# Event Categories and 25Live Publisher

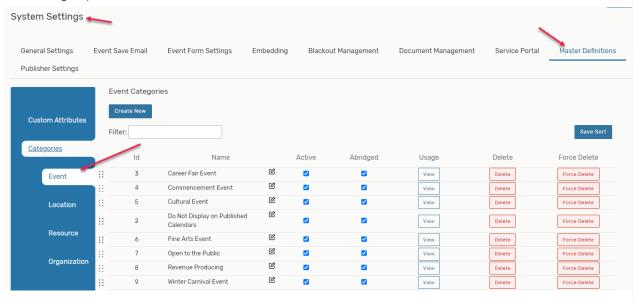> ✅ **Best Practice for Handling Event Categories**
>
> Although Requestors often misuse event categories, there are valid instances where they need to tag their events for future searching and reporting, so adding abridged categories is considered best practice. Additionally, the Publisher User will 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.

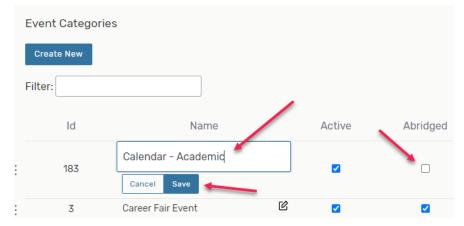- In **25Live → System Settings**, click **Master Definitions** and then click the **Categories** group and select the **Event** group



### 2. Create a New Event Category

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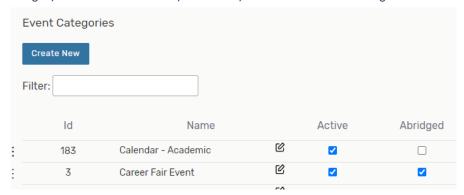
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## 3. Save

- 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.



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



# 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.
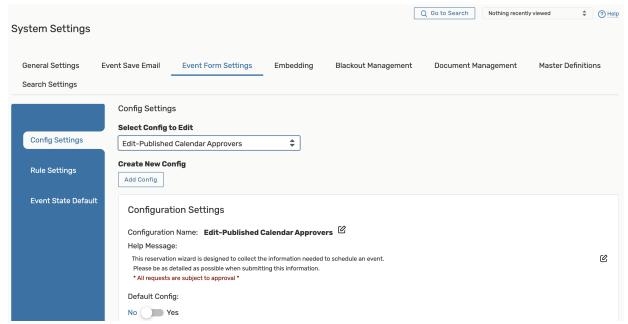
### 3. Save

- 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.



### 2. Update the Categories Visibility Level

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

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⠿ **Categories**    Display Name:             Visibility Level:             ☐ Auto Open Help Message

Categories        Not Visible ⇅

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**