

25Live Publishing Flow Chart

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The following chart shows steps for using the 25Live Publisher component.

Identifying Calendar Requirements & Sending Content From 25Live:

1. Establish Goals	2. Establish Schedule / Responsibilities	3. Send Events to Publisher
<p>Decide Which Events to Publish Where:</p> <ul style="list-style-type: none"> Identify needed calendars: their locations, purpose, content Determine what types of presentation are needed for each Identify criteria for selecting events to send to Publisher Identify the development calendar destinations for sending events to Publisher 	<p>Decide:</p> <ul style="list-style-type: none"> Who will be the 25Live administrator in charge of sending events to Publisher? One user or several? Who will be the 25Live Publisher web developer? Whether the web developer will have a separate Publisher logon, or share with the administrator How you will manage the calendar setup/testing/review process 	<ul style="list-style-type: none"> Create searches in 25Live as needed Share the searches if a different signed-in user will send events to Publisher Display search results for a set of events or their locations in 25Live Sign in to Publisher and send the events from 25Live to a new or existing calendar

Preparing and Publishing the Calendars in 25Live Publisher:

Administrator Tasks	Web Developer Tasks	Administrator / Web Developer

If you're not sharing a single Publisher logon for all administration and web development tasks:

- In 25Live Publisher, share each new calendar sent from 25Live to your web developer

As needed, set up the calendar for publication:

- Select a new calendar in the left column to make it the current calendar
- Click Publish for the selected calendar and complete the basic publish settings
 - Select the default calendar view
 - Select any calendars to mix in
 - Specify the URL where the calendar is to be embedded
- Refine settings from Publisher control panel
 - Click Publish to generate JavaScript code for main calendar
 - Copy and paste the generated JavaScript code to test
 - Add additional spuds, as needed; copy and paste the generated JavaScript code to test
 - Complete formatting as needed

- Review embedded calendar/spuds in test version of web page; verify content and functionality
- Go live