

Adding Images to Events in 25Live

25Live allows you to add images to events via two custom attributes types:

- **File reference** - Enter a URL to an image located on the web
- **Image** - Upload a new image for your event or select an image from your Series25 database.

Supported Image Formats

25Live officially supports the following image formats for upload:

| Ext | Description |
|------|--------------------------------|
| GIF | Graphics Interchange Format |
| JPG | JPEG / Compressed Image Format |
| JPEG | Compressed Image Format |
| PNG | Portable Network Graphics |



Security Note

A user must have the following permission configured in [Series25 Group Administration](#) to perform this function: Administrative: 9.0 *Upload Images*.

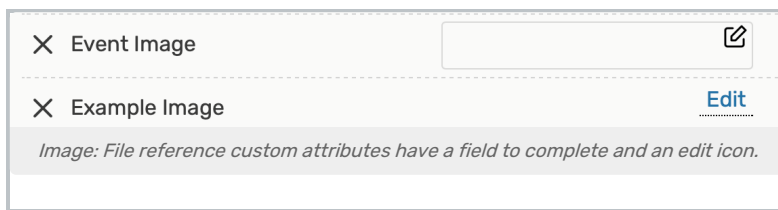



Note: Editing Custom Attribute Images

Please note that when updating an image in a custom attribute, you will need to also update the filename. If the existing and new filenames are the same, Publisher calendars will not detect a change and your image will not be updated.

To Add an Image Using a File Reference

1. Add or Find the Custom Attribute in the Event




| | | |
|-------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------|
| ✕ Event Image | <input type="text"/> |  |
| ✕ Example Image | | Edit |
| <i>Image: File reference custom attributes have a field to complete and an edit icon.</i> | | |

First, select an **Event Type**. The Event Form does not display custom attributes until an event type is selected, and only custom attributes set up for the chosen event type display by default.

Look for the **Custom Attributes** section in the Event Form, and find any file reference fields to add an image.

2. Edit the URL Field

Use the **Edit** icon () to enter editing mode, then type in a URL that points to an image hosted on another website. Tap or click outside the field to save your entry.

3. Continue Creating or Editing Your Event and Save

After finishing other fields on the Event Form, use the **Save** button.

To Add an Image Using an Image File

1. Add or Find the Custom Attribute in the Event



| | | |
|----------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------|
| ✕ Event Image | <input type="text"/> |  |
| ✕ Example Image | | Edit |
| <i>Image: Image custom attributes use an "Edit" link to select or upload an image.</i> | | |

Be sure you've chosen an **Event Type**.

Look at the **Custom Attributes** section in the Event Form for an image attribute with an **Edit** link.

2. Use the Edit Link to Select or Upload an Image

Image Upload

Select

Upload

Image Name:

Image Description (optional):

Upload a file

Note: a light gray background is used behind your image to display any transparent text or designs. It is not part of the image that will be uploaded.

Upload

Image: You can use the toggle to reveal the fields to select or upload an image.

The top of the display provides you with a toggle to choose between the ability to **Select** or **Upload** a file.

Image Upload

Select

Upload

Note: select an image title to preview.

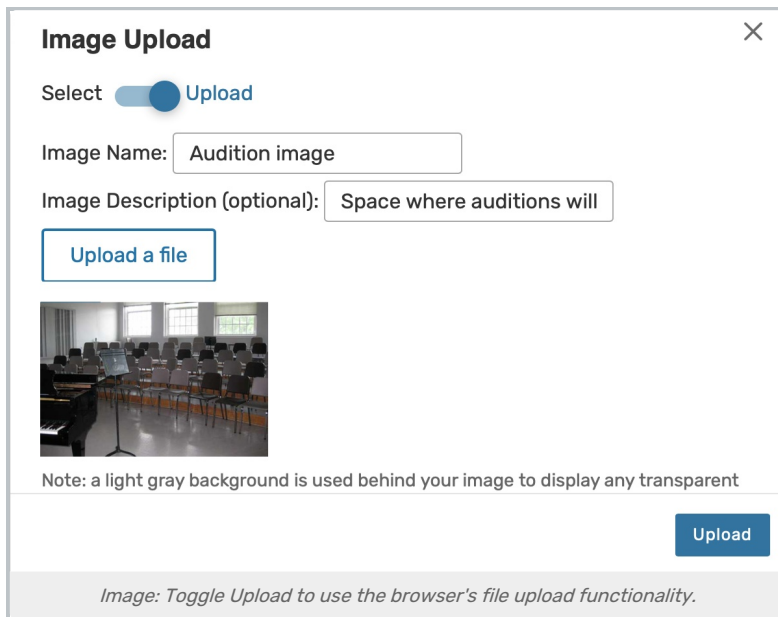
Classroom Rows
Diagram - Circle
Diagram - Horseshoe
Diagram - Rnds of 10
Diagram - Rounds of 8
Diagram - Seminar
Diagram - Theater
Elinor
Mac Laptop
Photo - As Is Lab
Photo - Bleachers
Photo - Circle
Photo - Classroom Pretty Example
Photo - CR Desks
Photo - CR TC1

Photo - CR TC2
Photo - Horseshoe
Photo - Rounds of 8
Photo - Seminar Room
Photo - Theater Aud
Photo - Theater Chairs
Presentation Easel
Recital Hall
Recital Hall Diag
Rehearsal - Round
Rehearsal - Theater
Rehearsal Space
Social Distancing Classroom Rows
Your Building

Upload

Image: Toggle to Select to choose from images already uploaded to your database.

Select - Uses the images you have stored in your Series25 database, which administrators can add in the [25Live System Settings](#)



The 'Image Upload' dialog box features a close button (X) in the top right corner. It includes a toggle switch labeled 'Select' and 'Upload', with 'Upload' currently selected. Below this are two text input fields: 'Image Name:' containing 'Audition image' and 'Image Description (optional):' containing 'Space where auditions will'. A button labeled 'Upload a file' is positioned below the description field. A preview of an image showing a room with chairs and a piano is displayed. A note below the preview states: 'Note: a light gray background is used behind your image to display any transparent'. An 'Upload' button is located at the bottom right. A footer note reads: 'Image: Toggle Upload to use the browser's file upload functionality.'

Upload - Gives the ability to use your browser's standard method to upload a file, add an image name, and add a description

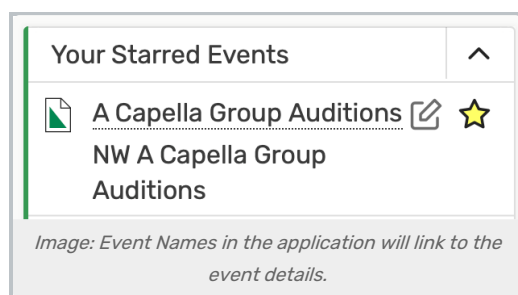
3. Continue Creating or Editing Your Event and Save

After finishing any other Event Form fields, use the Save button.

4. Make Sure the Image Information Saves

To Add or Edit an Image From Event Details

1. Go to the Event Details View for Your Event



Event names in widgets, calendars, availability grids, event lists, etc will link back to the event's associated Event Details page.

2. Find the Custom Attributes Section

You can expand or collapse each section in the Details view using the ^ icon in the heading bar.

3. Add or Edit the Desired Image Custom Attribute


Custom Attributes

✕ Contract Required

No ☐ Yes

✕ Example Image

Edit



✕ Event Image

<https://knowledge25.collegenet.com/download/attachments/479627715/TypesImageCustomAttr.png>

Add a Custom Attribute

Image: Use the Add a Custom Attribute button to add, or edit an image attribute already associated with an event.

If you need to add a new image, use the Add a Custom Attribute button.

If you're editing an image attribute already associated with the event, find it in the Custom Attributes section.

If adding or editing an image file reference, 25Live's inline editing will save your changes when you click away from the URL field.

If adding or editing an image file, use the Upload button after choosing or uploading an image.
