

## Creating a Calendar Feed from Your Search

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Once you have created an event search containing the events for your new calendar, you need to publish that event search as an event feed. That process will simultaneously create a new calendar in Publisher.

The event feed sends events and event updates to the synchronized calendar by periodically re-running the search that the feed is based upon. The refresh of the calendar updates existing events, removes cancelled events (unless these are included in the feed), and adds new events. This continues until you either delete the calendar, delete the feed, or both.



### Note

The Publisher feed will re-execute the event search it is based on every 30 minutes. At that time, event updates, new events, and cancellations will all be pushed to the calendar.

While logged in as the Publisher User, take the following steps to publish an event search as a Publisher feed:

### 1. Locate Your Search and Tap Publish

- Locate your search in the **Select Object** dropdown list and then click the **Search Actions** dropdown box.
- In the **Search Actions** dropdown list, locate and click the **Publish** item to begin the process of publishing your new event feed.

The screenshot shows the 25Live Publisher interface. At the top, there are dropdowns for 'Select Object: Events' and 'Event Type - Athletic'. Below these are search filters and a 'Search' button. A 'Search Actions' dropdown menu is open, with the 'Publish' option highlighted. The main area displays a table of 18 matching events. The first event is 'Women's Volleyball Practice: Postponed', which is an 'Athletic Practice' on 'Tue Dec 03 2024' at '5:00 pm'. The table has columns for Name, Type, Start Date, Start Time, Creation Date, State, and Locations.

*Image: Once you've selected an existing event search, select Publish from the Search Actions dropdown menu.*

### 2. Login to Publisher

- You will be prompted to log in with your 25Live Publisher credentials. Enter your 25Live Publisher Username, 25Live Publisher Password, and click the **Sign In** button to sign into Publisher in 25Live.

Send Events to 25Live Publisher

Sign In using your 25Live Publisher credentials

25Live Publisher Username

25Live Publisher Password

Sign In

Image: The 25Live Publisher credentials must be requested from your account manager.



#### Note: Publisher Credentials

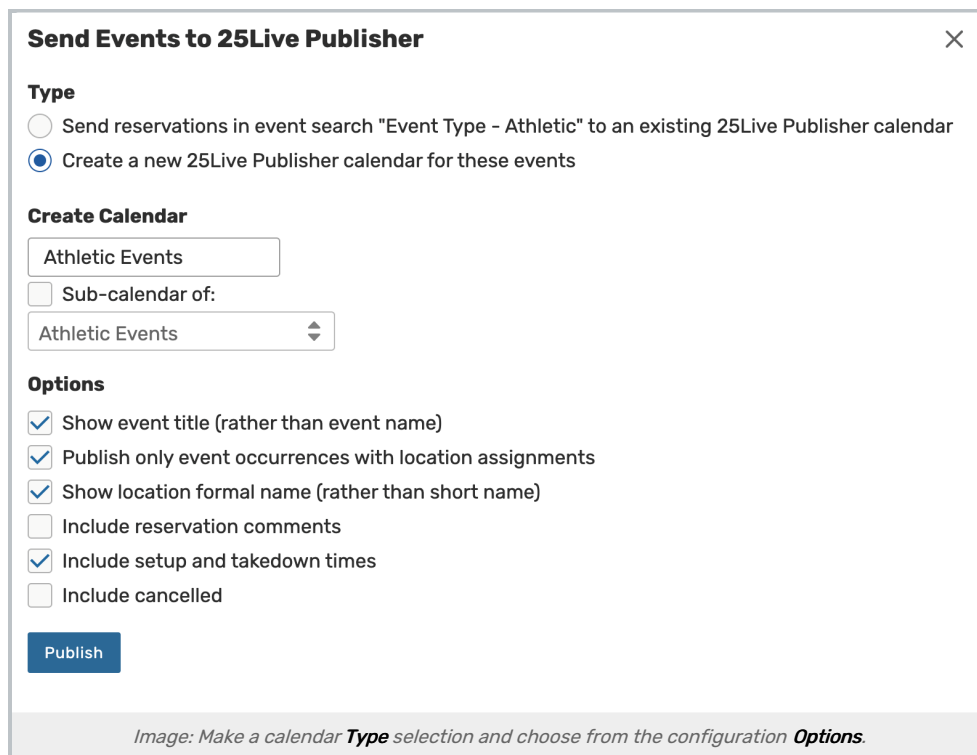
The login credentials you need to access this page should have been provided to you by your Series25 Account Manager when your 25Live instances were built and are the same credentials you use to access your calendars at <https://25livepub.collegenet.com/>. If you don't know your credentials (or if you don't have credentials) contact your Account Manager or Series25 Support ([support@collegenet.com](mailto:support@collegenet.com)).

Your 25Live Publisher Username will be formatted as follows: *[publisher@yourschool.edu](#)*

### 3. Make Selections in the Send Events to 25Live Publisher Window

- The **Send Events to 25Live Publisher** window will appear with a number of options for you to consider.
  - **Type** - Select whether the search events should go to a new or existing calendar.
  - **Create/Send to Calendar**
    - For new calendars, keep the search name or enter a new name for the calendar.
    - Optionally, you can make your new calendar a sub-calendar of an existing one by selecting from the dropdown. If you don't have a "top-level" calendar available in the dropdown, you will need to visit [Building a Top-Level Container Calendar for 25Live Publisher](#) page to create a top-level calendar first.
    - Send reservations to an existing calendar by selecting an existing calendar from the dropdown. Please note that this option is (generally) **not recommended**.
  - **Options** - The Feed Options contain a set of checkboxes letting you determine which options you want to turn on for the new feed and its corresponding calendar.
    - You will notice that some options have been checked by default. These default settings are set by

your System Administrator in the **System Settings > Publisher Settings** section in 25Live. It is customary to have the **"Show event title (rather than event name)"** and **"Show location formal name (rather than short name)"** checked for all of your 25Live Publisher feeds.



**Send Events to 25Live Publisher** X

**Type**

☐ Send reservations in event search "Event Type - Athletic" to an existing 25Live Publisher calendar

☒ Create a new 25Live Publisher calendar for these events

**Create Calendar**

☐ Sub-calendar of:

**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

☐ Include cancelled

*Image: Make a calendar **Type** selection and choose from the configuration **Options**.*

- The following table contains a description of what each option will provide:

Feed Option	Description and Rationale for Use
Show event title (rather than event name).	The event title field on the 25Live Event Form provides for a title of 120 characters. This length of the field is preferable to the event name because the event name is limited to 40 characters and will end up producing event links on your calendars that contain too many abbreviations.
Publish only event occurrences with location assignments.	When checked, this feed option examines the events coming into the calendar feed to determine whether or not they have an assigned location. Any event that met the criteria of the underlying event search but does not have an assigned location would be removed from the search and not appear on calendars.
Show location formal name (rather than short name).	The location formal name field on the 25Live Event Form returns the formal name for the location from 25Live instead of the short name. As the short name is very often a combination of a building abbreviation and room number that matches the data in your SIS for academic scheduling purposes, the formal name provides enough space to spell out the name of the building making it easier for visitors to campus events to find the right location on campus.

Feed Option	Description and Rationale for Use
Include reservation comments.	When checked, this feed option will include the 25Live event's reservation comments. Generally speaking, this setting should be left unchecked as these comments might contain internal event logistics. The only exception to this general rule of thumb would be if you were creating a calendar for setup crews to review <b>and</b> that calendar is behind an employee's only portal then you might consider turning this setting on.
Include setup and takedown times.	When checked, this feed option will include the event's setup and takedown times. On public-facing calendars, this setting should never be turned on as you will get attendees appearing early to the event. The only exception to this general rule of thumb would be if you were creating a calendar for setup crews to review <b>and</b> that calendar is behind an employee's only portal then you might consider turning this setting on.
Include Cancelled	When checked, this feed option will include events with the event state Cancelled. 25Live Publisher will prepend "CANCELLED" on the Event Name (or Event Title) for easy identification. If this option is not enabled, cancelling an event in 25Live will cause it to be removed from the feed the next time the calendar is refreshed.

#### 4. Click Publish

Send Events to 25Live Publisher

×

Type

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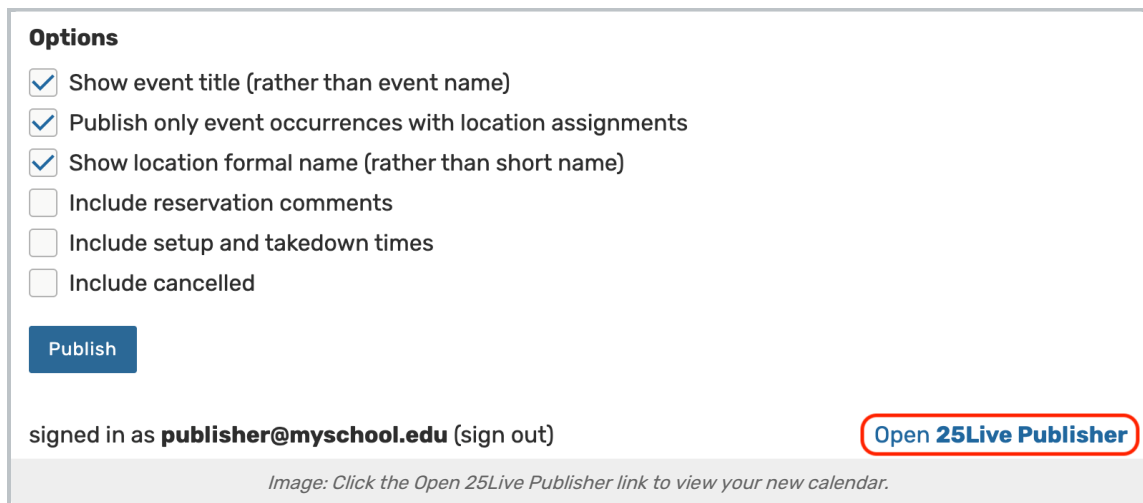
Image: Click Publish to finish creating your new 25Live Publisher calendar and feed.

- Once you have chosen your options for how to create the new calendar, tap the **Publish** button. The process should complete shortly (normally less than 30 seconds). As 25Live publishes your calendar feed, it is simultaneously sending instructions to 25Live Publisher to create a connected calendar inside of 25Live

Publisher.

## 5. Open the New Calendar in Publisher

- You are now ready to review your feed in the **Publisher** window in 25Live and work with the newly created calendar in 25Live Publisher.
- You may immediately enter 25Live Publisher and begin styling your calendar by clicking the **Open 25Live Publisher** link in the **Send Events to 25Live Publisher** window.



The screenshot shows the 'Options' window in 25Live Publisher. It contains a list of checkboxes for configuring the calendar feed. The 'Publish' button is located below the options. At the bottom, it shows the user is signed in as 'publisher@myschool.edu' with a 'sign out' link. A red box highlights the 'Open 25Live Publisher' link in the bottom right corner.

**Options**

- ☒ Show event title (rather than event name)
- ☒ Publish only event occurrences with location assignments
- ☒ Show location formal name (rather than short name)
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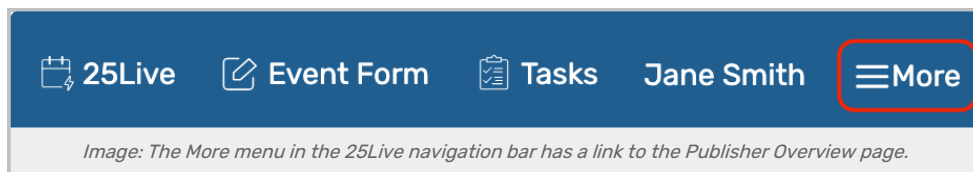
[Publish](#)

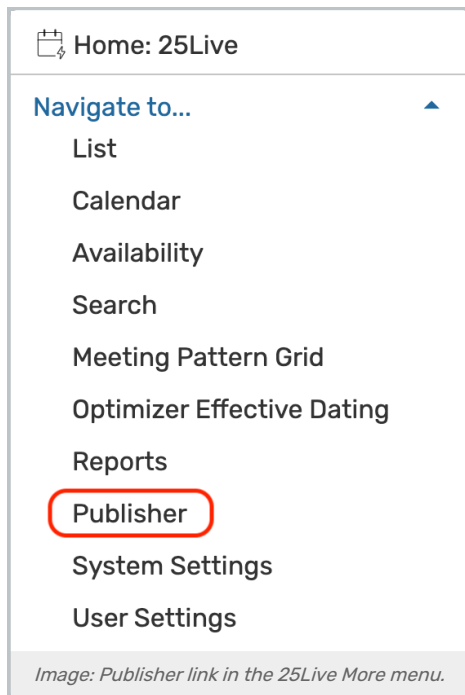
signed in as **publisher@myschool.edu** (sign out)

[Open 25Live Publisher](#)

*Image: Click the Open 25Live Publisher link to view your new calendar.*

If you would like to review the newly published feed in 25Live, click on the **More** menu option in the 25Live Header and select **Publisher** from the dropdown list of options.





You may review the options contained in 25Live's Publisher page by clicking [here](#). For more information about the Publisher Overview, visit [Reviewing and Monitoring 25Live Publisher Feeds in the Publisher Overview](#) page.

PREVIOUS: [Creating Effective Searches for Publisher Calendar Feeds](#)

UP NEXT: [25Live Publisher: Customizing Your Calendar for Publication](#)