

Creating a Featured Events Custom Attribute

Last Modified on 07/25/2022 1:44 pm PDT

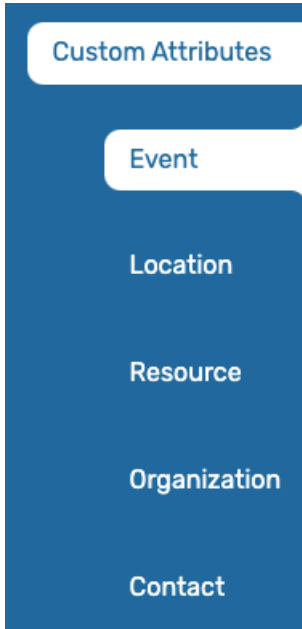
The next step in preparing your 25Live environment for the use of Featured Events requires you to complete some work in your 25Live System Settings. Here, you will need to:

- Create a **Featured Events** custom attribute and
- Connect this new custom attribute to your **Event Types** in the **Event Type Hierarchy**.

Create the Featured Events Custom Attribute

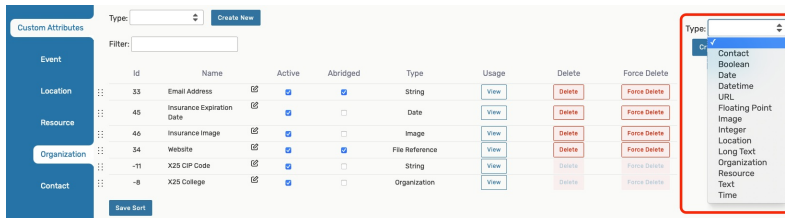
1. Open the Event Custom Attributes View

Use the 25Live **More** menu to navigate to **System Settings > Master Definitions > Custom Attributes > Event**.



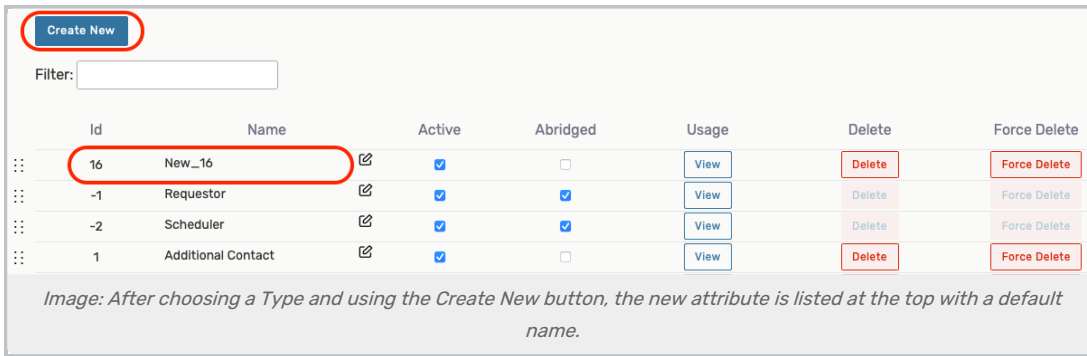
2. Edit the Type

Before using the button to create a new custom attribute, **Text** from the **Type** dropdown menu.




3. Use the Create New Button

To add a new custom attribute, use the **Create New** button to add a new custom attribute. Your new attribute will appear at the top of the list.

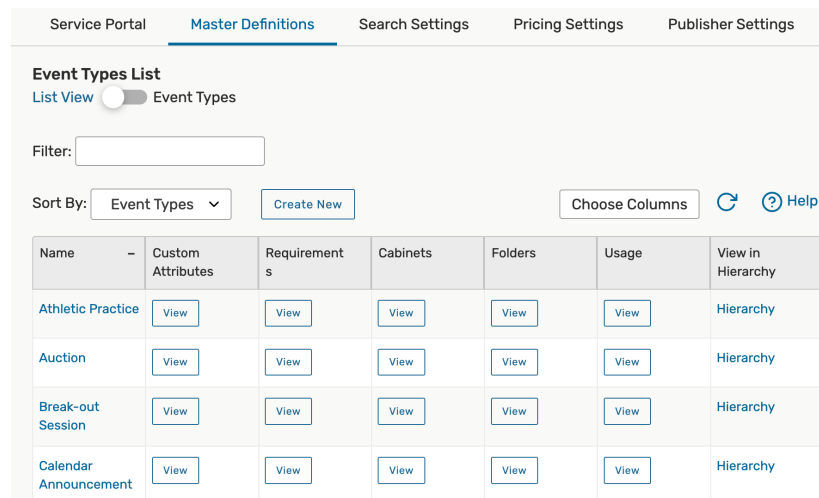


4. Rename the New Custom Attribute

The new attribute will appear with a default name that includes its ID number. Use the edit icon () to rename the new custom attribute (eg. **Featured Events**).

Add The Custom Attribute to the Event Type Hierarchy

1. In 25Live System Settings, go to **Master Definitions > Event Types > List**, and toggle to **List View**.



2. Select the name of the event type where you'd like to attach the featured custom attribute.

3. Scroll down to **Custom Attributes** and click **Select Custom Attribute**.

From the options, select **Featured Event**. Then press **Done**.

✕

Custom Attributes

Select All Select None

<input type="checkbox"/> Club Advisor [Not Active]	<input type="checkbox"/> Entrance Fee (\$)
<input checked="" type="checkbox"/> Academic Year	<input type="checkbox"/> Entrance Fee for Students (\$)
<input type="checkbox"/> Contact Name	<input type="checkbox"/> Equipment - Outside Rental
<input type="checkbox"/> Contact Phone Number	<input checked="" type="checkbox"/> Event Image
<input type="checkbox"/> Contact Email Address	<input type="checkbox"/> Event Photo
<input type="checkbox"/> Which calendar should your event appear on?	<input type="checkbox"/> Exclude this event from web calendars?
<input type="checkbox"/> Day Of Event Contact Phone Number	<input checked="" type="checkbox"/> Featured Event
<input type="checkbox"/> Will you be serving food?	<input type="checkbox"/> Fee Waiver Approve By

Done

3. Don't forget to **Save** your changes.

Applying the Featured Event Custom Attribute to Multiple Event Types at Once

It is possible to apply the new featured event custom attribute to multiple event types with one mass edit.