

# 25Live Publisher: Customizing Your Calendar for Publication

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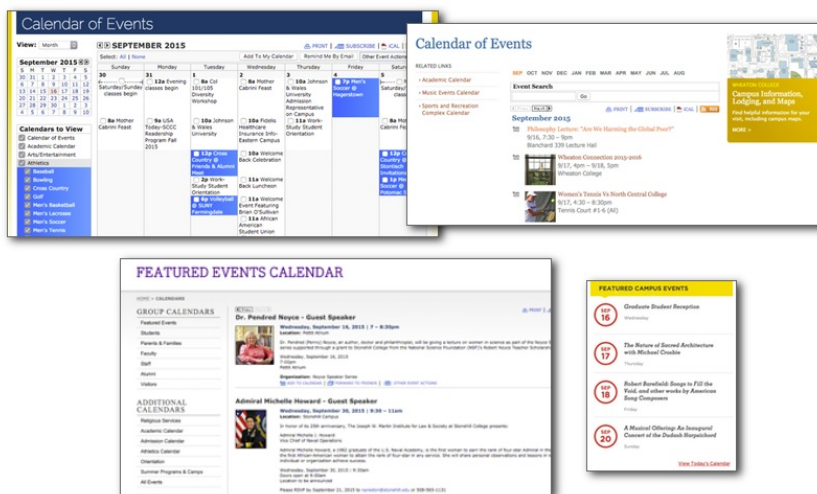
To begin customizing your newly created calendar, you will need to log in to 25Live Publisher. You may use the link on the Publisher page in 25Live, or you can bookmark and use the following link to get to the sign-in page for 25Live Publisher, <http://25livepub.collegenet.com/CollegeNET/>. The 25Live Publisher landing page contains a link labeled **Sign in to Publisher**.

To sign in to 25Live Publisher:

## 1. Click the Link Labeled "Sign in to 25Live Publisher"



The 25Live Publisher tools allow you to easily create and customize a variety of types of web calendars of events and classes that have been scheduled in 25Live.



[Sign in to 25Live Publisher](#)

You can create an unlimited number of unique web calendars that can be embedded within your campus and community websites to assist in marketing events and in keeping your campus community informed of the latest happenings.

You can read more about using 25Live Publisher on the Series25 Customer Resources site (login required) at <http://knowledge25.collegenet.com/x/FQAVAg>. If you need additional help, contact Series25 Technical Support ([support@collegenet.com](mailto:support@collegenet.com)).

## 2. Enter Your Credentials

On the **Sign In** window, enter your 25Live Publisher credentials and click the **Sign In** button.



## Sign In

**SIGN IN USING YOUR 25LIVE EMAIL ADDRESS AND PASSWORD**

Email address:

Password:

☐ Automatically sign me in on this computer

[Sign In](#)

Forgot your password? [Request a reset email](#)

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With successful authentication, you will enter 25Live Publisher where you may begin your work of styling your new calendar.

[Events](#) | [Lists](#) | [Images](#) | [Reports](#)

publisher

**Academic Events** Published at: 25livepub.collegenet.com/calendars/academic-events

← NOVEMBER 2023 →

29	30	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	29	30	1	2

Monday, November 13, 2023

Share Publish Settings ...

Month

Search

NOVEMBER 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30 7am Weekly Security Briefing 5pm Spinning Class	31 2pm Short Films	1 5pm Spinning Class 6pm General Academic Tutoring	2 3pm Future Leaders Discussio... 3:30pm Women in STEM- Gues...	3 1:30pm Orchestra 2pm Student Affairs Staff Meet...	4 12pm DANCE WORKSHOP
5 11am German as a Second LA...	6 7am Weekly Security Briefing 5pm Spinning Class	7 2pm Short Films	8 5pm Spinning Class 6pm General Academic Tutoring	9 3pm Future Leaders Discussio... 4pm Golf Club Meetup	10 1:30pm Orchestra 2:30pm Comedy Club	11 11am Mock Trial - Practice
12	13 7am Weekly Security Briefing 5pm Spinning Class	14 2pm Short Films	15 5pm Spinning Class 6pm General Academic Tutoring	16 2pm Quarterly Science Club DL... 3pm Future Leaders Discussio... 3:30pm Women in STEM- Gues...	17 1:30pm Orchestra 2pm Student Affairs Staff Meet...	18 12pm DANCE WORKSHOP
19 11am German as a Second LA...	20 7am Weekly Security Briefing 9am Monthly Space Planning ... 5pm Spinning Class	21 2pm Short Films	22 5pm Spinning Class 6pm General Academic Tutoring	23 3pm Future Leaders Discussio... 4pm Golf Club Meetup	24 1:30pm Orchestra 2:30pm Comedy Club	25 11am Mock Trial - Practice
26	27 7am Weekly Security Briefing 5pm Spinning Class	28 2pm Short Films	29 5pm Spinning Class 6pm General Academic Tutoring	30 3pm Future Leaders Discussio... 3:30pm Women in STEM- Gues...	1 1:30pm Orchestra 2pm Student Affairs Staff Meet...	2 12pm DANCE WORKSHOP

**FILTER EVENTS**

**CURRENT PUBLICATION**

☒ Academic Events

☒ OTHER CALENDARS

☒ Athletic Events

☒ Campus Fundraisers

☒ Community Events

☒ Event Search

☒ Images

☒ Non-Academic Events

☒ publisher's calendar

☒ Student Recreation Center

**TASKS**

☐ Create Calendar

☐ Manage Calendars

☐ Export

☐ Define Fields

☐ Customize Event Actions

There are a number of steps in the process of publishing a calendar and styling it for insertion on your campus websites. To understand the steps you will need to complete to utilize Publisher fully, these steps have been broken into five separate pages, which are linked in the related articles at the top of the page. Alternatively, you can navigate to the first page by using the "UP NEXT" link below.

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

[UP NEXT: Working with Publish Settings for a Calendar](#)