Configuring Custom Fields and Event Templates

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There are a number of custom fields that will be created in Publisher as your events populate the Publisher calendars from 25Live. In addition, each event type that comes across from 25Live will create a corresponding **Event Template**. The **Event Template** is used by Publisher to control what custom fields are displayed on the **Detailed View** for each event on the calendar. When you first bring calendars live, your event details view may contain a number of data fields (event custom attributes) that are used in 25Live for tracking purposes. Obviously, you will want to hide those fields from view on your calendars.

> **In This Article:**
>
> - Configuring Custom Fields
> - Configuring Event Templates
> - Additional Info

> ℹ **Quick Steps: Hiding New Custom Attributes**
>
> If you made a new custom attribute in 25Live and you want to ensure it doesn't show up on Publisher calendars, follow the steps on this page under **Configuring Custom Fields**.
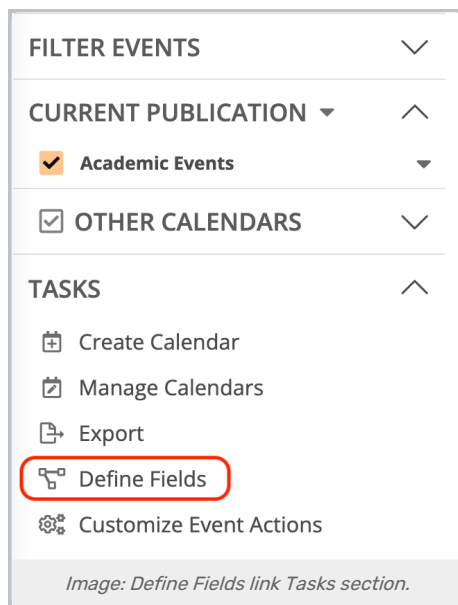>
> - Find the custom attribute using steps 1-3.
> - Uncheck the "Allow this field to be published" box described in the Security section of the Configurations panel.
> - Don't forget to save your changes with the OK button in step 5!

Configuring Custom Fields

To configure the custom fields:

1. Open the Define Fields Link Under Tasks

The **Tasks** section is on the left-hand side of the publisher home page below your calendar lists.

Image: Define Fields link Tasks section.

The **Define Custom Fields** window will open with options to customize the fields and the event templates.

Image: Fields and Event Templates columns on the Define Custom Fields page.
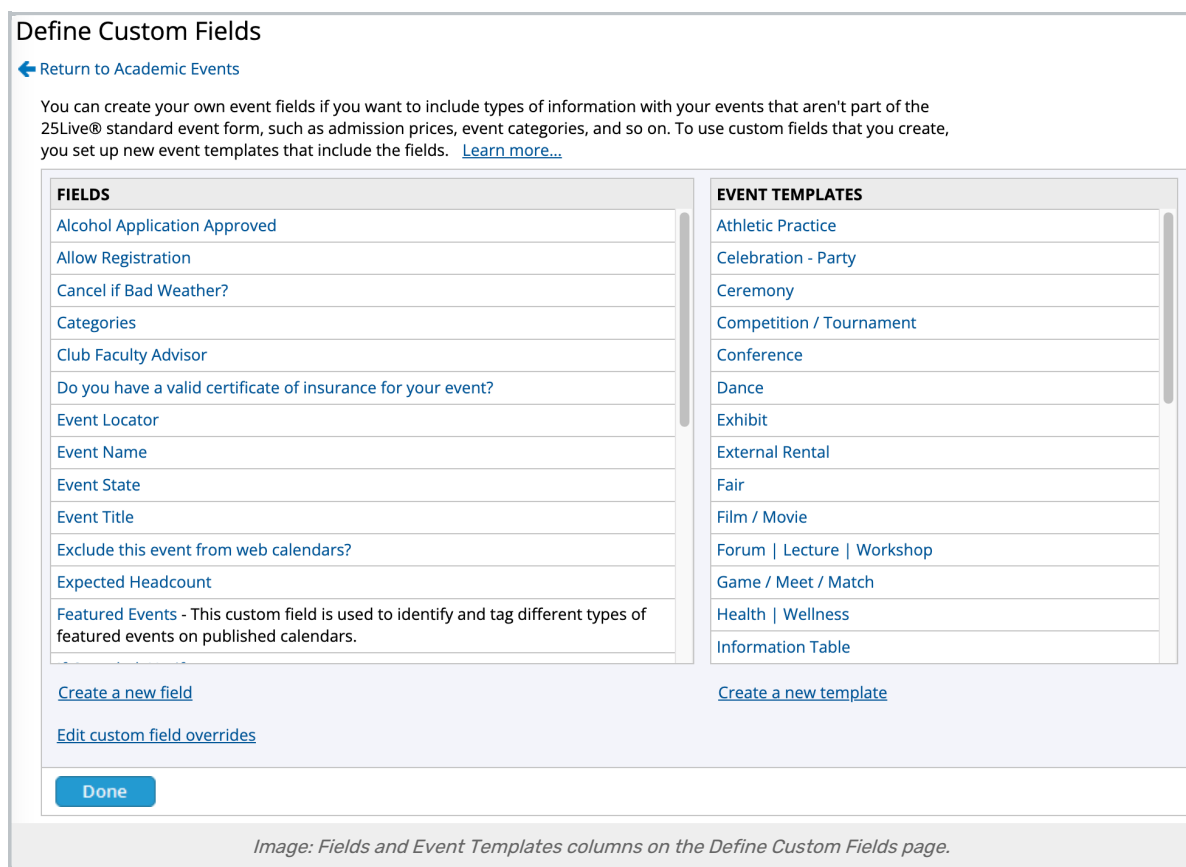
2. Find a Custom Field that You'd Like to Edit in the Fields List

Select the field to open the **Edit Custom Field** form.

Edit Custom Field

← Return to Calendar | Define Custom Fields

FIELD NAME

Field name:	Allow Registration
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:	Yes or no	
Default value(s):	○ Yes ○ No ⦿ Not Specified	
Value required:	○ Yes ⦿ No	A value is required for this field.

INCLUDE IN TEMPLATES

Templates	Lecture / Seminar	Which templates should this field be included in.

SECURITY

Owning calendar:	Customer Field Owner	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** **Create Copy** **Delete This Field**   Learn more...

Image: Edit Custom Field form.

3. Use the Form to Configure Your Custom Field

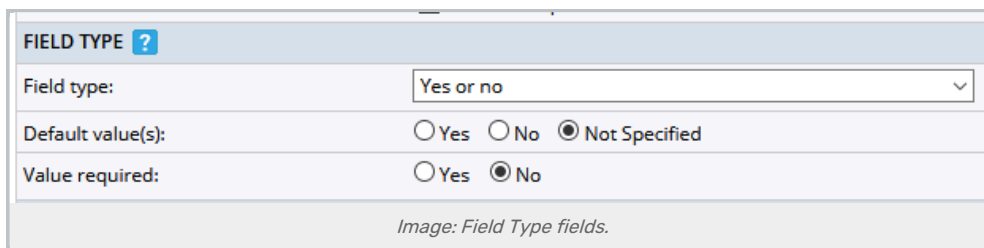### Field Name

FIELD NAME

Field name:	Do you want your event on a public calendar?
Description:	

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

Image: Field Name fields.

Field name: The name of the event custom attribute brought across with the feed from 25Live. **Do not alter this name in 25Live Publisher!**

Description: Add a description to the field in Publisher. This description would only be visible by someone working in Publisher with calendars and will not feed to your public calendars. It is customary to leave this textbox blank.
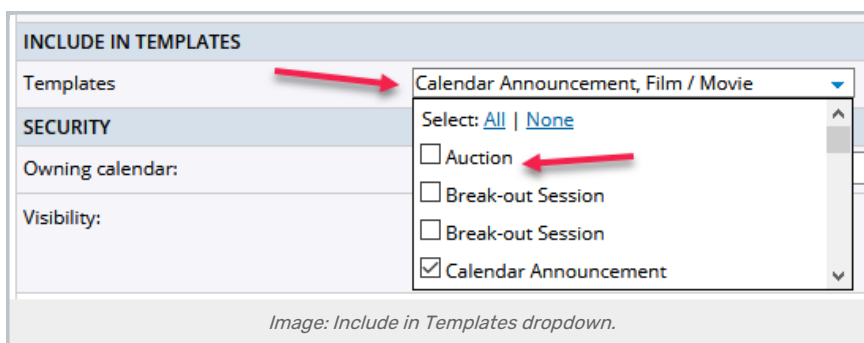
Field Type

Image: Field Type fields.

Field type: The data type of the event custom attribute brought across from 25Live. In this image, you will note that this event custom attribute is of the **Boolean** data type in 25Live. Again, do <u>not</u> alter this Field type in Publisher!

Default value(s): Indicates whether or not a default value has been specified for the event custom attribute. As these will not be automatically specified in 25Live, the recommended answer is either **No** or **Not Specified**.

Value required: Indicates that this field must contain a value. As we control which fields are required for data entry in 25Live, this setting should be left to **No**.

Include In Templates

Image: Include in Templates dropdown.

Templates: Used to control which event templates this custom field will appear on and which it will not appear on.

- If you wanted to remove the field from all templates, click **None** to uncheck all the boxes.
  - If you wanted to add this field to all of your templates, click **All**.
    - You may also selectively check the specific event templates you wish to display this field on by filling in the appropriate checkbox. If a data field is not appearing on the details views of events, this is the first place to check.

Security

Image: Allow this field to be published checkbox.

Owning calendar: Indicates which calendar "owns" this particular custom field. This value will be **Customer Field Owner** for the majority of your custom fields as they were created by the feed as it brought the events across to Publisher.

There is a caveat to selecting a calendar when you create a custom field in Publisher. Currently, there is only one such instance, the **Featured Event** custom attribute (see Creating the Featured Event custom field in 25Live and 25Live Publisher).

Visibility: Controls whether this field will display on the templates it is associated with or not.

- **Allow this field to be published:** Uncheck this box if you want to leave a custom field on the event template but just hide it from view, labeled. Once this box is unchecked, opening an event on your calendar to view its event details will not display this field even though the data is still present on the event.
    - *The other two settings concern the event registration module which is not operational in 25Live Publisher.*

4. Save Your Changes

Once you are satisfied with your selections, click the **OK** button to commit your changes. If you go look at any event templates that have this field attached to them, you will see now that this field is labeled **hidden**.

OK	Cancel	Create Copy	Delete This Field

*Image: Click the **OK** button to save changes made to the form.*
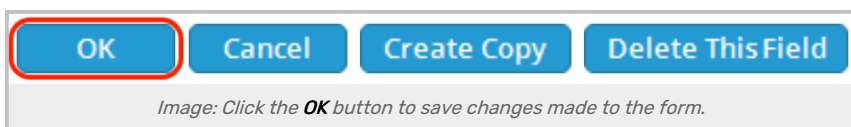
Configuring Event Templates

To configure an event template:

1. Open the Define Fields Link Under Tasks

The **Tasks** section is on the left-hand side of the publisher home page below your calendar lists.

FILTER EVENTS	⌄
CURRENT PUBLICATION ▾	⌃
✔ **Academic Events**	▾
☑ OTHER CALENDARS	⌄
TASKS	⌃
⊞ Create Calendar	
◲ Manage Calendars	
⤷ Export	
⛗ Define Fields	
⚙ Customize Event Actions	

Image: Define Fields link in the Tasks section.

The **Define Custom Fields** window will open with options to customize the fields and the event templates.

Image: Fields and Event Templates columns on the Define Custom Fields page.

2. Find a Template that You'd Like to Edit in the Event Templates List

Select the field to open the **Edit Event Template** form.

Image: Edit Event Template form.

3. Use the Form to Configure Your Template

Template Name:

Image: Template Name fields.

Template Name: Since this field populates from the event type from 25Live, you should leave this value as created. Do **not** alter the Template name in 25Live Publisher!

Description: This field will not be displayed on the event details so you can leave this textbox empty.

Security

Image: Security field.

Owning calendar: This value is set by default when the event type is first encountered by Publisher. **Do not** alter this setting in 25Live Publisher!

Which Fields Should Be Included?

Image: Which fields should be included? fields.

User Defined Fields: Contains a list of custom attributes that are available but not already selected to appear on the Event Template under **Selected Fields**.

To add a user-defined field to the selected fields, click on the checkbox next to its name and then click **Add Fields to Template**

Image: User Defined Fields options.
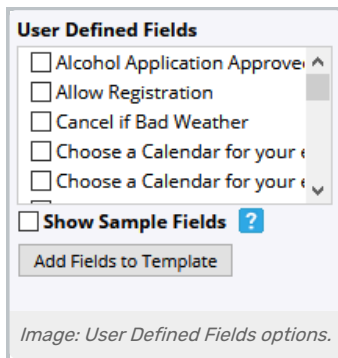
Selected Fields

Contains a list of all custom fields that may appear on the details view of each event.

Image: Selected Fields options.

Any field displaying **Visibility** set to **Hidden** will not be seen by users of your calendars but the data is still being sent across from 25Live. You may reorder the fields by altering their sort order with the **Order** number of the up and down arrows. If you **Remove** a custom field from the event template it will return when the Publisher feed next executes a refresh of the calendar (roughly every half hour). Rather than attempting to remove fields, simply use the configuring options on the fields themselves to hide their visibility.

4. Save Your Changes

Once you are satisfied with your selections, click the **OK** button to commit your changes. If you go look at any event templates that have this field attached to them, you will see now that this field is labeled **hidden**.

| OK | Cancel | Create Copy | Delete This Field |

*Image: Click the **OK** button to save changes to the form.*
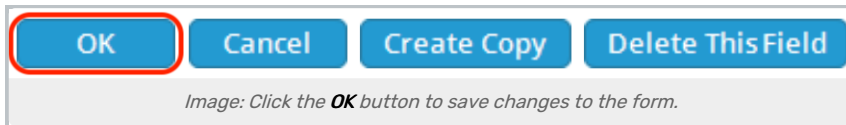
Additional Info

Dealing with Images

The first time an event type makes its transit to your calendars, both the **Event Image** and the **Detail Image** will be listed in the **User Defined Fields** region of the template. The Publisher does not automatically add these two event custom attributes to your templates. For each event template where you may want to include images as part of your event, you'll need to add them to the event template. You only have to perform this action once.

Adding Custom Fields in Bulk

If you have a custom field that you want to apply to all of your templates, you could visit each event template and add the field to each template one at a time. But that is tedious if you have large numbers of event types. To get around this, open the field for editing and use the Templates group to set the templates on which the field should appear. You should also note that **Event Image** and **Detail Image** must be singular.