

Featured Events in 25Live and 25Live Publisher

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Defining the Featured Event Custom Field in 25Live

You will also need to define the Featured Events Custom Field in 25Live and then attach the Featured Events custom attribute to each of your event types. Since you may have multiple featured levels on your **Featured Events** custom attribute, you will likely want to create this field in 25Live's **System Settings**.

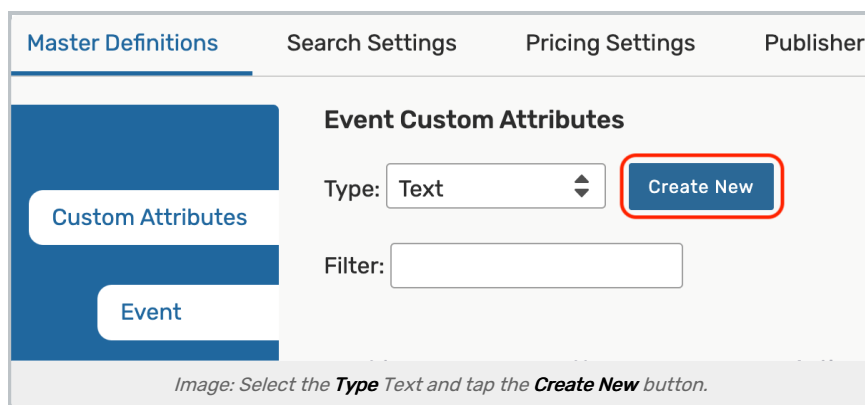
To create the **Featured Events** custom attribute in 25Live:

1. Navigate to Your 25Live Custom Attributes

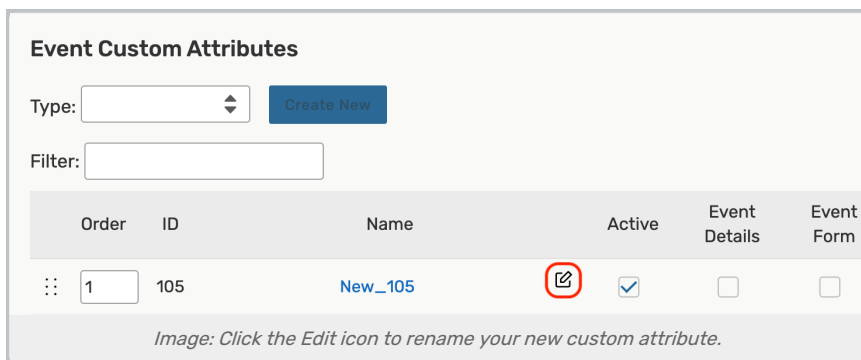
- Navigate to **System Settings** → **Master Definitions**.
- Make sure that the **Event Custom Attributes** tab is active.

2. Create a New Custom Attribute

- Select the data **Type** of **Text** and click the **Create New** button.



- Locate your newly created custom attribute in the event custom attributes.



Event Custom Attributes

Type: [Create New](#)

Filter:


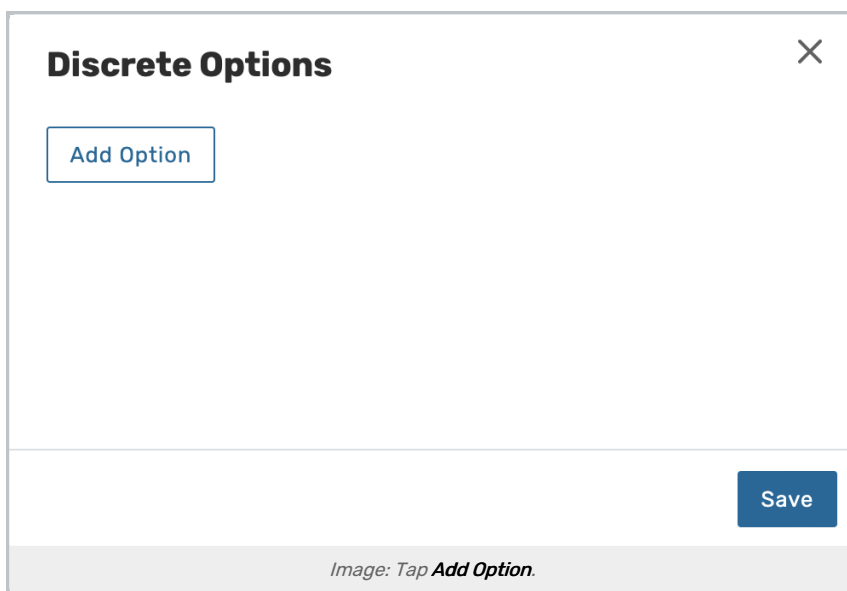
Order	ID	Name	Active	Event Details	Event Form
1	105	New_105		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Image: Click the Edit icon to rename your new custom attribute.

- Click the **edit icon** to open up the text editor and rename your field, **Featured Events** and click the **Save** button.

3. Update the Discrete Options

- Locate the **Discrete Options** column for this event custom attribute and click the **Show** button.
- The **Discrete Options** dialog box will open. Click the **Add Option** button to begin adding your featured levels. Make sure that your featured levels here match the featured levels you created in 25Live Publisher.



Discrete Options ×

[Add Option](#)

[Save](#)

Image: Tap Add Option.

- Keep adding options until you have the same set of featured levels in 25Live that you earlier created in 25Live Publisher. If you want to alphabetize your list, use the **Move Up** and **Move Down** buttons to reposition the discrete options. When you have built all of your featured levels, click the **Save** button.



Use the drag and drop functionality in **System Settings** to drag the new Featured Events custom attribute in line with your other calendar-related custom attributes and click the **Save Sort** button.

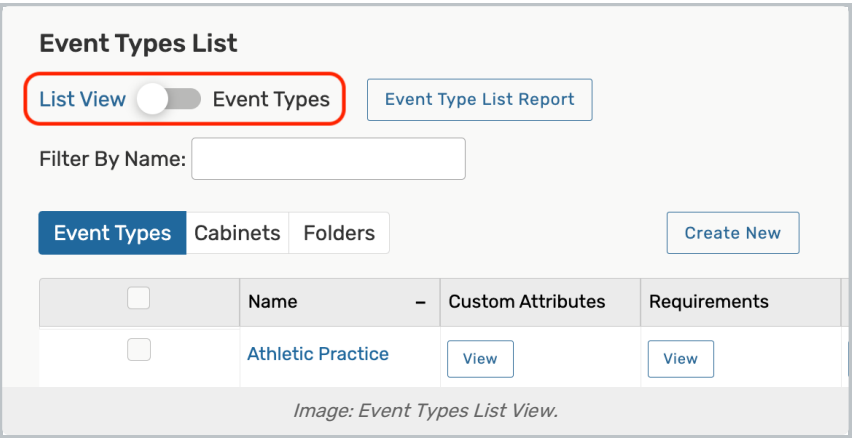
You have now successfully built the Featured Events Field in both 25Live Publisher and 25Live.

Attaching the Featured Events Custom Attribute to Event Types

Before you can use this event custom attribute with your events, you need to attach it to all your event types in the 25Live System Settings. Since not every event may be featured (although you can design a calendar that does), you will want to make sure that this event custom attribute is attached to your event types and not part of any rules where there was a required question.

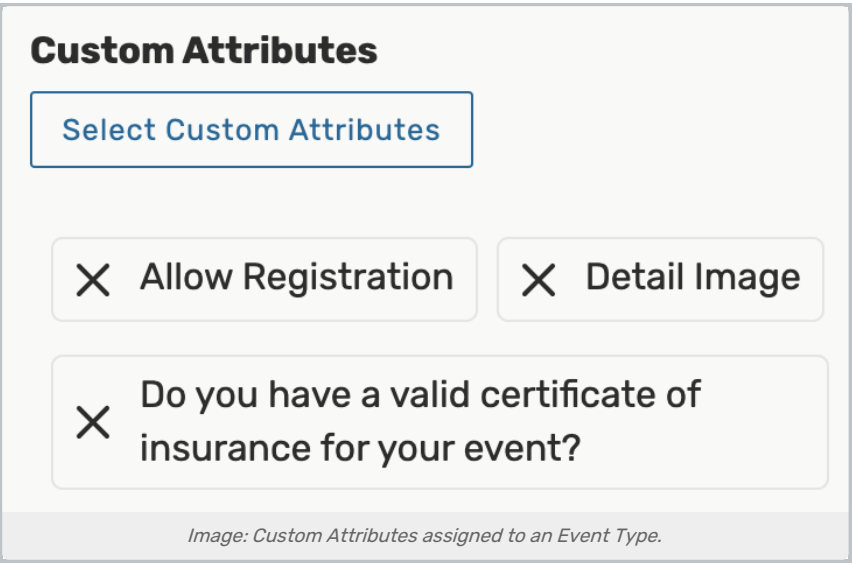
1. Navigate to the Event Types List

- Navigate to **System Settings** → **Master Definitions** → **Event Types** → **List**. **Toggle Event Types List to List View**.

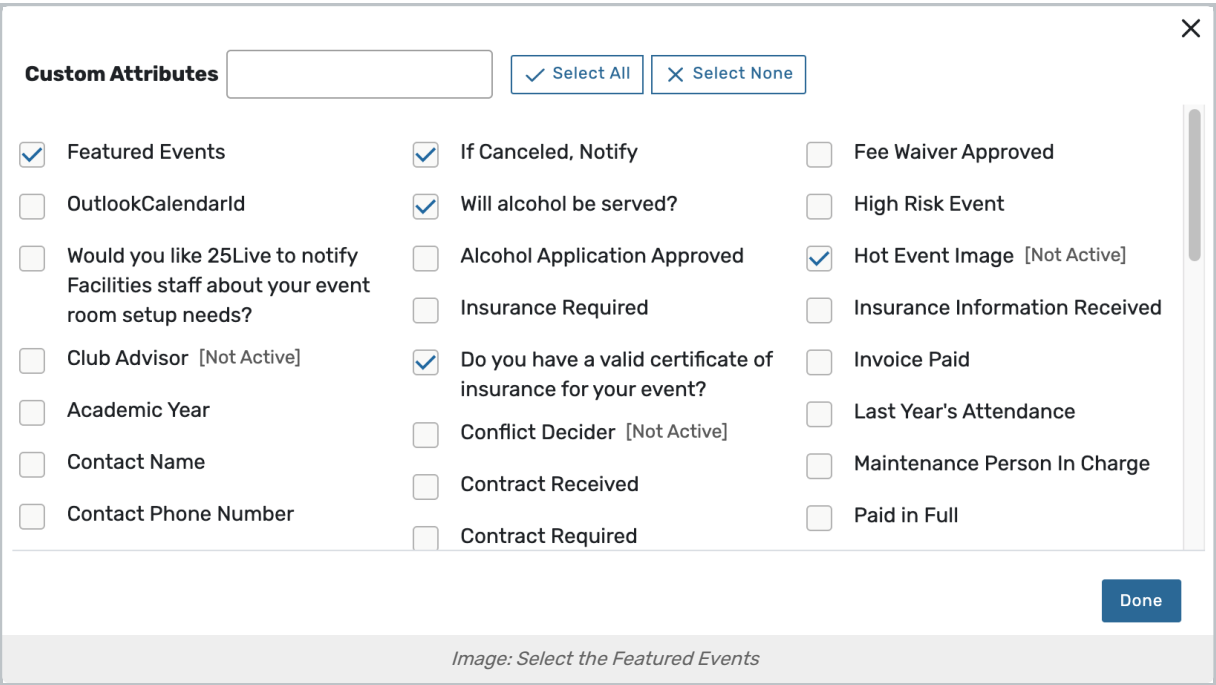


2. Add the Featured Events Custom Attribute to an Event Type

- Click any Event Type name from the list to add the Featured Events custom attribute.
- Scroll down to **Custom Attributes** and click the **Select Custom Attributes** button to make modifications.



- Select the **Featured Events** custom attribute to add to your event type and press **Done**.



3. Save

- **Save** your changes.

Defining the Featured Events Custom Field in 25Live Publisher

Often you will have major events that you want to feature on your calendars. The ability to feature events relies on creating a **featured events custom field**. This custom field will serve two purposes:

1. Giving you the ability to display featured events in published calendars that use **List** or **Classic Tables** view.

2. Letting you define the number of featured levels you want to use.

By defining a featured events custom field, you have the ability to have one featured level or as many featured levels as you need. Different feature levels allow you to feature different events with different settings in 25Live Publisher.

The **featured levels** correspond to layouts in 25Live Publisher. Events you feature at one level will look different than events in another feature level. This means that you may apply different stylistic settings when using multiple levels for featured events.



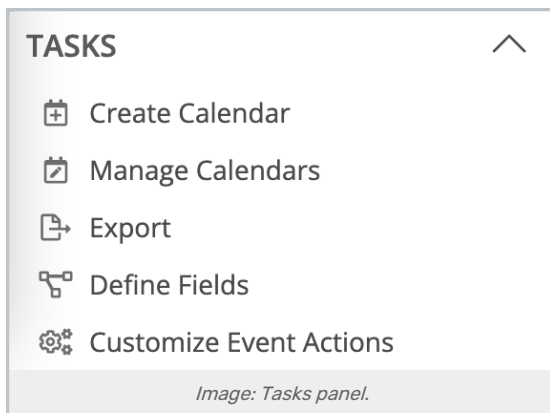
One Featured Events Custom Field per Account

You may only have one featured events custom field per account. This means that you can use only one set of featured event levels across all of your calendars within your Publisher account. You may still add as many new featured levels as needed for different calendars allowing for the use of different featured levels for different calendars.

Creating a Featured Events Custom Field

1. Navigate to Field Creation

Locate **Tasks** panel (located below the calendar panel, on the left-hand side of the Publisher home page) and click **Define Fields**.



On the **Define Custom Fields** page, click on the **Create a new field** link.

Define Custom Fields

[Return to Academic Events](#)

You can create your own event fields if you want to include types of information with your events that aren't part of the 25Live® standard event form, such as admission prices, event categories, and so on. To use custom fields that you create, you set up new event templates that include the fields. [Learn more...](#)

FIELDS

Alcohol Application Approved
Allow Registration
Cancel if Bad Weather?
Categories
Club Faculty Advisor
Do you have a valid certificate of insurance for your event?
Event Locator
Event Name
Event State
Event Title
Exclude this event from web calendars?
Expected Headcount
If Canceled, Notify
Instructor
Create a new field
Edit custom field overrides

EVENT TEMPLATES

Athletic Practice
Celebration - Party
Ceremony
Competition / Tournament
Conference
Dance
Exhibit
External Rental
Fair
Film / Movie
Forum Lecture Workshop
Game / Meet / Match
Health Wellness
Information Table
Create a new template

Done

Image: Define Custom Fields page.

The **Create a new field** page has a number of fields you will need to complete including the **Field Name**, the **Field Type**, the **Templates** with which you want to use this new custom field, and an **Owning Calendar**.

2. Enter a Name and Description

Begin by entering a value in the **Field Name** textbox.

Create a New Custom Field

[Return to Academic Events](#) | [Define Custom Fields](#)

FIELD NAME	
Field name:	<input type="text"/>
Description:	<div><input type="text"/></div> <p>Type a prompt to help event creators/submitters fill out the field. By default, prompts appear as hover text in event edit forms. Select check boxes to display prompt text below fields in event edit and/or submission forms.</p> <p><input type="checkbox"/> Show description on event edit form</p> <p><input type="checkbox"/> Show description on event submission form</p>
FIELD TYPE ?	
Field type:	<input type="text" value="Single line of text"/>
Default value(s):	<input type="text"/>
Value required:	<input type="radio"/> Yes <input checked="" type="radio"/> No <p>A value is required for this field.</p>
Min. characters:	<input type="text"/> Minimum number of characters allowed. Blank means no minimum.
Max. characters:	<input type="text"/> Maximum number of characters allowed. Blank means no maximum.
INCLUDE IN TEMPLATES	
Templates	<input type="text"/> Which templates should this field be included in.
SECURITY	
Owning calendar:	<input type="text" value="Academic Events"/> You grant edit rights to this field by granting edit rights to the owning calendar.
Visibility:	<input checked="" type="checkbox"/> Allow this field to be published <input checked="" type="checkbox"/> Show this field on the event submission form <input type="checkbox"/> Show this field on the registration report
<input type="button" value="OK"/> <input type="button" value="Cancel"/> Learn more...	

Image: Enter a Field name in the first text box.

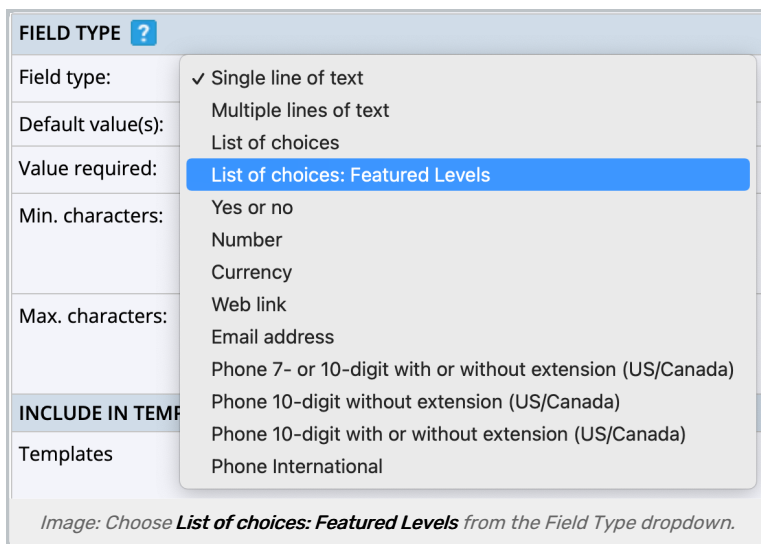
The **Description** field is optional as it will have no effective functionality but can serve as a reminder of what it does if you are reviewing the list of Custom Fields in 25Live Publisher. The max character limit is 10,000 (this length can be limited in the Calendar Settings as well).

FIELD NAME	
Field name:	<input type="text" value="Featured Events"/>
Description:	<div><input type="text" value="This custom field is used to identify and tag different types of featured events on published calendars."/></div> <p><input type="checkbox"/> Show description on event edit form</p> <p><input type="checkbox"/> Show description on event submission form</p>

Image: The Description field is optional.

3. Make Field Type Selections

In the **Field Type** drop-down list, choose **List of choices: Featured Levels**.



FIELD TYPE ?

Field type: ☒ Single line of text

Default value(s): Multiple lines of text

Value required: **List of choices: Featured Levels**

Min. characters: Yes or no

Max. characters: Number

INCLUDE IN TEMPLATE: Currency

Templates: Web link

Email address

Phone 7- or 10-digit with or without extension (US/Canada)

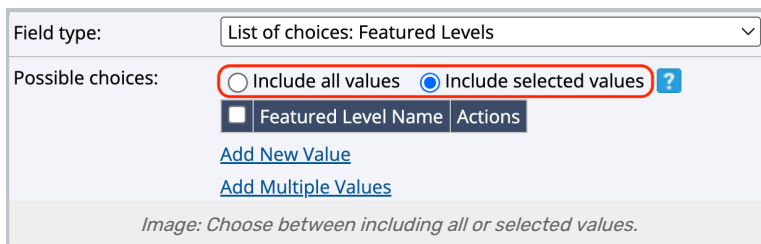
Phone 10-digit without extension (US/Canada)

Phone 10-digit with or without extension (US/Canada)

Phone International

*Image: Choose **List of choices: Featured Levels** from the Field Type dropdown.*

Choosing **List of choices: Featured Levels** opens up a new field editor of **Possible choices**. Select the radio button for either **Include all values** or **Include selected values**.



Field type: List of choices: Featured Levels

Possible choices: ☐ Include all values ☒ Include selected values ?

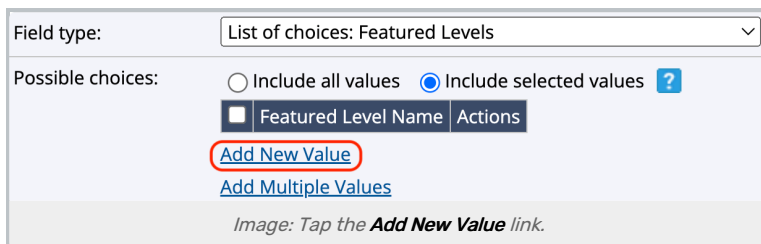
☐ Featured Level Name Actions

[Add New Value](#)

[Add Multiple Values](#)

Image: Choose between including all or selected values.

Click the link for **Add New Value** to begin building values for your Featured Events custom field.



Field type: List of choices: Featured Levels

Possible choices: ☐ Include all values ☒ Include selected values ?

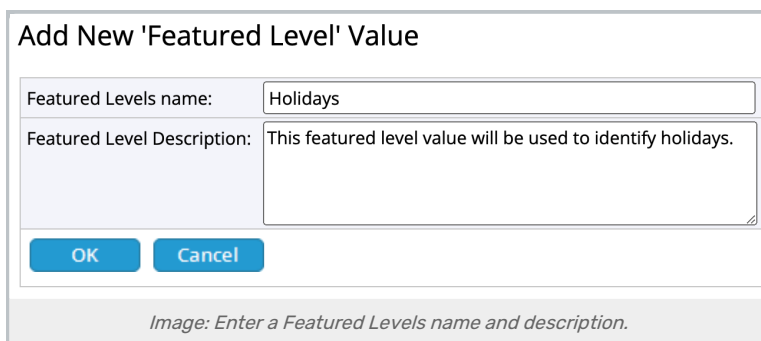
☐ Featured Level Name Actions

[Add New Value](#)

[Add Multiple Values](#)

*Image: Tap the **Add New Value** link.*

In the **Add New 'Featured Level' Value** page, enter a value for the **Featured Levels name** and a description in the **Featured Level Description** text box. The **Description** is optional but can serve as a guide for future Publisher designers at your campus. Once you have completed adding your featured level value, click the **OK** button to return to the **Create a New Custom Field** page.



Add New 'Featured Level' Value

Featured Levels name: Holidays

Featured Level Description: This featured level value will be used to identify holidays.

Image: Enter a Featured Levels name and description.

Adding Multiple Featured Level Values

It is possible to add a list of **Featured Level Values** all at once by selecting the **Add Multiple Values** option. This choice will open a text editor box below the link which requires a comma-separated list of values. Once you have added your multiple values, click the **Save Values** button.

Possible choices:

☐ Include all values ☒ Include selected values [?](#)

<input type="checkbox"/>	Featured Level Name	Actions
<input type="checkbox"/>	Holidays	Edit Delete

[Add New Value](#)

[Add Multiple Values](#)

Enter multiple comma separated values below and select **Save Values**.

Major,Departmental

[Save Values](#)

*Image: Tapping the **Add Multiple Values** link will open a text field.*

After saving the values in your comma-separated list, your new values will appear in your list of **Possible choices** and will be checked by default.

☐ Include all values ☒ Include selected values [?](#)

<input type="checkbox"/>	Featured Level Name	Actions
<input checked="" type="checkbox"/>	Departmental	Edit Delete
<input type="checkbox"/>	Holidays	Edit Delete
<input checked="" type="checkbox"/>	Major	Edit Delete

[Add New Value](#)

[Add Multiple Values](#)

Image: New values populated in the Possible choices list.

You will need to place a check in the checkbox of any of the **Possible choices** you want to make available as part of the **Featured Level** field in 25Live.

Set the **Select multiple values** radio button for **No** if it is not already selected. For your Featured Level field to work in 25Live, you will only be able to enter one featured level.

Possible choices: ☐ Include all values ☒ Include selected values [?](#)

<input type="checkbox"/>	Featured Level Name	Actions
<input checked="" type="checkbox"/>	Departmental	Edit Delete
<input checked="" type="checkbox"/>	Holidays	Edit Delete
<input checked="" type="checkbox"/>	Major	Edit Delete

[Add New Value](#)
[Add Multiple Values](#)

Select multiple values: ☐ Yes ☒ No

Image: Select the values you'd like to make available in your Featured Level field in 25Live. Then, select No for the

4. Update the Styling

Leave the **Display style** setting to **Drop Down**. The drop-down will only function on the 25Live Publisher side. In 25Live, we will use a Text field to enter the value we wish to use for our featured events.

Display style: ☐ Inline ☒ Drop Down ☐ Drop Down - Auto Complete
☐ Auto Complete

Default value(s):

Value required: ☐ Yes ☒ No

*Image: Select **Drop Down** for the Display style. Leave Default value(s) blank and Value required set to **No**.*

Leave the **Default value(s)** setting Blank.

Also, leave the **Value required** radio button for No selected as we do not want all events to be featured in some fashion.

5. Make Template Selections

Next, you will need to select which Templates (Event Types) on which you want the Featured Level field to be included. In all likelihood, you will want it to be available on all event templates so you would select the **All** link to add checkboxes to all of the event templates. If on the other hand you want to limit this field to certain templates, click the checkbox beside each template.

INCLUDE IN TEMPLATES

Templates:

SECURITY

Owning calendar:

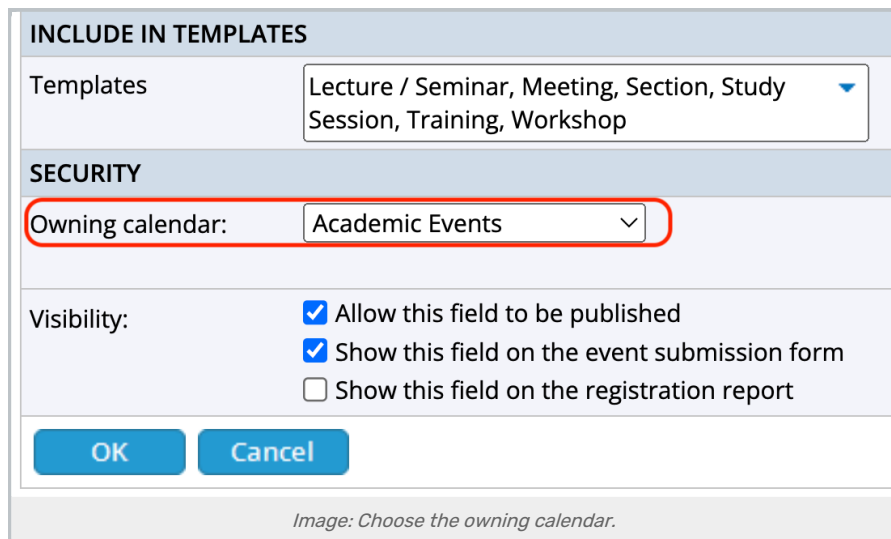
Visibility:

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

- ☐ Athletic Practice
- ☐ Celebration - Party
- ☐ Ceremony
- ☐ Competition / Tournament
- ☐ Show this field on the registration report

Image: Select one or more templates.

Select the **Owning calendar** for this field. Your choice among your calendars will not matter here as we will build a custom attribute in 25Live that will supply a value for any events we want to feature. The Templates will take care of making that field available to all of our various calendars.



INCLUDE IN TEMPLATES

Templates: Lecture / Seminar, Meeting, Section, Study Session, Training, Workshop

SECURITY

Owning calendar: Academic Events

Visibility:

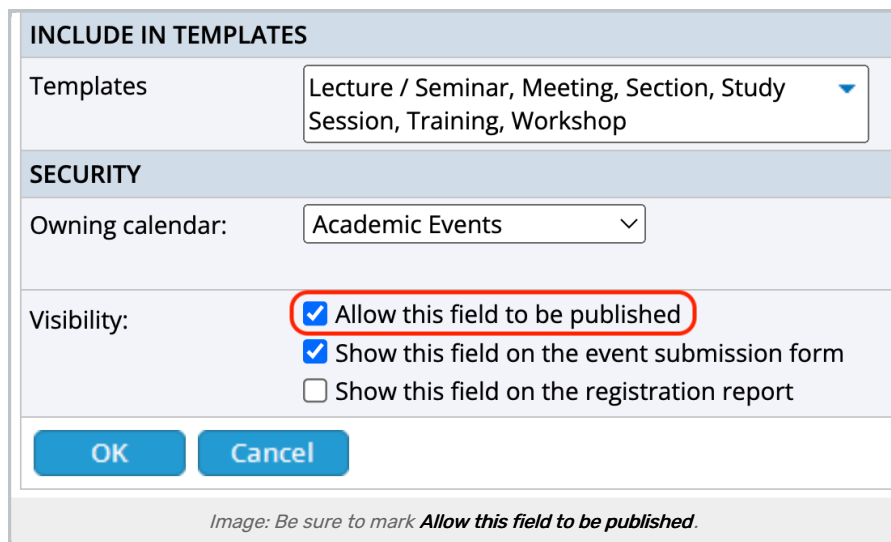
- ☒ Allow this field to be published
- ☒ Show this field on the event submission form
- ☐ Show this field on the registration report

OK Cancel

Image: Choose the owning calendar.

6. Edit the Security

Finally, make sure that the **Visibility** setting for **Allow this field to be published** is checked so that the field will be visible on the event templates.



INCLUDE IN TEMPLATES

Templates: Lecture / Seminar, Meeting, Section, Study Session, Training, Workshop

SECURITY

Owning calendar: Academic Events

Visibility:

- ☒ Allow this field to be published
- ☒ Show this field on the event submission form
- ☐ Show this field on the registration report

OK Cancel

*Image: Be sure to mark **Allow this field to be published**.*

7. Save

Click **OK** to save.

The new **Featured Events** field is now available in the list of **Fields**.

Define Custom Fields

[← Return to Academic Events](#)

You can create your own event fields if you want to include types of information with your events that aren't part of the 25Live® standard event form, such as admission prices, event categories, and so on. To use custom fields that you create, you set up new event templates that include the fields. [Learn more...](#)

FIELDS	EVENT TEMPLATES
Featured Events - This custom field is used to identify and tag different types of featured events on published calendars.	Athletic Practice
If Canceled, Notify	Celebration - Party
Instructor	Ceremony
Insurance Information Received	Competition / Tournament
Last Year's Attendance	Conference
Organization	Dance
Organizer	Exhibit
Please indicate your audience	External Rental
Registered Headcount	Fair
Reservation Name	Film / Movie
Web Site	Forum Lecture Workshop
Will alcohol be served?	Game / Meet / Match
Will there be unaccompanied minors present at the event?	Health Wellness
	Information Table

[Create a new field](#)
[Create a new template](#)

[Edit custom field overrides](#)

[Done](#)

Image: Featured Events will now display in the Define Custom Fields list.

The **Featured Events** field will now appear in the **Event Templates** of all the event templates you checked in the **Create a New Custom Field** page.

WHICH FIELDS SHOULD BE INCLUDED? ?

Predefined Fields

☐ Detail image

User Defined Fields

☐ Alcohol Application Approved
☐ Cancel if Bad Weather?
☐ Club Faculty Advisor
☐ Do you have a valid certificate
☐ Event Title

☐ **Show Sample Fields** ?

Selected Fields

Order	Field Name	Type	Visibility	Remove
1	Event Name	Single line text	Published	<input type="checkbox"/>
2	Reservation Name	Single line text	Published	<input type="checkbox"/>
3	Event State	Single line text	Published	<input type="checkbox"/>
4	Organization	Single line text	Published	<input type="checkbox"/>
5	Organizer	Single line text	Published	<input type="checkbox"/>
6	Submitter Name	Single line text	Hidden	<input type="checkbox"/>
7	Submitter Phone	Phone 10-digit	Hidden	<input type="checkbox"/>
8	Submitter Email	Email	Hidden	<input type="checkbox"/>
9	Instructor	Single line text	Published	<input type="checkbox"/>
10	Expected Headcount	Single line text	Published	<input type="checkbox"/>
11	Registered Headcount	Single line text	Published	<input type="checkbox"/>
12	Categories	List of choices	Published	<input type="checkbox"/>
13	Allow Registration	Yes or no	Published	<input type="checkbox"/>
14	Event Locator	Single line text	Published	<input type="checkbox"/>
15	Event image	Image	Published	<input type="checkbox"/>
16	Featured Events	Featured Levels object	Published	<input type="checkbox"/>

Image: Featured events will appear in the fields.

Next, you will need to go create a new **Custom Attribute** named **Featured Events** in the 25Live System Settings.

Next Steps

You have now successfully built the Featured Events custom attribute in both 25Live and 25Live Publisher. You will need to add the **Featured Events** custom attribute on some of your events and set a featured level before your featured events will start showing up.