

Using the Featured Events Custom Attribute on Events in 25Live

Once the setup is complete, you are ready to start using the new **Featured Events** custom attribute on your events in 25Live.

For the **Featured Events** level to function appropriately, you will need to enter the same label you used in building the **Featured Events** dropdown list in 25Live Publisher. So, if you added one featured event level named Premier in 25Live Publisher, you will need to type, **Premier**, into the **Featured Events** custom attribute field when you are building your event in 25Live.

How to Build a Featured Event in 25Live

1. Open the Event Form

2. Add an Event Type to Your Event

The critical element that determines whether or not the **Featured Events** custom attribute will appear is your event type. As long as the custom attribute was attached to the event type, you will see the field later in the event form.

This reservation wizard is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information.

*** All requests are subject to approval ***

Event Name - Required ⓘ

My Calendar Event

Event Title for Published Calendars ⓘ

My Calendar Event

Event Type - Required ⓘ

Calendar Announcement ☆ ▼

Image: Custom attributes can only be added to events that have the correct event types.

3. Complete All Other Form Fields Until You Reach the Custom Attributes

4. Located the Featured Events Custom Attribute

In the text box, enter the featured event level you defined earlier.

Custom Attributes ⓘ

✕ Featured Event

Premier

Add a Custom Attribute

Image: Featured Event text field in the event form.

5. Save the Event

Once you save your event (and depending upon how your calendar feeds are set up), your event will start appearing on the 25Live Publisher calendars as a featured event.

Custom Attributes ^

✕ Featured Event

Premier

✎

Add a Custom Attribute

Image: Featured Event custom attribute in the Event details.