

Creating Effective Searches for 25Live Publisher Calendar Feeds

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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. Several elements may make up an effective search, such as 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)



Tip: 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](#)

Create an Event Search for your Calendar

Event searches are highly customizable. You can add and omit just about any data that is available in your 25Live instance. However, the majority of Publisher calendars use an event search based on the following criteria...

- A single calendar event category
- A single calendar resource
- One or more event types
- Assigned location(s)
- A sponsoring organization

Let's explore the steps for creating each of these searches.

1. Navigate to the Search Page in 25Live

- Click the **Go to Search** link from the Dashboard or the **Search** link in the 25Live **More** menu.

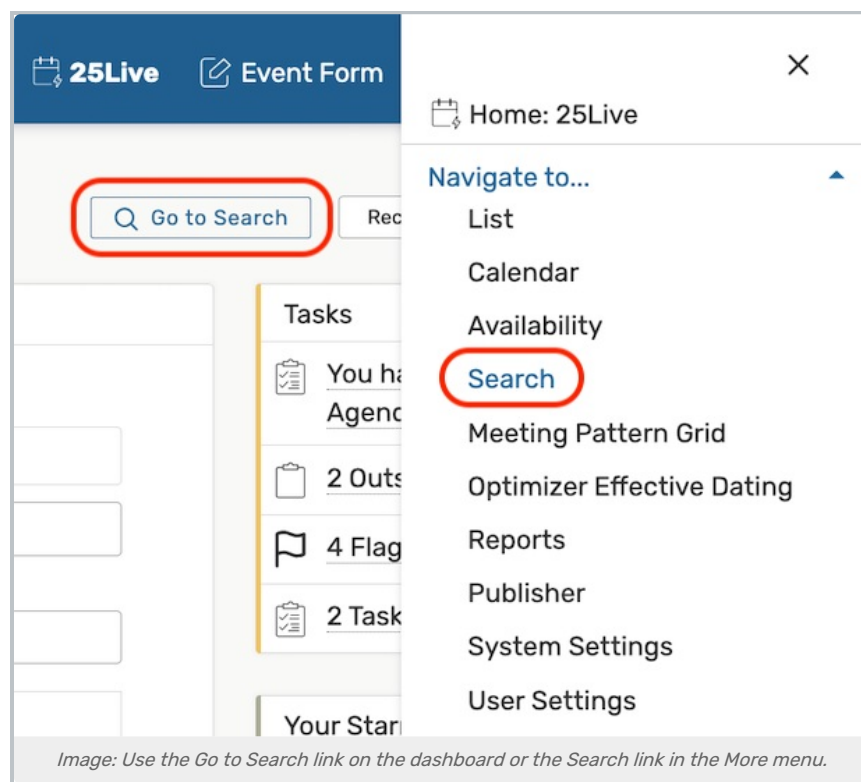


Image: Use the Go to Search link on the dashboard or the Search link in the More menu.

2. Make Sure You Are in an Advanced Event Search

- In the **Search** window, make sure that you are on the **Events** search option by checking the Select Object dropdown (see below).
- Then, toggle from **Quick Search** to **Advanced Search**.

The screenshot shows a search interface with the following elements:

- Select Object:** A dropdown menu with a calendar icon and the text "Events".
- Saved Searches (optional):** A dropdown menu.
- Quick Search:** A toggle switch that is currently turned off, with the text "Advanced" next to it.
- Query:** A section with a "Conjunction" dropdown menu showing "and" and an "Add Criterion" button.
- Buttons:** "Reset", "Save as", and "Search" buttons.
- Caption:** "Image: Toggle the search from Quick Search to Advanced."

3. Add Your Search Criteria

- From the **Conjunction** dropdown, select **and**
- Click the **Add Criterion** button for each of the criteria groups listed below. Then, tap **Edit** under each group to add the specific criterion:
 - **Cabinets:** [Choose a cabinet]
 - **Event States:** Confirmed
 - **Categories:** Do Not Display on Web Calendars (this label may be different for your institution)
 - Select **Do Not Include** from the dropdown

Quick Search
☒ Quick Search
☐ Advanced

Query

Conjunction and

Cabinets

Select Cabinets

Events

Event States

Select States

Confirmed

Categories

Do Not Include

Select Categories

Do Not Display on Web Calendars

Add Criterion

Image: Add your Cabinet, Event State, and Category criterion.

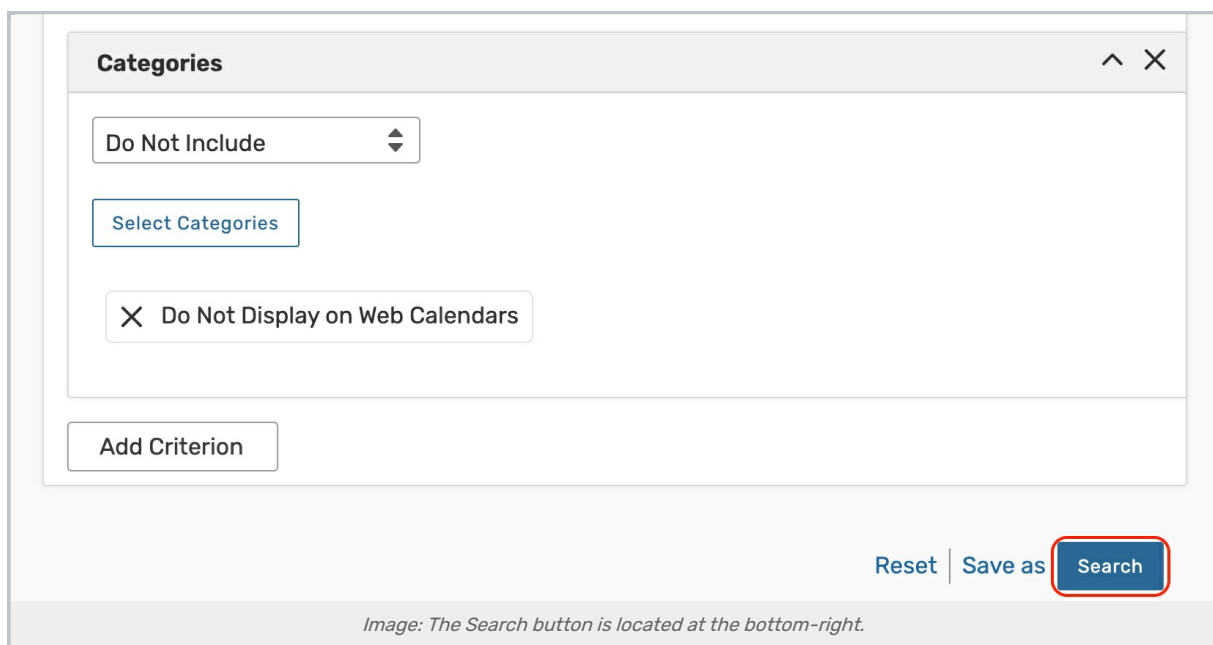
4. Add One of the Following Criteria

- To create an event search based on an event category, add:
 - Categories:** [Choose a category]
 - Select **Include Any** from the dropdown
- To create an event search based on one or more event types, add:

- **Event Types:** [Choose one or more event types]
 - Select **Include Any** from the dropdown
- To create an event search based on an assigned location(s), add:
 - **Assigned Locations:** [Choose one or more locations]
 - Select **Include Any** from the dropdown
- To create an event search based on a sponsoring organization, add:
 - **Organizations:** [Choose an organization]
 - Select **Include Any** from the dropdown
- To create an event search based on a single calendar resource, add:
 - **Assigned Resources:** [Choose a resource]
 - Select **Include Any** from the dropdown

5. Test the Search and Edit

- With your criteria selected, click the **Search** button to execute your search and review the results.
- Make any necessary changes to the search criteria.



Categories ^ X

Do Not Include

Select Categories

X Do Not Display on Web Calendars

Add Criterion

Reset | Save as | **Search**

Image: The Search button is located at the bottom-right.

6. Save

- Use the **Save as** button to your search. Give it a name that identifies which calendar these events will feed.

PREVIOUS: [Building Calendars Using Event Categories](#)
or Resources

UP NEXT: [Creating a Calendar Feed from Your Search](#)

