

# Adding and Managing Images

25Live allows you to add images to a central library for events, locations, and resources. You can view the list, add images, copy image links, and edit the image in the [Master Definitions](#) section of the [System Settings](#) area.

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## How To Access Master Definitions



### Security Note

To access Master Definitions System Settings views, your 25Live user must have security permissions set in [Series25 Group Administration](#) for each of the types that you wish to access, including:

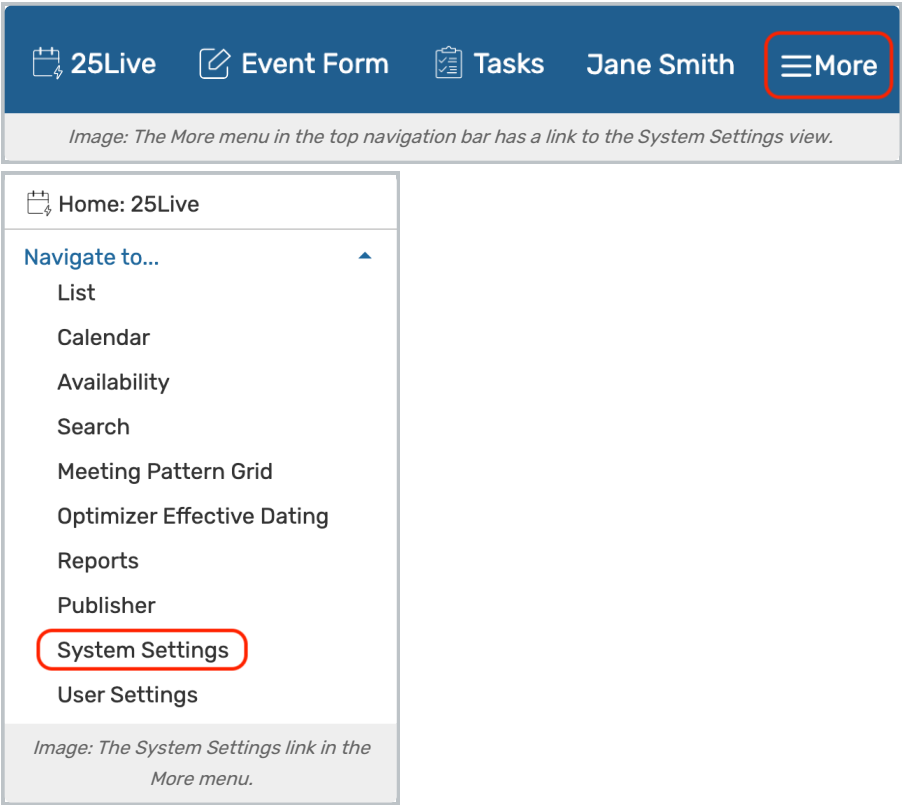
- Events: Administrative: 6.0 *Manage Event Master Definitions*
- Event Requirement Notification Policy: Administrative: 7.0 *Set Event Notification Policy*
- Event Types: Administrative: 5.2 *Manage Event Type Hierarchy*
- Locations: Administrative: 10.2 *Manage Location Master Definitions*
- Resources: Administrative: 12.2 *Manage Resource Master Definitions*
- Organizations: Administrative: 15.4 *Manage Organization Master Definitions*
- Organization Ratings: Administrative: 15.6 *Edit Organization Ratings*
- Organization Partition Preferences: Administrative: 15.8 *Edit Organization Location Preferences*
- Contacts: Administrative: 14.1 *Create and View all active and inactive Contact Master Definitions*

Additionally, users will need the following permission configured in [Group Administration](#) to upload images in 25Live: Administrative: 9.0 *Upload Images*.

*If you would like any of the described settings changed for your user, contact your 25Live administrator.*

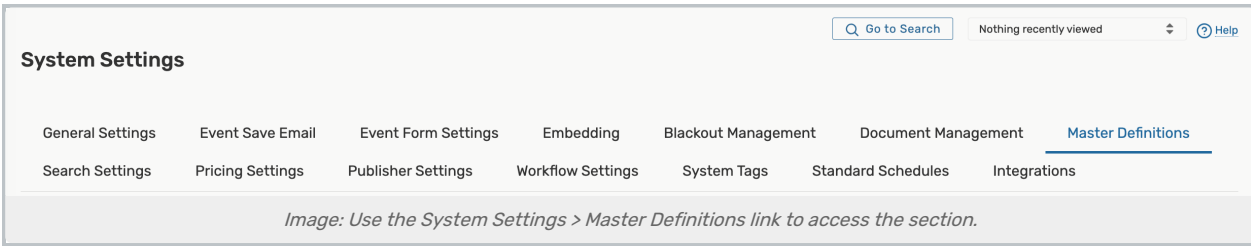
## 1. Go to the System Settings View

The **System Settings** section is accessible from the **More** menu in [the top navigation bar](#).



## 2. Tap or Click the Master Definitions Link

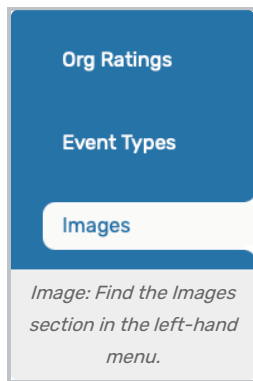
Use the menu link to go to the **System Settings** view, then open the **Master Definitions** section.



See [Working With Master Definitions](#) for details on general navigation within the Master Definitions section and actions available to all types.

## Viewing the Images List

### 1. Go to the Images Subsection



- Use the dropdown to filter by Image Type
- Use the **Filter By Image Name** field to limit the results displayed.
- When all columns are selected, the image list will show:
  - The **Name** of the image
  - The image **Type**
  - The images **Description**
  - Options to **View** an image preview or **Copy Link** for the image URL
  - An **Edit** button
  - A **Delete** button

## 2. The View Button Will Display the Image

Classroom 101	Photograph	<a href="#">View</a>	<a href="#">Copy Link</a>	<a href="#">Edit</a>
Diagram - Circle	Diagram	<a href="#">View</a>	<a href="#">Copy Link</a>	<a href="#">Edit</a>
Diagram - Horseshoe	Diagram	<a href="#">View</a>	<a href="#">Copy Link</a>	<a href="#">Edit</a>
Diagram - Rnds of 10	Diagram	<a href="#">View</a>	<a href="#">Copy Link</a>	<a href="#">Edit</a>

*Image: Use the View button to see the image.*

Use the **View** button to see the image preview.

## 3. Use Copy Link if You Need the Image URL

Classroom 101	Photograph	<a href="#">View</a>	<a href="#">Copy Link</a>	<a href="#">Edit</a>
Diagram - Circle	Diagram	<a href="#">View</a>	<a href="#">Copy Link</a>	<a href="#">Edit</a>
Diagram - Horseshoe	Diagram	<a href="#">View</a>	<a href="#">Copy Link</a>	<a href="#">Edit</a>
Diagram - Rnds of 10	Diagram	<a href="#">View</a>	<a href="#">Copy Link</a>	<a href="#">Edit</a>

*Image: Use the Copy Link option to get the image URL.*

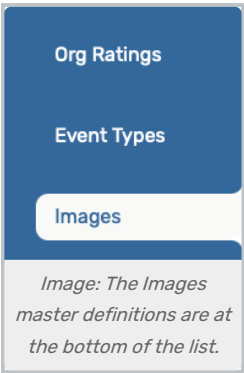
If you need the URL of the image to reference it in something like the 25Live Publisher, tap or click on **Copy Link**.

## Adding and Managing Images in Master Definitions

Add and manage your “library” of location and resource photographs and diagrams that can be associated with locations and resources.

### 1. Go to the Images Subsection

Go to **System Settings > Master Definitions > Images** through the 25Live **More** menu.



### 2. Create a New Image or Edit Existing

Select **Create New** to add an image OR select **Edit** to update an existing image.

Images

Create New

All

Filter By Image Name:

Select Columns

Refresh

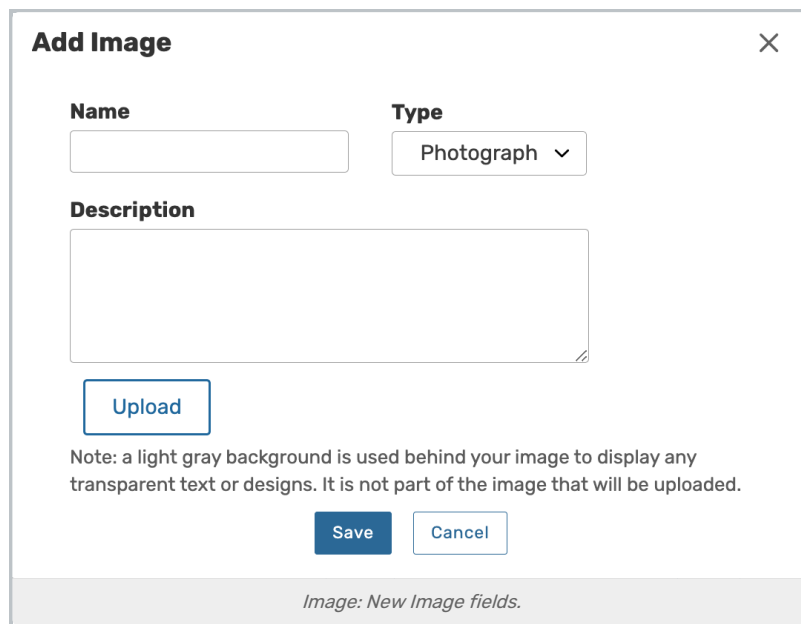
Help

Name	Type	Description	Preview	Edit	Delete
Diagram - Circle	Diagram		<div>View</div> <div>Copy Link</div> <div>Edit</div>	<div>Delete</div>	
Diagram - Horseshoe	Diagram		<div>View</div> <div>Copy Link</div> <div>Edit</div>	<div>Delete</div>	
Diagram - Rounds of 10	Diagram		<div>View</div> <div>Copy Link</div> <div>Edit</div>	<div>Delete</div>	

Image: Select the Create New or Edit button to make changes to your image library.

### 3. Complete the Information Fields

Whether adding or editing an image, you will need to complete or update the fields in the **Add/Edit Image** view:

A screenshot of a mobile application dialog box titled "Add Image" with a close button (X) in the top right corner. The dialog contains three main input fields: "Name" (a text box), "Type" (a dropdown menu currently showing "Photograph"), and "Description" (a larger text box). Below the "Description" field is a blue "Upload" button. At the bottom of the dialog are two buttons: a dark blue "Save" button and a light blue "Cancel" button. A note below the "Upload" button states: "Note: a light gray background is used behind your image to display any transparent text or designs. It is not part of the image that will be uploaded." At the very bottom of the dialog, in a light gray bar, is the text "Image: New Image fields."

**Add Image** ✕

**Name**

**Type**  
Photograph ▾

**Description**

Upload

Note: a light gray background is used behind your image to display any transparent text or designs. It is not part of the image that will be uploaded.

Save Cancel

Image: New Image fields.

- Enter a **Name**
- Select **Photograph** OR **Diagram** from the **Type** dropdown
- Enter a **Description** of your image (Optional)
- Browse for your image using the **Upload** button
  - Maximum image size allowed is 5MB. See below for [supported image formats](#).
  - PNG images are encouraged for best consistency.

## 4. Save your Changes

Use the **Save** button to complete adding your image.

## Adding an Image From the Location Details

### 1. Go to a Location

Navigate to a location in 25Live, by tapping or clicking its link in a view or [searching](#).

### 2. Go to the Details View For Editing

Go to the [Details](#) tab and make sure **Edit Mode** is On

### 3. Choose an Existing Layout

Tap or click on the name of an existing layout, or use the **Add Layout** dropdown to add a new one.

### 4. Add in the Layout Details Section

Tap **Edit**

Under **Layout Details**, select:

- Layout Image: Edit  
*OR*
- Layout Diagram: Edit

5. Option A: Add an Existing Image

Toggle to **Select** to choose an existing image.

Use the **Filter By Title** and **Filter By Type** fields to filter your list *(optional)*.

Image Upload

Select

Upload

Note: select an image title to preview.

Filter By Title:

Filter By Type:

All

Arts 102 Photo

Diagram - Circle

Diagram - Horseshoe

Diagram - Rnds of 10

Diagram - Rounds of 8

Diagram - Seminar

Diagram - Theater

Mac Lab

PC Lab

Photo - As Is Lab

Photo - Bleachers

Photo - Circle

Photo - Horseshoe

Photo - Rounds of 8

Photo - Seminar Room

Photo - Theater Aud

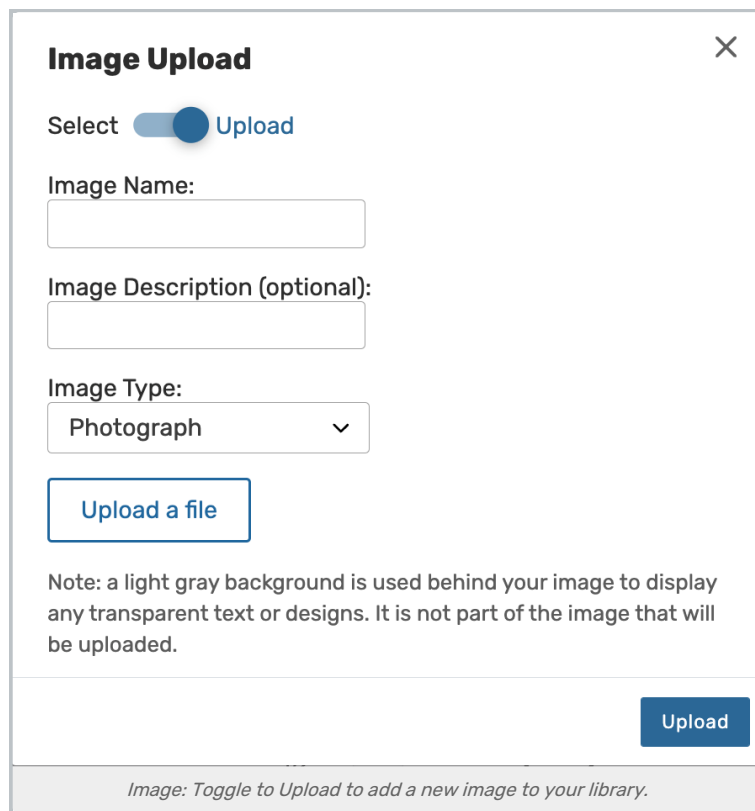
Photo - Theater Chairs

Select

Image: Toggle to Select and use the Filter By Title and Filter By Type search boxes to find specific images from your library.

6. Option B: Or Upload an Image

Set the toggle to **Upload** to add an image to your library.



The image shows a modal dialog box titled "Image Upload" with a close button (X) in the top right corner. Inside the dialog, there is a toggle switch labeled "Select" and "Upload", with the "Upload" option currently selected. Below this, there are three input fields: "Image Name:" (a text box), "Image Description (optional):" (a text box), and "Image Type:" (a dropdown menu currently showing "Photograph" with a downward arrow). Below these fields is a button labeled "Upload a file". At the bottom of the dialog, there is a note: "Note: a light gray background is used behind your image to display any transparent text or designs. It is not part of the image that will be uploaded." and an "Upload" button. At the very bottom of the dialog, there is a footer text: "Image: Toggle to Upload to add a new image to your library."

Fill out the fields:

- Enter an **Image Name**
- Enter an **Image Description** (Optional)
- Select **Photograph** OR **Diagram** from the **Image Type** dropdown
- Browse for your image using the **Upload a File** button
  - Maximum image size allowed is 5MB. See below for [supported image formats](#).

## 7. Finish Adding Your Image

Use the **Select** or **Upload** button to save your image. The **X** icon in the upper right will cancel the image add.

## Adding an Image From the Resource Details

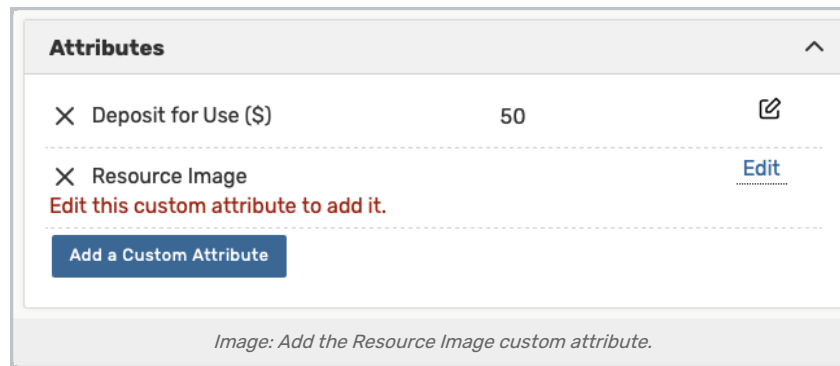
### 1. Go to a Resource

Navigate to a location in 25Live, by tapping or clicking its link in a view or [searching](#).

### 2. Go to the Details View For Editing

Go to the [Details](#) tab and make sure **Edit Mode** is **On**.

### 3. Add the Resource Attribute Custom Attribute



**Attributes**

✕ Deposit for Use (\$)	50	
✕ Resource Image		<a href="#">Edit</a>

Edit this custom attribute to add it.

[Add a Custom Attribute](#)

*Image: Add the Resource Image custom attribute.*

In the **Attributes** section, use the **Add a Custom Attribute** button to add the **Resource Image** custom attribute. If this attribute is not available, see your [event attribute master definitions](#).

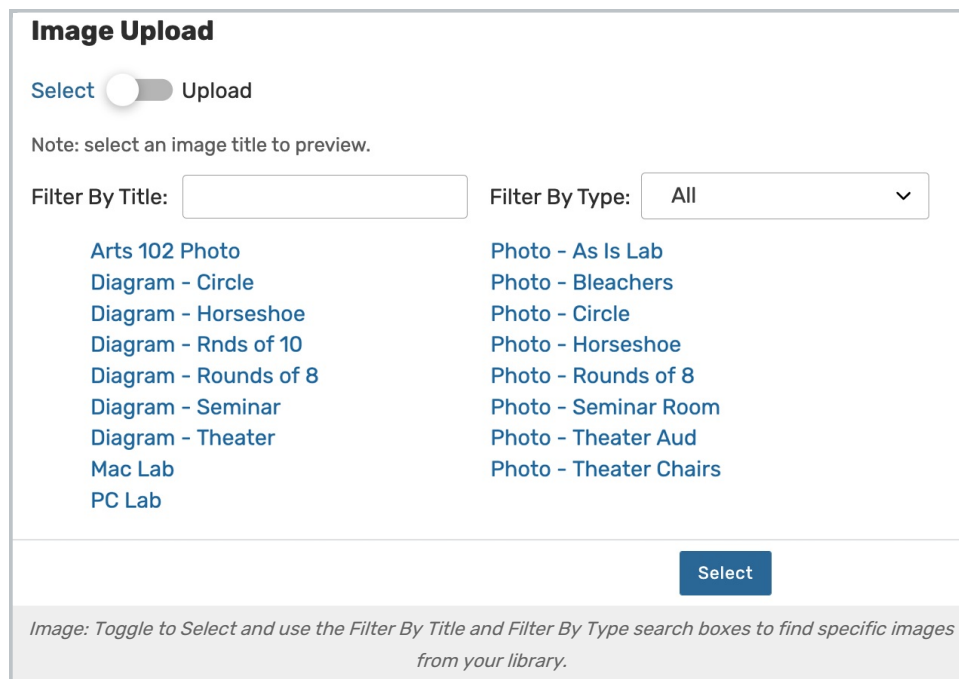
#### 4. Edit the Attribute to Add Image

Use the **Edit** link to bring up the **Image Upload** view.

Choose whether to **Select** an existing image or **Upload** a new image.

#### 5. Option A: Add an Existing Image

Toggle to **Select** to choose an existing image.



**Image Upload**

Select ☒ Upload

Note: select an image title to preview.

Filter By Title:  Filter By Type:

Arts 102 Photo	Photo - As Is Lab
Diagram - Circle	Photo - Bleachers
Diagram - Horseshoe	Photo - Circle
Diagram - Rnds of 10	Photo - Horseshoe
Diagram - Rounds of 8	Photo - Rounds of 8
Diagram - Seminar	Photo - Seminar Room
Diagram - Theater	Photo - Theater Aud
Mac Lab	Photo - Theater Chairs
PC Lab	

[Select](#)

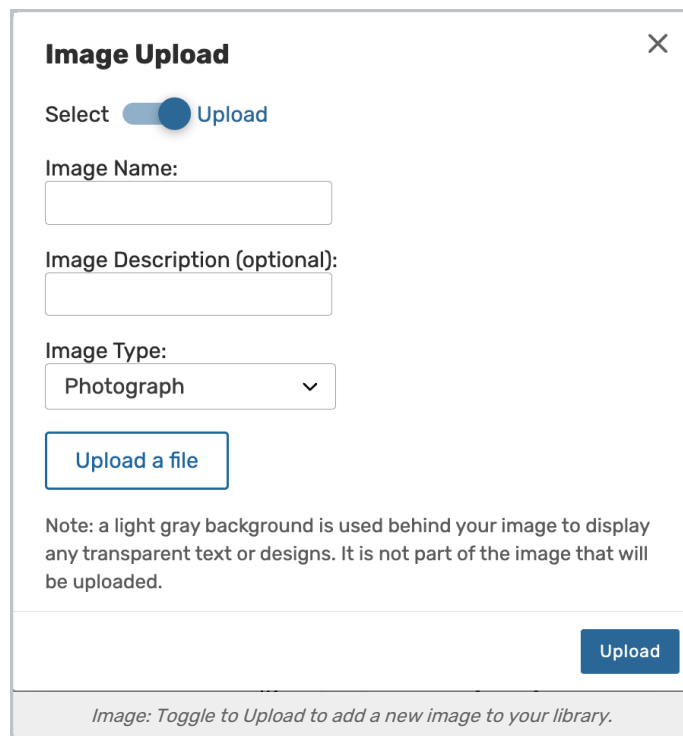
*Image: Toggle to Select and use the Filter By Title and Filter By Type search boxes to find specific images from your library.*

Use the **Filter By Title** and **Filter By Type** fields to filter your list *(optional)*.

#### 6. Option B: Or Upload an Image

Set the toggle to **Upload** to add an image to your library.





The image shows a modal dialog box titled "Image Upload" with a close button (X) in the top right corner. Inside the dialog, there is a toggle switch between "Select" and "Upload", with "Upload" being the active option. Below this, there are three input fields: "Image Name:" (a text box), "Image Description (optional):" (a text box), and "Image Type:" (a dropdown menu currently showing "Photograph" with a downward arrow). A blue button labeled "Upload a file" is positioned below the dropdown. A note states: "Note: a light gray background is used behind your image to display any transparent text or designs. It is not part of the image that will be uploaded." At the bottom right of the dialog is a blue button labeled "Upload". A footer bar at the very bottom of the dialog contains the text: "Image: Toggle to Upload to add a new image to your library."

Fill out the fields:

- Enter an **Image Name**
- Enter an **Image Description** (Optional)
- Select **Photograph** OR **Diagram** from the **Image Type** dropdown
- Browse for your image using the **Upload a file** button
  - Maximum image size allowed is 5MB. See below for [supported image formats](#).

## 7. Finish Adding Your Image

Use the **Select** or **Upload** button to save your image. The **X** icon in the upper right will cancel the image add.

## Deleting an Image

- Go to **System Settings** → **Master Definitions** → **Images** through the 25Live **More** menu.
- Make sure the **Delete** column is visible. If not, you'll need to select **Choose Columns** and tick the **Delete** checkbox.

×

Choose Columns

☒ **Name**  
☒ **Type**  
☒ **Description**  
☒ **Preview**  
☒ **Edit**  
☐ **Delete**

Done

*Image: Add the Delete column by clicking the Choose Columns button and checking the box.*

- Select **Delete** in the appropriate image row.
  - Warning: The image will be removed immediately with no confirmation message.

## Supported Image Formats



### Tip: PNG Images Provide Consistency

Images in PNG format are encouraged for the best display consistency.

25Live officially supports the following image formats for upload:

Ext	Description
GIF	Graphics Interchange Format
JPG	JPEG / Compressed Image Format
JPEG	Compressed Image Format
PNG	Portable Network Graphics

