

# Adding and Editing Org Types In 25Live

25Live allows you to add and edit the types for organizations that may request, schedule, or sponsor classes or events in the [Master Definitions](#) section of the [System Settings](#) area.

- Use generic labels that describe the kinds of groups that might sponsor events on your campus.
- Keep in mind that you can assign only one type to each organization, so limit the number to a few mutually exclusive types –a maximum of six is recommended.

## 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:

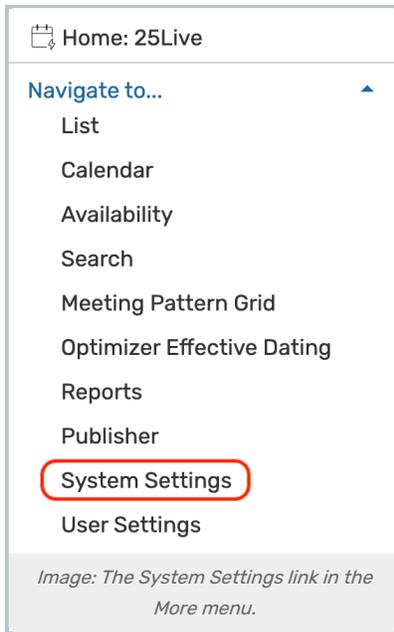
- Events: Administrative: 6.0 *Manage Event Master Definitions*
- Event Requirement Notification Policy: Administrative: 7.0 *Set Event Notification Policy*
- Event Types: Administrative: 5.2 *Manage Event Type Hierarchy*
- Locations: Administrative: 10.2 *Manage Location Master Definitions*
- Resources: 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

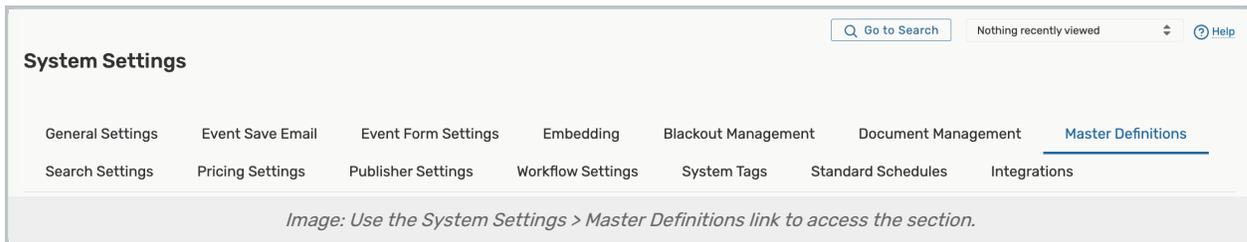
The **System Settings** section is accessible from the **More** menu in [the top navigation bar](#).





## 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.



See [Working With Master Definitions](#) for details on general navigation within the Master Definitions section and actions available to all types.

## How To Add Organization Types

### 1. Use the Create New Button

**Org Types**

[Create New](#)

Filter:

[Save Sort](#)

Order	ID	Name	Active	Abridged	Default Rate Group	Tags	Usage	Report	Delete	Force Delete
1	11	New_11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select a Rate Group	<a href="#">Add</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>
2	1	Administrative	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Internal	<a href="#">Add</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>
3	3	Athletic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Internal	<a href="#">Add</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>
4	2	External (For-Profit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	External For-Profit	<a href="#">Add</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>
5	4	External (Non-Profit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	External Non-Profit	<a href="#">Add</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>

*Image: After using the Create New button, the new org type is listed at the top with a default name.*

To add a new organization type, use the **Create New** button. Your new item will appear at the top of the list.

## 2. Rename the New Item

The new org type will have a default name that includes its ID number. Use the edit icon ( ) to rename.

## Editing Org Types

You can edit the list or item with the following actions:

- Manually reorder items
- The **Id** number for each item is listed
- Edit the **Name** of the item
- Check or uncheck the **Active** status
- The **Abridged** checkbox controls if the item is only visible on an abridged list for users with limited permissions
- Set the **Default Rate Group** for each organization type
  - After you create your rate groups in the [Pricing Settings](#) within System Settings, you have the option of associating some or all of them with organization types. Doing so allows pricing to be automatically applied to events based on the corresponding rate schedule for the default rate group associated with the event's primary organization type.
  - "None" is available as a default rate group choice.
- The **Tags** column lets you add [System Tags](#) for filtering and searching throughout 25Live
- **View** the **Usage** of the item in events, searches, etc.
- Use the **Report** column to run the "Master Definition Usage - Excel" report to export usage information
- **Delete** the item (if it is not being used)
- **Force Delete** the item (even if it's being used) and remove all references (*available only to Administrators in the (-1) security group*)



### Use Caution With Force Delete

The option to "force delete" a master definition item should be taken with care. Be advised that some searches may no longer function as expected until you edit them to remove references.



### Tip: Manually Sorting Item Display Order

Order	ID	Name
<input type="text" value="1"/>	87	Featured Events
<input type="text" value="2"/>	-90	OutlookCalendarId
<input type="text" value="3"/>	80	Would you like 25Live to notify Facilities staff about your event room setup needs?
<input type="text" value="4"/>	89	What is your second location preference?
<input type="text" value="5"/>	78	Club Advisor
<input type="text" value="6"/>	71	Academic Year
<input type="text" value="7"/>	66	Contact Name

*Animation: Drag the row to manually set the display order or a type an order number into the Order column.*

You can manually set the order of items displayed by clicking on the row icon (  ) and dragging up or down.

In some master definition lists, you can also enter a numeric value in the **Order** column to immediately change the order.

Use the **Save Sort** button to save the order.