

Event Categories and 25Live Publisher



Best Practice for Handling Event Categories

Although Requestors often misuse event categories, there are valid instances where they need to tag their events for future searching and reporting, so adding abridged categories is considered best practice. Additionally, the Publisher User will build searches excluding events that make use of the **Do Not Display on Web Calendars** event category to exclude events that users can select when creating and editing events. An abridged list provides a smaller, manageable set of event categories to these users and protects the valuable calendar event categories from inadvertent misuse.

Building Event Categories for Use with 25Live Publisher

Most campuses that use event categories for grouping events for event feeds use a common naming convention: **Calendar - Calendar Name Here**. This typically results in building a small number of event categories that are then used as the anchor element in event searches for the event feeds.

1. Go to the Event Category Master Definitions

- Log into 25Live.
- In **25Live** → **System Settings**, click **Master Definitions** and then click the **Categories** group and select the **Event** group

System Settings

General Settings Event Save Email Event Form Settings Embedding Blackout Management Document Management Service Portal **Master Definitions**

Publisher Settings

Event Categories

Create New

Filter:

Save Sort

	Id	Name	Active	Abridged	Usage	Delete	Force Delete
Event	3	Career Fair Event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View	Delete	Force Delete
	4	Commencement Event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View	Delete	Force Delete
	5	Cultural Event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View	Delete	Force Delete
	2	Do Not Display on Published Calendars	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View	Delete	Force Delete
	6	Fine Arts Event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View	Delete	Force Delete
	7	Open to the Public	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View	Delete	Force Delete
	8	Revenue Producing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View	Delete	Force Delete
	9	Winter Carnival Event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View	Delete	Force Delete

2. Create a New Event Category

- Click **Create New** and enter a name for the new Event Category in the text box.

Event Categories

Create New

Filter:

Id	Name	Active
183	New_183	<input checked="" type="checkbox"/>

3. Save

- Click the **Save** button to add the new category to the available Event Categories. It is customary to leave the **Abridged** checkbox unchecked and give requestor-level users alternative methods for indicating calendars.

Event Categories

Create New

Filter:

Id	Name	Active	Abridged
183	Calendar - Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Career Fair Event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- The new Event Category has been successfully added to your available Event Categories master definition list.

Event Categories

Create New

Filter:

Id	Name	Active	Abridged
183	Calendar - Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Career Fair Event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Creating an Abridged List of Event Categories for Requestors

If you use Event Categories as your grouping mechanism for building event feeds, [abridging](#) the category list can help you prevent event requestors from self-selecting specific calendars their events will appear on, while still letting them use categories when searching or when they need to indicate that they *don't* want an event published to a web calendar.

1. Go to the Event Category Master Definitions

- Using the System Administrator's account, log into **25Live** → **System Settings**.
- Click on the **Master Definitions** tab.
- Click on the **Categories** sub-tab and select **Event**.

2. Add the Calendar Event Categories to the Abridged List

- Check all of the **Calendar** event categories in the Abridged column.

3. Save

- Select **Save Changes**.

Hiding All Event Categories from Requestors

To prevent requestors from adding any event categories to their events, you will need to set the Categories section of the event form to Not Visible. If the section is not hidden, but requestors don't have permissions to see categories, they will be left with an empty Categories section in their event form that asks them to select non-existent categories.

1. Go to the Event Form Config Settings

- Log into **25Live** → **System Settings**.
- In System Settings, look for the **Event Form Settings** tab and click on **Config Settings** to select a custom configuration to edit.

System Settings

General Settings Event Save Email **Event Form Settings** Embedding Blackout Management Document Management Master Definitions

Search Settings

Config Settings

Select Config to Edit

Edit-Published Calendar Approvers

Create New Config

Add Config

Configuration Settings

Configuration Name: **Edit-Published Calendar Approvers**

Help Message:

This reservation wizard is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information.




* All requests are subject to approval *

Default Config:

No Yes

2. Update the Categories Visibility Level

- Set the **Categories** editor to **Visibility Level: Not Visible**.

 Categories	Display Name: <input type="text" value="Categories"/>	Visibility Level: <div>Not Visible </div>	<input type="checkbox"/> Auto Open Help Message
Help Message: Calendar Approvers: Select the appropriate Categories to publish this event to the respective calendars.			

3. Save Your Changes

- Click **Save** to save your modifications to the event form configuration.

PREVIOUSLY: [Preparing 25Live for Optimal Use with Publisher - Data Preparation](#)