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**.
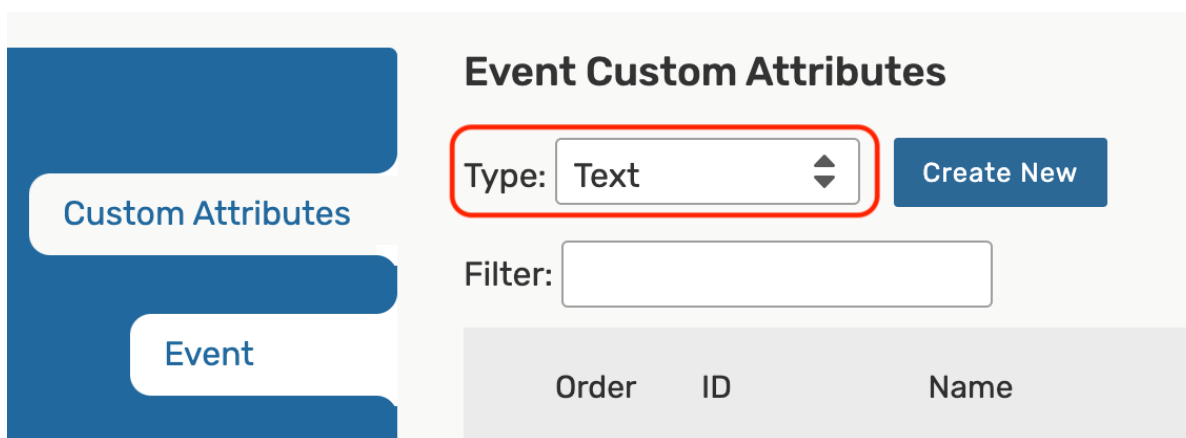
Create the Featured Events Custom Attribute

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.

Event Custom Attributes

Type: Text   Create New

Filter:

Order	ID	Name	Active	Event Details	Event Form	Multi-valued	Type
⠿ 1	105	New_105 ✎	☑	☐	☐	☐	Text

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. Navigate to Your Event Type in System Settings

System Settings > **Master Definitions** > **Event Types** > **List**, and toggle to **List View**.

Event Types List

List View 🔘 Event Types   Event Type List Report

Filter By Name:

Event Types Cabinets Folders   Create New

	Name	–	Custom Attributes	Requirements	
☐	Athletic Practice		View	View	

2. Find the Event Type You Want Attach the Featured Custom Attribute to

Select the name of the event type.

3. Scroll Down to Custom Attributes and Click Select Custom Attributes

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   ☐ Exclude this event from web
  appear on?   calendars?

☐ Day Of Event Contact Phone   ☑ Featured Event
  Number
                                       ☐ Fee Waiver Approve By
☐ Will you be serving food?

                                                    [Done]

4. Press Save

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.