

Building a Top-Level Container Calendar in 25Live Publisher

In This Article:

- [Building a Top-Level Container Calendar](#)
- [Creating a Sub-Calendar to Top-Level Calendars](#)
- [Publishing the Top-Level Container Calendar](#)

A top-level calendar is composed of one or more sub-calendars. To create a top-level/sub-calendar framework, the sub-calendars all have to be published as sub-calendars in the feed publication process in 25Live. A top-level calendar can either be created as an empty container or it may be its own feed of events.

Example: An Athletics calendar is one of the best examples of a potential top-level/sub-calendar framework. You could publish a feed of overarching Athletics division events that cross athletic teams as the top-level calendars. Then, you would publish individual sub-calendars for each of your intercollegiate athletic teams. Taken together, they represent the entirety of event scheduling for athletics and the relationship is represented by the top-level/sub-calendar framework.



Tip: Combining the Top-Level Calendars with Mix-ins

If you only wanted to publish the top-level calendar on your web page, you could use the **Publish Settings** in that calendar to mix-in all of the sub-calendars. Then, when you place the calendar view spud on your webpage, you get the top-level calendar and all of its sub-calendars in one calendar view spud. This works great in the example of our Athletics calendar where the top-level calendar would go on the main Athletics web page and then the sub-calendars might go on team specific pages as stand-alone calendars.






Building a Top-Level Container Calendar

To build an empty top-level container calendar in 25Live Publisher:

1. Locate the **Tasks** options and click **Create Calendar**.

TASKS



-  Create Calendar
-  Manage Calendars
-  Export
-  Define Fields
-  Customize Event Actions



2. The **Create a New Calendar** window will open where you will build the container calendar for your mix-ins. *(Open the [Configurations](#) panel below for a description of each setting.)*

Create a New Calendar

CALENDAR NAME ?

Calendar name:

Required

Web name:

Not required. No spaces or special characters allowed. [Learn more...](#)

EVENT TEMPLATES ?

Available templates:

☐ All Templates
☒ Exclude Sample Templates
☐ List of Templates

Which templates can be used when entering events.

Default template:

Standard Event

RELATIONSHIP TO OTHER CALENDARS ?

Top-level calendar:

☒ Yes ☐ No, make this a sub-calendar
 [Learn more...](#)

Sub-calendar of:

None - This is a top-level calendar

MIX IN TO PUBLICATIONS

☐ 2015 Special Events Calendar
☐ Academic Calendar
☐ Arts, Music and Theatre Course Sections
☐ Camps, Clinics, and Fairs
☐ Camps, Clinics, and Fairs Event Calendar
☐ Cancelled Events
☐ Cancelled Events 2
☐ CCU Events Calendar
☐ Chabot-Las Positas Mixed-In Calendar
☐ College of Charleston Mixed-In Calendar

☐ MSMU Exhibits and Performances Events Calendar
☐ MSMU Mixed-in Calendar Example
☐ MSOE Calendar Stylesheet
☐ MSOE Events Calendar
☐ MSOE Mixed-In Calendar Example
☐ MSOE Top-Level Calendar
☐ Music, Theater and Entertainment
☐ October 2019 eLearning Mixed-In Calendar
☐ October 2019 eLearning Top-Level Calendar
☐ Palo Alto Academic Calendar

ENABLED FEATURES

Allow event registration:

☒ Yes ☐ No

Allow event editors to set up event registration for events.

DEFAULT EVENT SETTINGS

Default registration form:

The default event registration form used for new events.

3. When you are satisfied with all of your choices, click the **OK** button to create your new empty container calendar.



25Live Publisher will return you to the main window with your new container selected. You will see that there are no events to display. Remember, this is a container, there will never be any events on this calendar because it is not attached to a 25Live event feed.

Events | [Images](#)

Sample Top-Level Container Calendar

< **FEBRUARY 2021** >

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

Fri, 2/5/2021

[Share](#)
[Publish Settings](#)
[Email Calendar](#)
[Calendar Settings](#)
[Print](#)
[List](#)

< > ↺

FRIDAY, FEBRUARY 5, 2021

SELECT
 All
 None
 Select an action
 Go

THERE ARE NO EVENTS TO DISPLAY

FILTER EVENTS
CURRENT CALENDAR
☒ Sample Top-Level Container Cale...
OTHER CALENDARS
☐ 2015 Special Events Calendar
☐ Academic Calendar

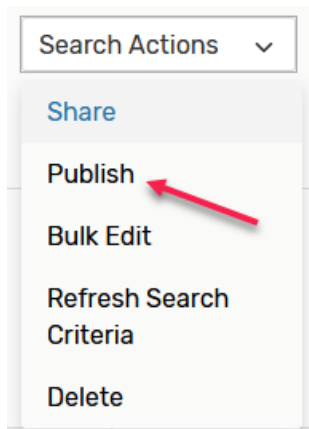
⊕ Configurations *(Click to Expand)*

Creating a Sub-Calendar to Top-Level Calendars

Now that you have identified and created your top-level calendar, you need to create one or more sub-calendars. Creating a sub-calendar begins in 25Live. Sub-calendars must be published as sub-calendars in the feed publication process.

To publish a search as a sub-calendar feed:

1. Build a search for your new sub-calendar in 25Live.
2. With that new search created, click the **Search Actions** box to open the drop-down and select **Publish**.



3. If you have not previously logged in, you will be asked for your 25Live Publisher credentials. Enter those credentials and click the **Sign In** button.

A screenshot of a web window titled 'Send Events to 25Live Publisher'. Inside the window, there is a heading 'Please Sign In to 25Live Publisher'. Below this heading are two input fields: '25Live Publisher Username' and '25Live Publisher Password'. At the bottom of the window is a blue button labeled 'Sign In'.

4. In the **Send Events to 25Live Publisher** window, accept the default **Feed Options** and make sure that the **Create as a sub-calendar of** box is checked.

Send Events to 25Live Publisher

signed in as jkstiles@collegenet.com (sign out)

Feed Options

☒ Show event title (rather than event name).

☐ Publish only event occurrences with location assignments.

☒ Show location formal name (rather than short name).

☐ Include reservation comments.

☐ Include setup and takedown times.

☐ Send reservations in event search
"Sample Sub-Calendar Search" to an existing 25Live Publisher calendar.

2015 Special Ever

Send Events to Existing Calendar

☒ Create a new 25Live Publisher calendar for these events.

☒ Create as a sub-calendar of

2015 Special Ever

Enter a name for your new 25Live Publisher calendar:

Sample Sub-Calendar Sea

Create Calendar and Send Events

Open 25Live Publisher

5. From the drop-down menu, select the top-level calendar of which this calendar will become a sub-calendar.

Send Events to 25Live Publisher

signed in as jkstiles@collegenet.com (sign out)

Feed Options

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☐ Publish only event occurrences with location assignments.

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Enter a name for your new 25Live Publisher calendar:

Sample Sub-Calendar Sea

Create Calendar and Send Events

Open 25Live Publisher

October 2019 eLearning Mixed-In Calendar

October 2019 eLearning Top-Level Calendar

--Training and Workshops Events Sub-Calendar

Palo Alto Academic Calendar

Publisher eLearning Calendar - Exhibits, Films and Performances

Ramapo Top-Level Calendar Example

--Ramapo Soccer Sub-Calendar

Salve Regina University Performance Calendar

Salve Regina University Top-Level Calendar Example

Sample Calendar Search

Sample Container Calendar

Sample Top-Level Container Calendar

SE Regional Athletics Calendar

--Baseball Events Calendar

--Men's Basketball Events Calendar

--Men's Soccer Events Calendar2

--Softball Events Calendar

--Swimming and Diving Events Calendar

--Track and Field Events Calendar

2015 Special Ever

6. Enter the name you want to appear for this calendar in the **Enter a name** textbox and then click the **Create Calendar and Send Events** button.

- Create a new 25Live Publisher calendar for these events.

☒ Create as a sub-calendar of

Sample Top-Level

Enter a name for your new 25Live Publisher calendar:

Sample Sub-Calendar

Create Calendar and Send Events

- When the calendar feed has been successfully published, the name of your calendar will appear in **bold text** in the **Status** box.

Send Events to 25Live Publisher

Feed Options	Status
<input checked="" type="checkbox"/> Show event title (rather than event name). <input type="checkbox"/> Publish only event occurrences with location assignments. <input checked="" type="checkbox"/> Show location formal name (rather than short name). <input type="checkbox"/> Include reservation comments. <input type="checkbox"/> Include setup and takedown times.	signed in Sample Sub-Calendar Search is already being sent to the following calendars: <hr/> Sample Sub-Calendar × <hr/>

☐ Send reservations in event search "Sample Sub-Calendar Search" to an existing 25Live Publisher calendar.

- Your new sub-calendar now also exists in 25Live Publisher and will be presented indented underneath its top-level calendar.

☐ CURRENT CALENDAR ▼ ^
☒ Sample Top-Level Container Cale... ▼
☐ Sample Sub-Calendar ▼

☒ OTHER CALENDARS ▼ ^
☐ 2015 Special Events Calendar ▼
☐ Academic Calendar ▼

- Repeat this process until you have all of the sub-calendars published that make up this top-level calendar

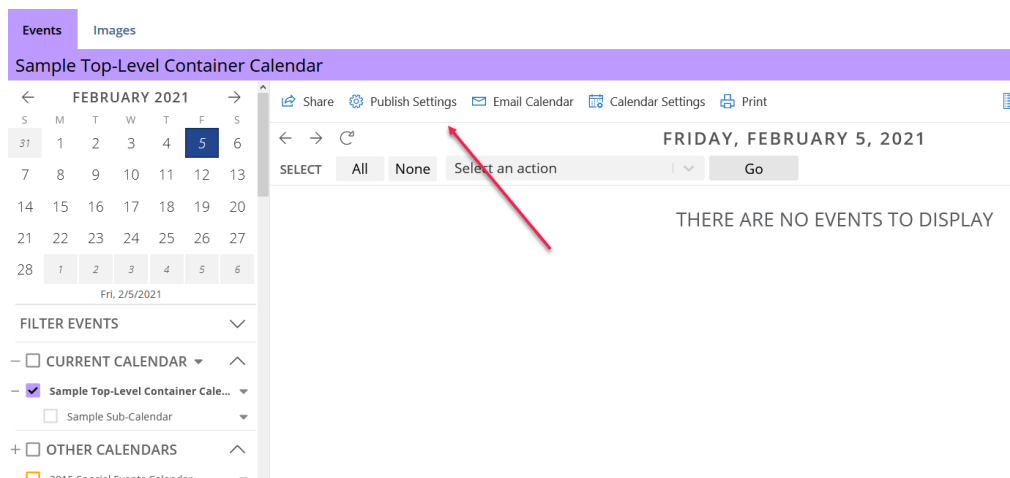
structure.

Publishing the Top-Level Container Calendar

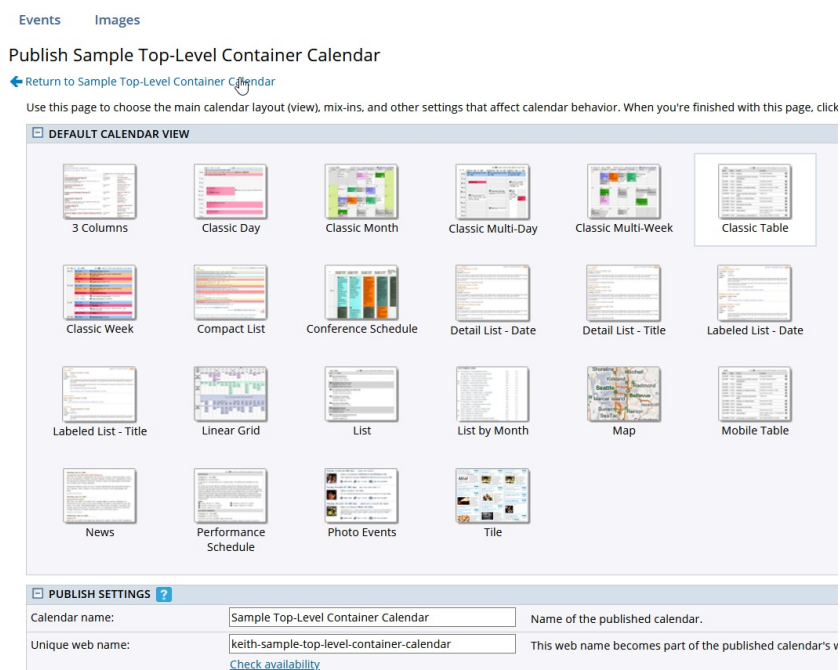
After you have created your new empty top-level container calendar, you are ready to begin the work of publishing that calendar. At this point, your calendar will only contain default styles. You will use another calendar or a calendar stylesheet to deal with setting the styles for this new calendar.

With the top-level calendar selected in 25Live Publisher:

1. Click the **Publish Settings** link to begin the process of publication.



2. The Publish Settings will open labeled with the name of your calendar. In this example, the container was called Sample Container Calendar, so the window is the **Publish Sample Container Calendar**. The settings for publication are arranged in six groups: **Default Calendar View**, **Publish Settings**, **Mix-In Events From These Calendars**, **Search**, **Display Options**, and **Email Settings**.



3. At this point, accept all of the defaults and click the **Publish** button.



4. You will return to the **Publishing Control Panel** for your calendar where you need to locate the **Copy All Publish and Spuds Settings From** drop-down menu.

Publishing Control Panel for Sample Top-Level Container Calendar

Return to Sample Top-Level Container Calendar

Filter View: [none] 7

Publish Settings | Calendar Spuds | Control Spuds | Promotion Spuds | Email | Feeds | Hosted View

Edit Publish Settings | Edit Styles & Icons | Edit Calendar Colors | Edit EA Settings | Preview all Spuds

Description:
 Default calendar view: Classic Table
 Mix-in events from:
 Unique web name: keith-sample-top-level-container-calendar
 Calendar address:
 Distinct filter fields:
 Time zone: (GMT-08:00) Pacific Time (US & Canada)
 Email subscriptions: Yes
 Forward Replies: Yes
 Access type: Public
 Unit of measure: miles
 Display unpublished fields:
 Searchable: No
 Search keywords:
 City and region:
 Font scheme: Open Sans, Helvetica

Done | Unpublish

Copy All Publish and Spuds Settings From...

5. From the menu, locate either your calendar stylesheet (if you have created one) or a calendar that contains the styling you want to apply to this new top-level calendar.

KCC Mixed-In Calendar Example
 KCC Top-Level Calendar Example
Keith's Calendar Stylesheet
 King's College Fine Arts Events Calendar
 Lecture and Seminar Series
 Lectures and Seminars Event Calendar
 Lewis University Exhibits Calendar
 Lewis University Mixed-In Calendar
 Lewis University Performance Events Calendar
 Lewis University Top-Level Calendar Example
 Main Events Calendar
 Maine Mixed-In Calendar
 Major Events Calendar
 McDaniel College Academic Calendar
 McDaniel College Calendar Stylesheet
 McDaniel College Mixed-In Calendar
 McDaniel College Top-Level Calendar
 Middlesex Calendar Stylesheet
 Middlesex Events Calendar
 Middlesex Mixed-In Calendar
 Copy All Publish and Spuds Settings From...

6. Once you click on a calendar or a stylesheet, you will receive an **Are you sure** message. Click **OK**.

Are you sure you want to replace all the publish settings of Sample Top-Level Container Calendar with those from Keith's Calendar Stylesheet?

OK | Cancel

7. The styling and publish settings will be copied from your selected calendar or stylesheet and applied to this calendar. Your next step is to review the Publish Settings. Click the **Edit Publish Settings** button.

Publishing Control Panel for Sample Top-Level Container Calendar

[Return to Sample Top-Level Container Calendar](#)

Filter View: [None] ?

Publish Settings [Edit Publish Settings](#) [Edit Styles & Icons](#)

Calendar Spuds | Control Spuds | Promotion Spuds | Email | Feeds | Hosted View

Description:

Default calendar view: Title

Mix-in events from: keith-sample-top-level-container-calendar

Unique web name: keith-sample-top-level-container-calendar

Calendar address:

Distinct filter fields: Featured Events, Location

Time zone: (GMT-08:00) Pacific Time (US & Canada)

Email subscriptions: Yes

Forward Replies: Yes

Access type: Public

Unit of measure: miles

Display unpublished fields:

Searchable: Yes

Search keywords: exhibit, performance, concert, theatre, theatrical performance, play

City and region: City of Wayneville, Regional

8. In **Edit Publish Settings**, you will need to review a number of fields.

a. Make sure that the **Access Type** is set appropriately. Most calendars should be set to **Public**.

Access type: ☒ Public ☐ Password ☐ Secure URL ☐ Require visitor account ?

b. Check the **Display unpublished fields** and place a checkmark in the checkbox for any fields you actually want to appear on event details for this calendar.

Display unpublished fields:

Featured event field:

Enable filter views:

Enable filter cache:

☒ MIX-IN EVENTS FROM THESE CALENDARS ?

Select: [All](#) | [None](#)

☐ Submitter Name

☐ Submitter Phone

☐ Submitter Email

☐ Reservation Name

☐ Event State

c. Make sure that the **Featured event field** is populated with your **Featured Events** custom attribute.

Featured event field:

d. Place a checkmark in the box beside your sub-calendar feeds you want to mix-in to this top-level container calendar.

☒ MIX-IN EVENTS FROM THESE CALENDARS ?

☐ Salve Regina University Top-Level Calendar Example

☐ Sample Calendar Search

☐ Sample Container Calendar

☒ Sample Top-Level Container Calendar » Sample Sub-Calendar

☐ SE Regional Athletics Calendar

☐ SE Regional Athletics Calendar » Baseball Events Calendar

☐ SE Regional Athletics Calendar » Men's Basketball Events Calendar

☐ SE Regional Athletics Calendar » Men's Soccer Events Calendar2

☐ SE Regional Athletics Calendar » Softball Events Calendar

☐ SE Regional Athletics Calendar » Swimming and Diving Events Calendar

☐ SE Regional Athletics Calendar » Track and Field Events Calendar

Sub-Calendar Presentation on Mix-In Events

Note how sub-calendars are presented in the **Mix-In Events From These Calendars** box. A sub-

calendar will be preceded by its top-level calendar and a double arrow head pointing to the sub-calendar. In the accompanying image, you see what an athletics top-level and its sub-calendars would look like.

- e. Review the **Search** group of settings to ensure that a public facing calendar is **Searchable** and that it contains **Search keywords** and **City and region** information.

SEARCH ?	
Searchable:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Search keywords:	<input type="text"/>
City and region:	<input type="text" value="Portland"/> OR <input type="text" value=""/>
Include event schema:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Search keywords should be words that will be appearing in the event title or event description of the events appearing on this calendar. You might also add search terms that you think potential visitors would use in searching the calendar. Having appropriate search keywords will raise the relevance of your events to the search engine spiders and raise their prominence in web searches.

Currently, you may leave the **Include event schema** setting to **No** as this functionality is not currently enabled for 25Live Publisher.

- f. Check your **Display Options** to ensure that the appropriate **Time zone** has been set and that the **week** and **day** display settings are appropriately set for this calendar.

DISPLAY OPTIONS ?	
Time zone:	<input type="text" value="(GMT-08:00) Pacific Time (US & Canada)"/>
Week display starts:	<input type="text" value="Sunday"/>
Day display starts:	<input type="text" value="7:00 AM"/>
Day display ends:	<input type="text" value="10:00 PM"/>

- g. Make sure that the **Email Settings** are set to allow **Email subscriptions** and **Forward replies**.

EMAIL SETTINGS ?	
Email subscriptions:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Forward replies:	<input checked="" type="radio"/> Yes <input type="radio"/> No

- h. Click the **OK** button to commit your changes. You may want to add your mix-in of the sub-calendars beginning with two sub-calendars and then progressively mixing in the other sub-calendars to allow you to check for duplicated events. This will require you to **Edit Publish Settings**, save your work by clicking **OK** and previewing then returning to **Edit Publish Settings** to add the next mix-in.



9. Your published top-level calendar is now styled and ready for additional work. Depending on how your stylesheet is structured, you may have to modify calendar spud settings, control settings, or promotion spud settings. Unlike true mixed-in calendars, you will not want to hide the container calendar from the **Calendar List Control**. The top-level calendar is representing that all the "indented" sub-calendars below work together to make this overarching calendar.
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