

Defining Discrete Dropdown Options for Event Custom Attributes

25Live allows you to add discrete options in the form of dropdown choices to event custom attributes you or your administrator(s) have defined. This functionality allows you to let event creators more accurately convey information with limited choices rather than a freeform text field.

Dropdown options for custom attributes show in the Event Details view and can be edited inline.

How To Access Master Definitions



Security Note

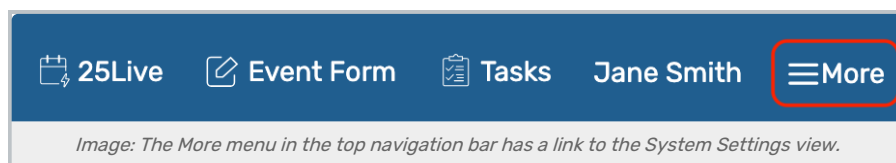
To access Master Definitions System Settings views, your 25Live user must have security permissions set in [Series25 Group Administration](#) for each of the types that you wish to access, including:

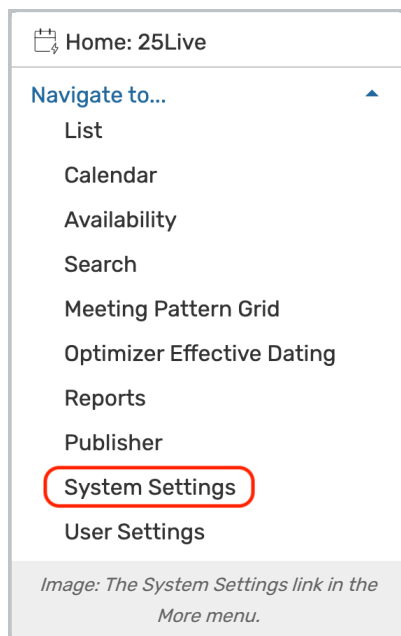
- Events: Administrative: 6.0 *Manage Event Master Definitions*
- Event Requirement Notification Policy: Administrative: 7.0 *Set Event Notification Policy*
- Event Types: Administrative: 5.2 *Manage Event Type Hierarchy*
- Locations: Administrative: 10.2 *Manage Location Master Definitions*
- Resources: Administrative: 12.2 *Manage Resource Master Definitions*
- Organizations: Administrative: 15.4 *Manage Organization Master Definitions*
- Organization Ratings: Administrative: 15.6 *Edit Organization Ratings*
- Organization Partition Preferences: Administrative: 15.8 *Edit Organization Location Preferences*
- Contacts: Administrative: 14.1 *Manage Contact Master Definitions*

If you would like any of the described settings changed for your user, contact your 25Live administrator.

1. Go to the System Settings View

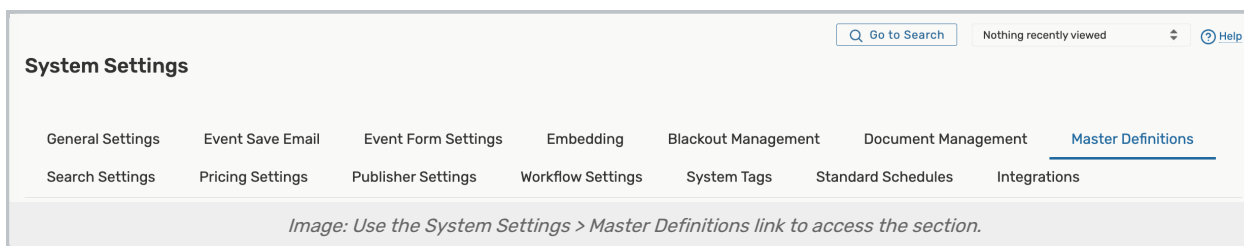
The **System Settings** section is accessible from the **More** menu in [the top navigation bar](#).





2. Tap or Click the Master Definitions Link

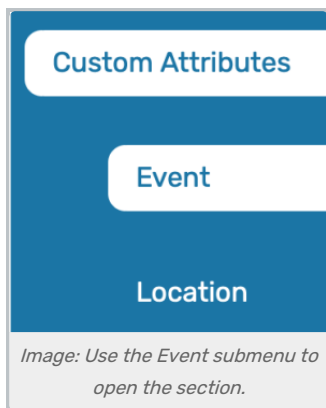
Use the menu link to go to the **System Settings** view, then open the **Master Definitions** section.



How to Add Discrete Options

Text type event custom attributes have a special ability to add **Discrete Options**.

1. Open the Event Submenu Under Custom Attributes



Go to the **Custom Attributes > Event** section.

2. Use the Show Button to Reveal Options

Any custom attribute that is of the type to allow discrete options will have a **Show** button next to it in the **Discrete Options** column. Use the button to reveal the option actions.

Event Custom Attributes

Type: Create New

Filter:

Order	ID	Name	Active	Event Details	Event Form	Multi-valued	Type	Discrete Options
1	87	Featured Events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Text	Show

Image: Click the Show button in the Discrete Options column.

3. Name and Arrange Options

Discrete Options

- Holidays ↑ ↓ ×
- Premier ↑ ↓ ×
- Campus-Wide Events ↑ ↓ ×
- Training ↑ ↓ ×

Add Option

Save

Animation: You can rearrange defined options using the arrow buttons.

Type a name for each option. Use the **Add Option** button again to add more. You can change the order of the options using the arrow buttons. Use the X button to remove options.

4. Save Your Changes

Use the **Save** button to save and return to the Events Custom Attributes list.



Reminder: Custom Attributes Need to Be Mapped

To show custom attributes when users are creating events, they must be associated with either:

- An [Event Type](#) in System Settings
- Logic within the [Event Form Rules](#)