Creating Effective Searches for 25Live Publisher Calendar Feeds

Last Modified on 02/21/2024 5:41 pm PST

⊕ **Click here to view related articles.**

✓ **Tip: Create Your Calendar Searches as the Publisher User**

It is a CollegeNET Best Practice that all calendar event searches should be created by the generic Publisher User described in Step #3 of the **Pre-Publisher Cycle.** Doing so will allow a future publisher user to build on those feeds as well as keep pre-existing calendars functional.

Since all 25Live Publisher calendars are based on event searches built into 25Live, creating effective searches is the critical first step in building your calendars. There are a number of considerations for building event searches in 25Live that will reveal only the events that you want on your new calendar. A number of elements may make up an effective search for your calendar such the:

- Event Cabinet
- Event State
- Event Categories (if your calendars are driven by calendar categories)
- Event Resources (if your calendars are driven by calendar resources)
- Event Type
- Locations
- Sponsoring Organization (possibly for departmental calendars)

If you are using a 25Live-oriented event structure, consider including the cabinet in your search. This will make the search marginally more efficient by allowing the search algorithm to ignore all other cabinets.

ⓘ **Note: Consider Planning for Mixed-In or Top-Level Calendars**

Often, campuses want to create calendars for specific groupings of events like student events, faculty/staff events, major public events, and the like for specific web pages on the campus's website, while still folding these disparate sets of events into a group as a comprehensive campus events calendar. That can be accomplished in one of two ways:

- **Mixed-in calendars:** This is a container calendar in 25Live Publisher where separate calendars are "mixed" together.
- **Top-level calendars**: A calendar where all other calendars are sub-calendars of a "top-level" calendar.

For more information on the differences between the two, and instructions for building each in 25Live

Publisher, please see:

- [Understanding the Differences between Top-Level and Mixed-In Calendars in 25Live Publisher](#)
- [Building a Mixed-in Container Calendar in 25Live Publisher](#)
- [Building a Top-Level Container Calendar in 25Live Publisher](#)

The event search criteria for a Publisher calendar are similar regardless of the approach taken for finding events. The majority of Publisher calendars use **an event search based on...**

- A Single Calendar Event Category
- A Single Calendar Resource
- One or More Event Types
- Assigned Location(s)
- A Sponsoring Organization

Additionally, most calendar searches will use the **Event State** to filter out Tentative events and only return Confirmed events for public-facing calendars. Let's explore the steps for creating each of these searches.

Event Search Based on a Single Calendar Event Category

⊕ *(Click to Expand)*

Event Search Based on a Single Calendar Resource

⊕ *(Click to Expand)*

Event Search Based on One or More Event Types

⊕ *(Click to Expand)*

Event Search Based on Assigned Location(s)

⊕ *(Click to Expand)*

Event Search Based on Sponsoring Organization

⊕ *(Click to Expand)*