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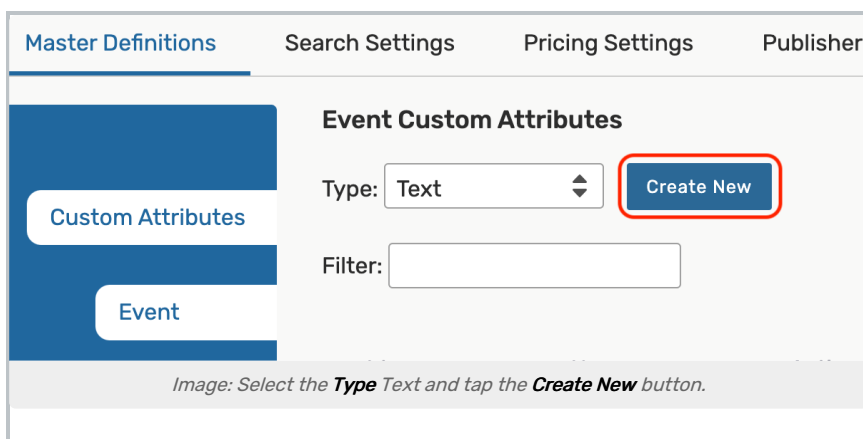
To create the **Featured Events** custom attribute in 25Live:

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.

*Image: Select the **Type** Text and tap the **Create New** button.*

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

Event Custom Attributes

Type: [⇕]   [Create New]

Filter: [   ]

Id	Name	Active	Event Details	Event Form	Type	Discrete Options
87	New_87	☑	☐	☐	Text	[Show]

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.

Id	Name	Active	Event Details	Event Form	Type	Discrete Options
87	Featured Events [Cancel] [Save]	☑	☐	☐	Text	[Show]

Image: Edit the name and save.

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.

Discrete Options ✕

Holidays	Move Up	Move Down	Remove
Premier	Move Up	Move Down	Remove
Campus-Wide Events	Move Up	Move Down	Remove
Training	Move Up	Move Down	Remove

Add Option

Save

Image: Discrete Options list.

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.**

Image: Event Types 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.

Image: Custom Attributes assigned to an Event Type.

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

Image: Select the Featured Events

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.
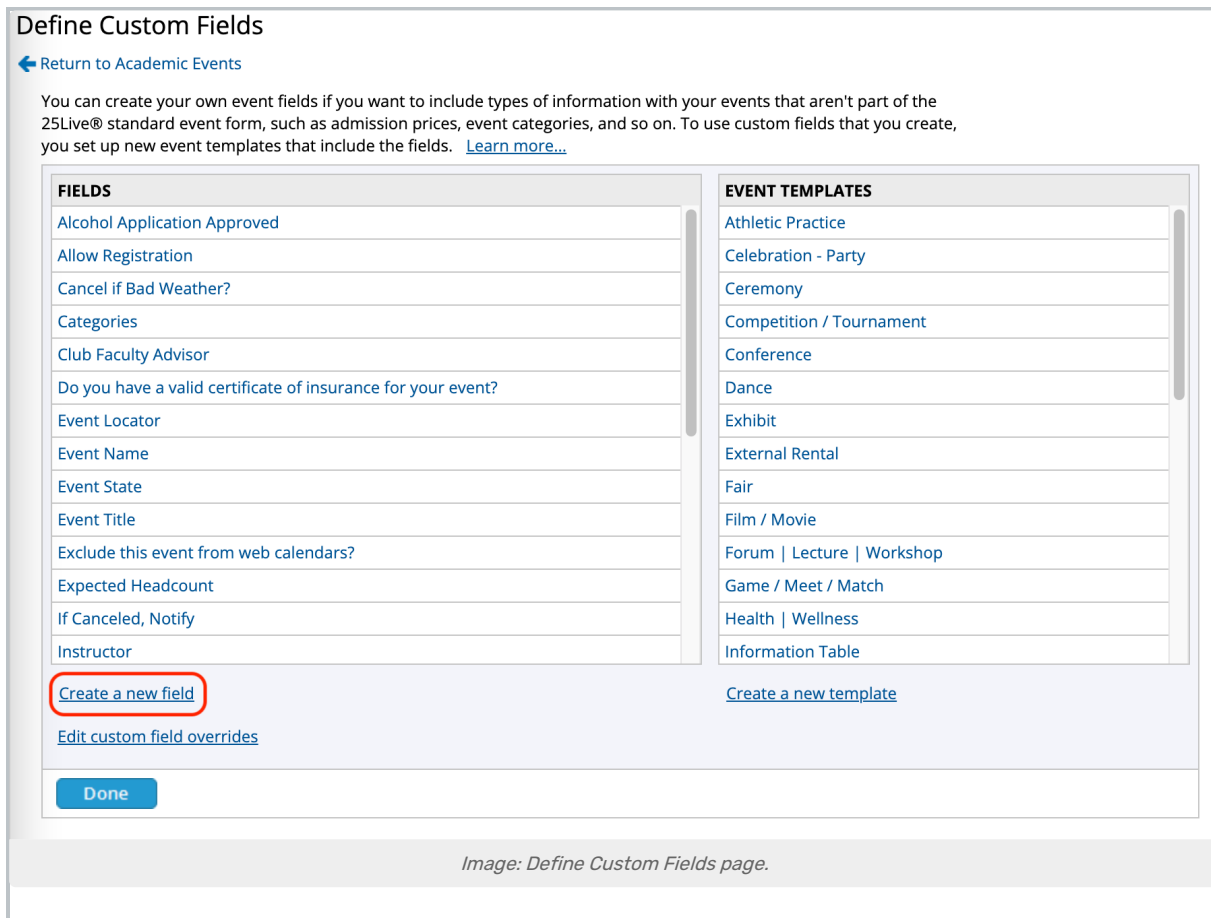
Creating a Featured Events Custom Field

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**.

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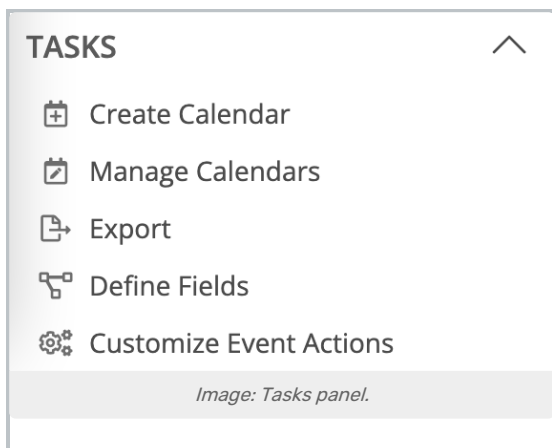
On the **Define Custom Fields** page, click on the **Create a new field** link.

Image: Define Custom Fields page.

The **Create a new field** page has a number 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:	

Description:		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.

☐ Show description on event edit form
☐ Show description on event submission form

FIELD TYPE ?

Field type:	Single line of text ▾	
Default value(s):		
Value required:	○ Yes ● No	A value is required for this field.
Min. characters:		Minimum number of characters allowed. Blank means no minimum.
Max. characters:		Maximum number of characters allowed. Blank means no maximum.

INCLUDE IN TEMPLATES

Templates	▾	Which templates should this field be included in.

SECURITY

Owning calendar:	Academic Events ▾	You grant edit rights to this field by granting edit rights to the owning calendar.

Visibility:	☑ Allow this field to be published	
	☑ Show this field on the event submission form	
	☐ Show this field on the registration report	

OK   **Cancel**   Learn more...

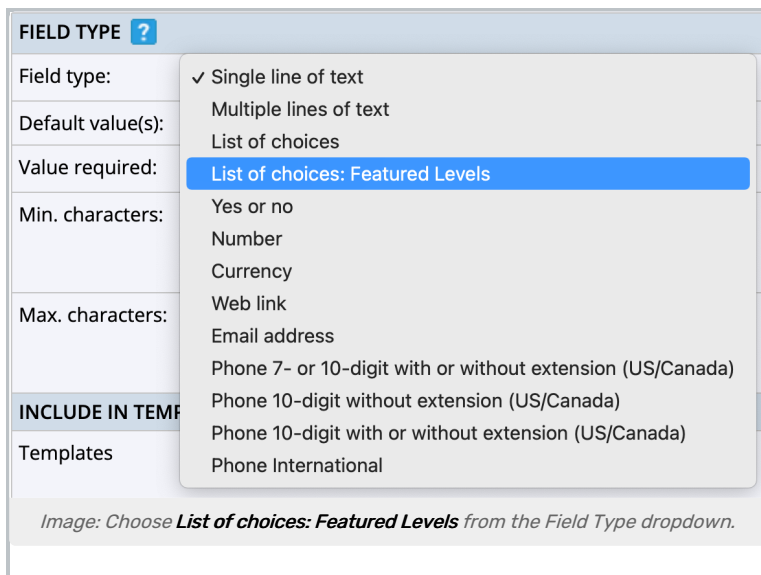*Image: Enter a Field name in the first text box.*

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.

FIELD NAME

Field name:	Featured Events

Description:	This custom field is used to identify and tag different types of featured events on published calendars.

☐ Show description on event edit form
☐ Show description on event submission form

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
	Multiple lines of text
Default value(s):	List of choices
Value required:	**List of choices: Featured Levels**
	Yes or no
Min. characters:	Number
	Currency
	Web link
Max. characters:	Email address
	Phone 7- or 10-digit with or without extension (US/Canada)
	Phone 10-digit without extension (US/Canada)
INCLUDE IN TEMP	Phone 10-digit with or without extension (US/Canada)
Templates	Phone International
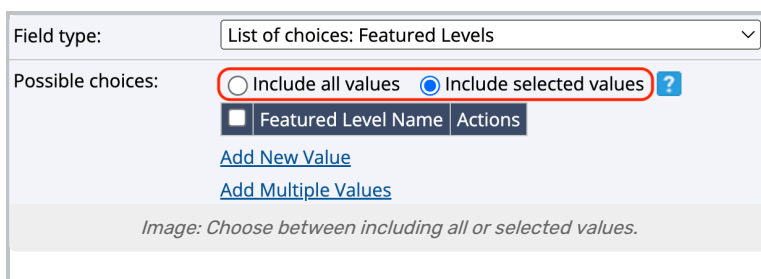
*Image: Choose **List of choices: Featured Levels** from the Field Type dropdown.*

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**.

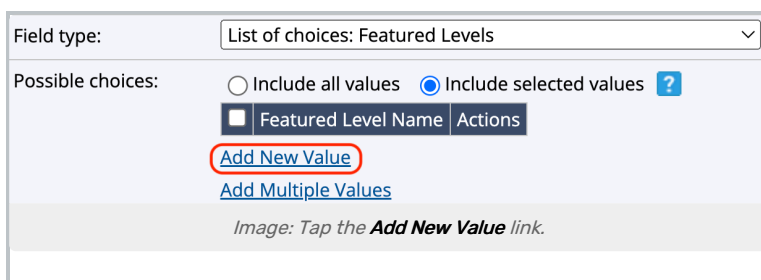| Field type:	List of choices: Featured Levels ⌄
Possible choices:	◯ Include all values ⦿ Include selected values ?
	☐ Featured Level Name │ Actions
	Add New Value
	Add Multiple Values

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.

OK   **Cancel**

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   [?]

☐	Featured Level Name	Actions
☐	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.

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.

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.

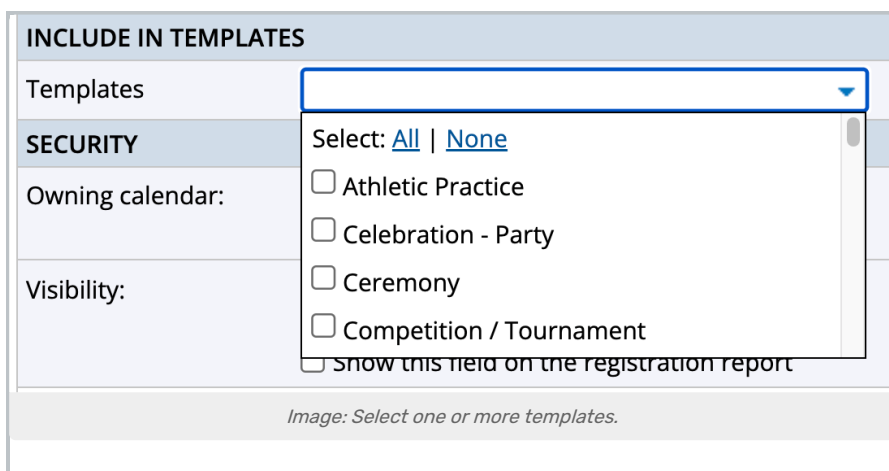

Image: Select **Drop Down** for the Display style. Leave Default value(s) blank and Value required set to **No**.

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.

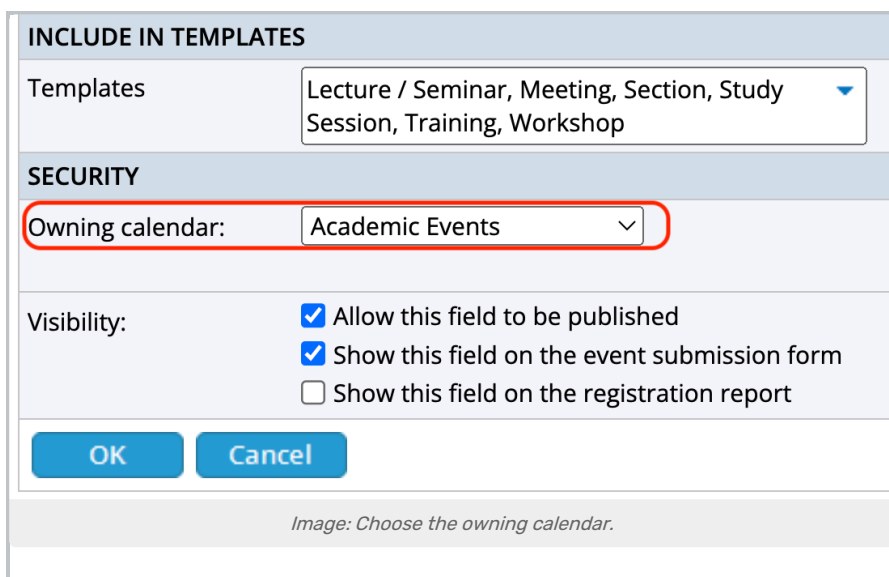| INCLUDE IN TEMPLATES	
Templates	▼
SECURITY	Select: All | None
Owning calendar:	☐ Athletic Practice
	☐ Celebration - Party
	☐ Ceremony
Visibility:	☐ Competition / Tournament
	☐ Show this field on the registration report

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.

*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**.

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.

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

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.