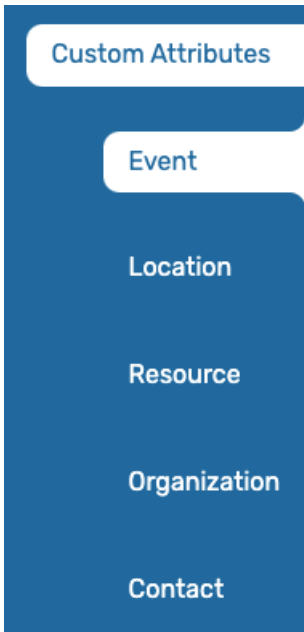# Creating a Featured Events Custom Attribute

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**.

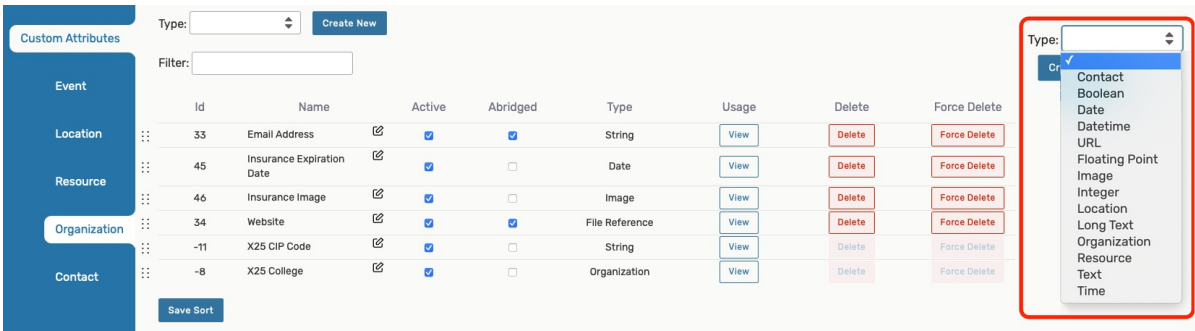## Create the Featured Events Custom Attribute

1. Open the Event Custom Attributes View

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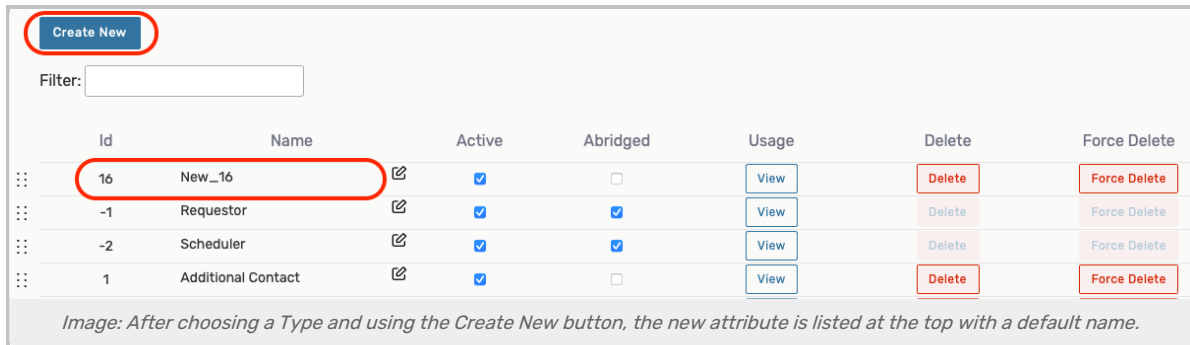

2. Edit the Type

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.

	Id	Name		Active	Abridged	Usage	Delete	Force Delete
⠿	16	New__16	✎	☑	☐	View	Delete	Force Delete
⠿	-1	Requestor	✎	☑	☑	View	Delete	Force Delete
⠿	-2	Scheduler	✎	☑	☑	View	Delete	Force Delete
⠿	1	Additional Contact	✎	☑	☐	View	Delete	Force Delete

Image: After choosing a Type and using the Create New button, the new attribute is listed at the top with a default name.

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**.

Service Portal	Master Definitions	Search Settings	Pricing Settings	Publisher Settings

Event Types List

List View ⬤ Event Types

Filter:

Sort By: Event Types ▾   Create New   Choose Columns ↻ ⑦ Help

Name —	Custom Attributes	Requirements	Cabinets	Folders	Usage	View in Hierarchy
Athletic Practice	View	View	View	View	View	Hierarchy
Auction	View	View	View	View	View	Hierarchy
Break-out Session	View	View	View	View	View	Hierarchy
Calendar Announcement	View	View	View	View	View	Hierarchy

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

☐ Club Advisor   [Not Active]   ☐ Entrance Fee ($)

☑ Academic Year   ☐ Entrance Fee for Students ($)

☐ Contact Name   ☐ Equipment – Outside Rental

☐ Contact Phone Number   ☑ Event Image

☐ Contact Email Address   ☐ Event Photo

☐ Which calendar should your event appear on?   ☐ Exclude this event from web calendars?

☐ Day Of Event Contact Phone Number   ☑ Featured Event

☐ Will you be serving food?   ☐ 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.