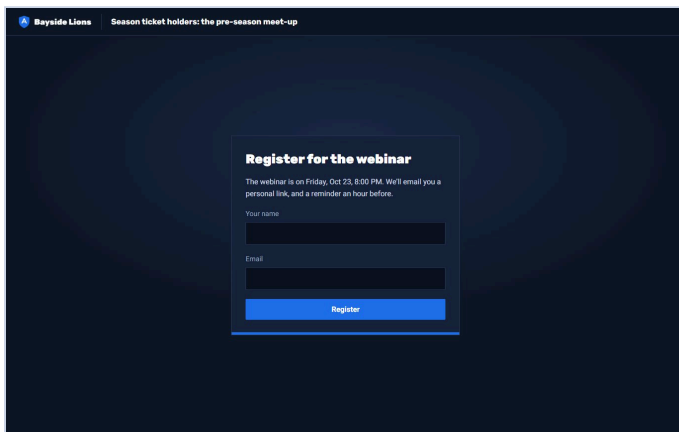
Billing

10 The audience: viewers and guests

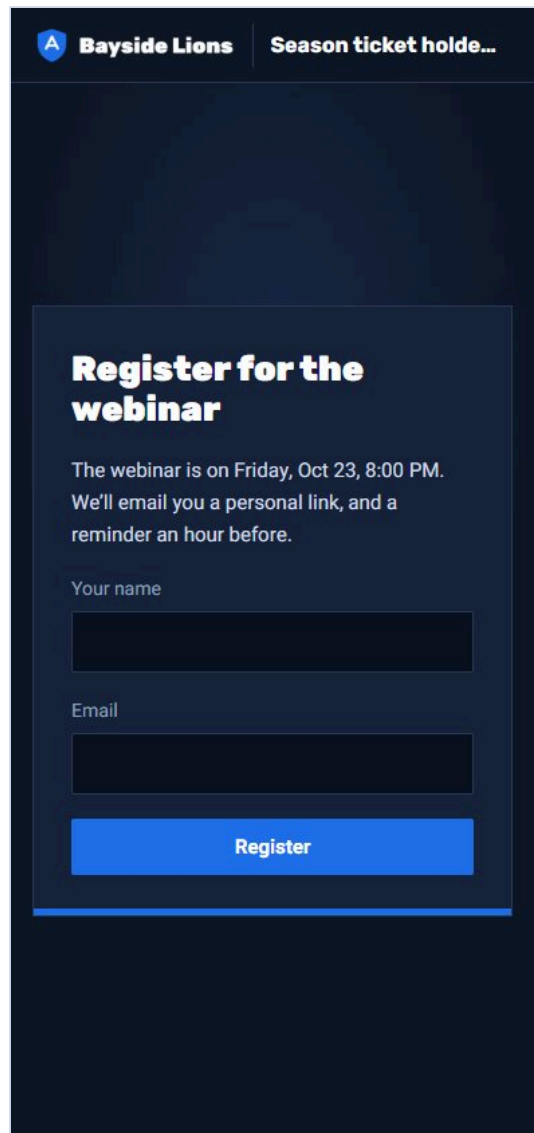
Viewer Joining a webinar

Click the link you got. What happens depends on the way in the organisers chose:

- **Open:** type a name and click "**Join the webinar**".
- **With registration:** name and email, and a 6-digit code sent by email. For a scheduled webinar you register ahead and get a personal link and a reminder an hour before.
- **Invited:** type the email the invitation came to, and you get a code.
- **Subscribers:** "**Sign in with my account**" on the organisers' site.

A desktop screenshot of a registration form titled "Register for the webinar". The form is centered on a dark blue background. It includes a header with "Bayside Lions" and "Season ticket holders: the pre-season meet-up". The main text says "The webinar is on Friday, Oct 23, 8:00 PM. We'll email you a personal link, and a reminder an hour before." Below this are two input fields labeled "Your name" and "Email", followed by a blue "Register" button.

Registering for a scheduled webinar

A mobile screenshot of the same registration form. The layout is adapted for a smaller screen, with the title "Register for the webinar" in a larger font. The text "The webinar is on Friday, Oct 23, 8:00 PM. We'll email you a personal link, and a reminder an hour before." is also present. The input fields for "Your name" and "Email" are larger, and the blue "Register" button is prominent at the bottom.

The same on a phone

Viewer Before and during the webinar

- Before it starts you see a countdown, and buttons to add it to your calendar. **The screen switches to the webinar by itself** when it starts.
- During the webinar: chat, questions (vote on other people's questions), polls, reactions (👏 ❤️ 😄 😮 🔥), and the join button when the host shows it.

- **"Ask to join the stage"**: if the host approves, your camera and microphone open and everyone sees you. **"Leave the stage"** takes you back to watching.
- When the webinar is full, you can leave your email and get the replay.
- After the webinar: the replay (if the organisers opened it), and a short "How was it?" question.



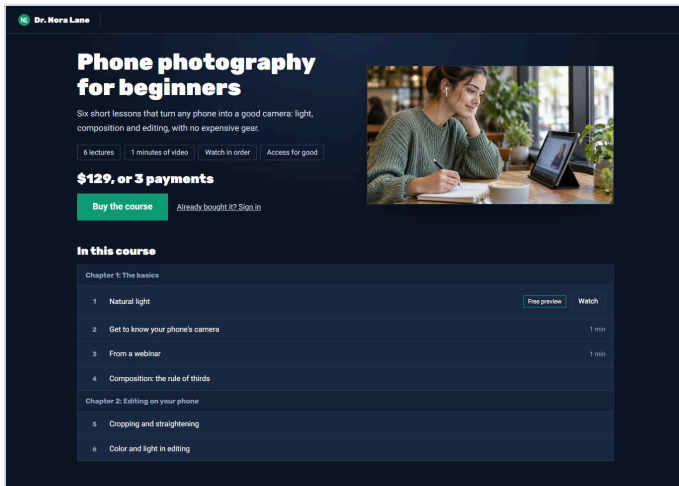
A webinar on a phone

Podcast guest

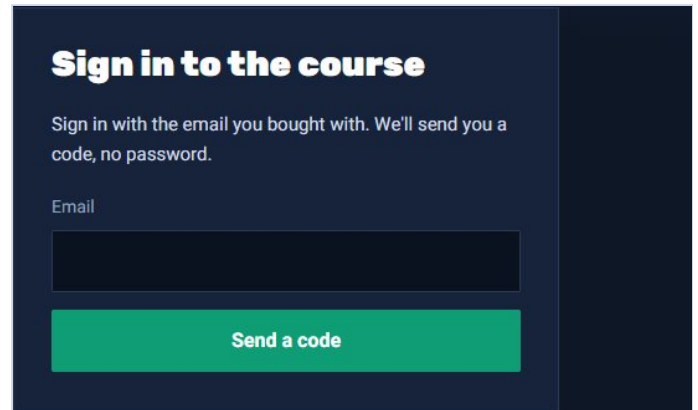
1. Click the link the host sent. No account needed.
2. Check your camera and microphone (the bar moves when you speak), and click **"Enter the studio"**.
3. Nothing is recorded until the host clicks "Start recording".
4. At the end: **don't close the page** until "Thank you, you can close this page." shows.

11 The student's side of a course

1. **The course page:** description, the list of lectures, the price, and a free preview you can watch right away.
2. **Buying:** "Buy the course" leads to the creator's payment page. Seconds after paying, an email arrives saying the course is open for you.
3. **A free course:** "Join for free", name and email, and a code.
4. **Signing in:** type the email you bought with, and you get a code. No password. The device remembers you for 90 days.



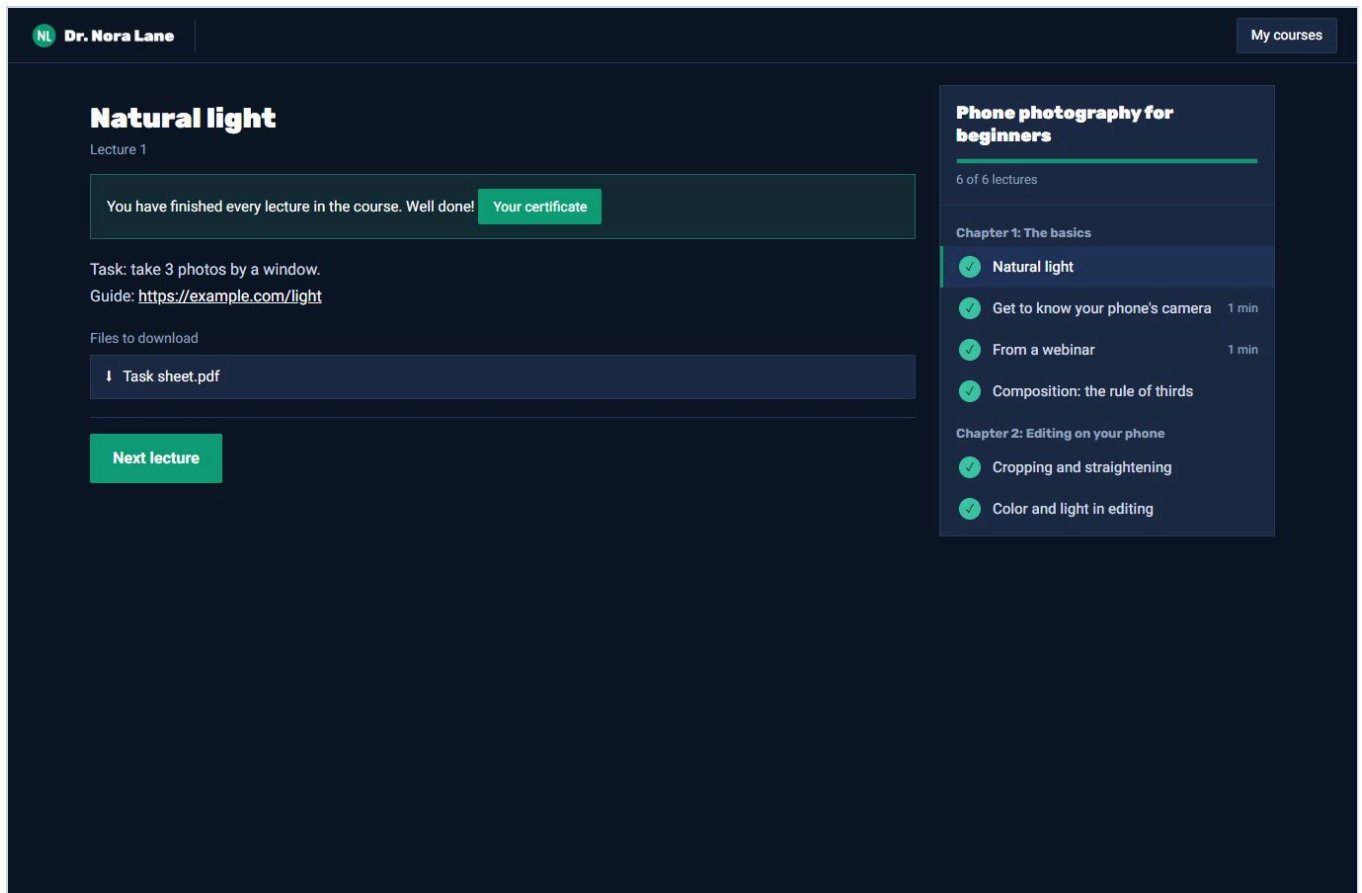
The course page



Signing in to the course

Watching

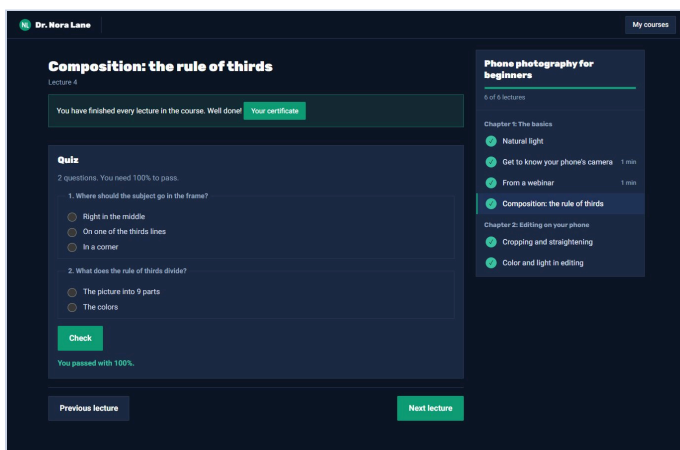
- The video at the top, the list of lectures on the side, and a progress bar.
- **Pick up where you stopped**, even from another device.
- A lecture with  opens after you finish the previous one, or on the date written next to it, depending on what the creator chose.
- A lecture counts as done after 90% of the video, or after passing the quiz at its end.
- The course plays on up to **two devices at a time**.
- **"My courses"** gathers all your courses from the same creator.



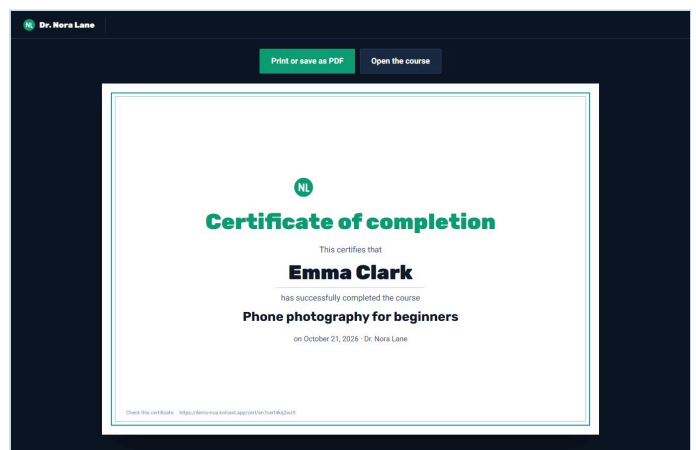
Watching a course

Quiz and certificate

- Answer every question and click "**Check**". You see what's right and what isn't, and you can try again.
- When you finish every lecture, an email arrives, and "**Your certificate**" shows in the course. Type your name once, then print it or save it as a PDF.



A quiz at the end of a lecture



Certificate of completion

12 When something doesn't work

What happens	What to do
"No access to the camera or microphone"	Click the lock icon next to the address in your browser and allow the camera and microphone. If that doesn't help, close other apps using the camera (Zoom, Teams).
The wrong camera or microphone	"Settings", then choose the camera and microphone. The change applies right away.
The code didn't arrive	Check your spam folder. You can ask again, up to 3 times in 15 minutes. The code is valid for 10 minutes.
"Connection lost. Reconnecting..."	Wait a few seconds. The room reconnects by itself.
"You joined the webinar from somewhere else"	The same account opened on another device or tab. It stays open in one place at a time.
"This browser can't record"	Host webinars and record podcasts from Chrome or Edge on a computer.
Captions don't work	Captions work only for whoever speaks from Chrome or Edge on a computer.
"No webinars left"	On the dashboard: a single webinar, or moving to a bigger plan.
A guest on a phone "disappeared" in the middle of a recording	The phone sent the page to the background. Bring the page back and keep the screen on.
A student: "The course is open on two other devices right now"	Close the course on one of the devices, and it plays again.

Our advice for every host: **Chrome or Edge on a computer**, and a rehearsal room before an important webinar.

13 Appendix: plans, how long recordings are kept, and emails

The plans

	Free	Single webinar	Courses	Basic	Unlimited
Price	0	\$39	\$49 a month	\$79 a month	\$299 a month
Webinars	One	One, valid 90 days	The free one only	4 a month	Unlimited
Viewers / minutes	50 / 60	100 / 90	50 / 60	100 / 90	300 / 180
Team	3	–	3	3	Unlimited
Courses	1, up to 3 lectures	–	3, up to 40 lectures	3, up to 20 lectures	Unlimited
Students a month	10	–	500	100	Unlimited
Your own domain	No	–	No	No	Yes

Yearly = the price of 10 months. On the free plan a small Kolcast mark shows.

How long recordings are kept

	Free	Single webinar	Basic	Unlimited
Webinar recording	14 days	60 days	A year	As long as the plan is active
Podcast files	14 days	30 days	90 days	A year

A week before the end, a reminder email arrives. After that the recording is hidden, and 30 days later it is deleted.

The emails the system sends

To whom	When
The audience	Sign-in code · You're registered · Reminder an hour before · The time changed · The webinar was cancelled · Thank you after the webinar, with the replay and a rating
Students	Sign-in code · Your course is open · A new lecture opened · Carrying on? (after a week) · You finished the course
The team and the account owner	Sign-in code · Team invitation · The episode's files are ready · Unanswered questions from an automated webinar · An automated webinar that didn't start · A recording about to expire · Billing (a renewal that failed, pause, end, refund)

Emails to your audience and students go out in your organisation's name and in the language of the webinar or course.