Event Form Presentation by Security Group

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🔒 **Security Note**

Event Form Presentation editing rights are only available to the System Administrator (-1) security group.

After configuring a new event form in 25Live, you'll need to apply the form to designated security groups and make some additional Event Form Presentation configurations in Group Administration.

Setting Security Group Preferences

1. **Sign in** to Group Administration.
2. **Select** the group(s) you wish to modify.
3. Click **Configure...** in the upper right corner and select **Event Form Presentation**.
4. Edit the options described below and click **Save**.
5. Click **Cancel** to revert all settings to the way they were when you opened the page.

Configuration options are divided into two tabs: Event Restrictions and Event Configuration.

- **Event Restrictions** control which events a user is allowed to edit and how much flexibility they will have in the Event Form.
- **Event Configuration** controls how a user's experience differs when creating a new event versus editing an existing one.

Event Restrictions

	Setting	Description

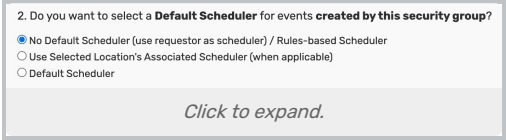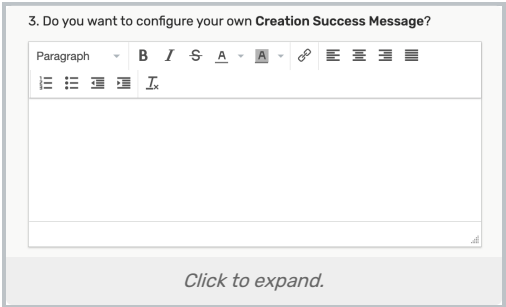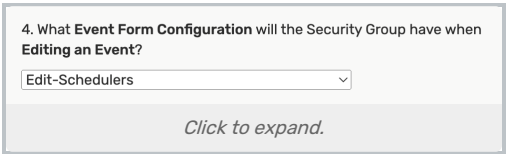|	Setting	Description
1. What **Event States** do you want Security Group to have access to when **Creating and Editing Events**? ○ Users can access all Event States when Creating and Editing Events ◉ Restrict Creation to these Event States: States ▲ ☐ Draft ☐ Tentative ☐ Confirmed ☐ Sealed ☐ Denied ☐ Cancelled *Click to expand.*	**Event States**	This limits which event states users can choose when creating or editing an event. For example, if Confirmed is not selected then users will not be able to make events Confirmed **or** edit events that are already Confirmed.
2. What **Event Types** do you want Security Group to have access to when **Creating and Editing Events**? ○ Users can access all Event Types when Creating and Editing Events ◉ Restrict Creating to these Event Types: Types ▲ ☐ (Unspecified) ☐ Athletic Practice ☐ Auction ☐ Break-out Session ☐ Calendar Announcement ☐ Camp *Image Caption*	**Event Types**	This limits which event types users can choose when creating or editing an event. For example, if Meeting is not selected then users will not be able to save an event as this type, although they can still edit existing Meetings. Some event types may not be displayed here, as described in the Additional Considerations section below.
3. What **Event Custom Attributes** are required when **Creating and Editing Events**? ○ No required Event Custom Attributes ◉ Require these Custom Attributes (when applicable): Custom Attributes ▲ ☐ Allow Registration ☐ Cancel if Bad Weather? ☐ Club Faculty Advisor ☐ Contact Email Address ☐ Contact Name ☐ Contact Phone Number *Image Caption*	**Event Custom Attributes**	Users will be required to enter a value for the selected custom attributes if they appear on the event form. Some attributes may not be displayed here, as described in the Additional Considerations section below.

	Setting	Description
4. Which **Date and Time Controls** would you like to display? ☑ **Include Setup Time** ☑ **Include Pre-Event Time** ☑ **Include Post-Event Time** ☑ **Include Takedown Time** *Click to expand.*	**Date and Time Controls**	When checked, users may choose to add Setup, Pre-Event, Post-Event, and/or Takedown times to an event.
5. What is the **earliest or latest date** Security Group can use when **Creating and Editing Events**? 2 — Earliest Date 📅 365 — Last Date 📅 *Click to expand.*	**Date Windows**	These settings determine how far in advance group members can create or edit an event using the Event Form. (Does not apply to events created with Express Scheduling.) • **Earliest/Latest Date** lets you set an absolute date range that does not change. Users cannot select dates outside this range when creating or editing events. • **Earliest/Latest Date Buffer** lets you set a window relative to the start date of the event. Users cannot create or edit events without X days of advance notice or more than X days in the future. You can use the **Clear** checkboxes to remove values when editing multiple security groups. See the Additional Considerations section below for examples.

	Setting	Description
	Restricting Viewing of Organizations	• **Users can access any Organization in the Primary Organization field** – No restrictions on organization choice • **Restrict Primary Organization to the following Organizations** – A user in a group with restricted organization options is only able to see the specified organizations *Users can also choose:* • **Any Organization the user is associated with** – Group members can see any associated organization • **User must be in one of these roles** – Users in a group with role-specific organization rules can only see the organizations associated with the selected roles

Event Configuration

	Setting	Description
	Creation Form	Users will see the fields on this event form configuration when they create new events from scratch. *Note: A convenient link to edit the configuration in 25Live is present under the first item.*

	Setting	Description
2. Do you want to select a **Default Scheduler** for events **created by this security group**? ◉ No Default Scheduler (use requestor as scheduler) / Rules-based Scheduler ○ Use Selected Location's Associated Scheduler (when applicable) ○ Default Scheduler *Click to expand.*	Default Scheduler	If no name is selected, users will be listed as the Scheduler role for their own events. Otherwise, you can choose someone else to be listed as the Scheduler: • When **Always Use Default Scheduler** is chosen, the selected name will be listed as the scheduler. • You can also elect to **Use Selected Location's Associated Scheduler** when a Location Scheduler is specified in the 25Live Location Details view for the assigned or requested location. ○ If an event has multiple locations, the first location that has an associated scheduler is used. The appropriate Scheduler is added to the event as soon as the event is saved, even if it is saved as a Draft.
3. Do you want to configure your own **Creation Success Message**? [Rich text editor toolbar: Paragraph ▾ B I S A ▾ A ▾ 🔗 ≡ ≡ ≡ ≡ / ≣ ≣ ≣ ≣ Iₓ] *Click to expand.*	Creation Success Message	This message will be displayed for users after they create new events.
4. What **Event Form Configuration** will the Security Group have when **Editing an Event**? [Edit-Schedulers ▾] *Click to expand.*	Editing Form	Users will see the fields on this event form configuration when they edit existing events.

	Setting	Description
5. Do you want to configure your own **Editing Success Message**? Paragraph B I S A A ⚭ 三 三 三 三 三 三 三 三 三 *Click to expand.*	Editing Success Message	This message will be displayed for users after they save changes to existing events.

Additional Considerations

Editing Multiple Groups

If you select multiple groups and edit their configuration preferences on this screen, you can pick and choose which settings you want to alter. Only the settings you touch will be updated for the selected groups, and the rest will retain their original values.

This is useful if you are editing multiple groups that have different configurations on most of their options, but you want to choose just a few settings that will be the same for all of them.

Filtered Event Types and Custom Attributes

Some groups do not have the ability to see all event types and custom attributes. If a group does not have "View all Active Event Master Lists" set to Yes in the Basic Permissions area, then users will only see an abridged list of these items in 25Live. (See Hiding Custom Attributes for more information.)

When setting which event types are available and which attributes are required for a group that does not have this permission, you are only able to select ones on the abridged list.

Date Window Examples

Here are some examples of limits you might create for users:

- The **Earliest Date** prevents users from making events before a specific date. You might use this to ensure that students don't create any events that take place before the start of a term.

- The **Latest Date** sets an upper bound on when users can work with events. You could require that users take annual training courses before you extend this date and allow them to make events for another year.

- The **Earliest Date Buffer** keeps users from creating or changing events without sufficient notice. If you set it to 1 day, the earliest date a user can select in the event form is always tomorrow.

- The **Latest Date Buffer** is how you limit users to events in the near future. You can set this as far in the future as 730 days, which means users won't be able to make events more than two years away.

> ℹ️ **Note: These settings apply to the event's date, not the user's date**
>
> Keep in mind when configuring these settings that they apply to the date that the event will take place, not

the date that the user is sitting at their computer typing out a request.

All date settings are optional. You can set an earliest date without a corresponding latest date or vice versa. If multiple settings are in conflict, then the most restrictive one applies.

For example, if you have an Earliest Date of June 30 and an Earliest Date Buffer of 5 days, then users will not be able to create an event with a date earlier than June 30, regardless of how far in advance they attempt to request it. On June 26, the earliest date they will be able to select is July 1, and so on.