Bulk Editing Event Types in Master Definitions

25Live allows you to bulk edit some properties of event types within System Settings > Master Definitions. For more about event types, see Adding and Editing Event Types.

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 *Manage Contact Master Definitions*
>
> If you would like any of the described settings changed for your user, contact your 25Live administrator.
>
> Some features and functions are only available to members of the Administrator - System (–1) security group.

1. Go to the System Settings View

The **System Settings** section is accessible from the **More** menu in the top navigation bar.

Image: The More menu in the top navigation bar has a link to the System Settings view.

Image: The System Settings link in the More menu.
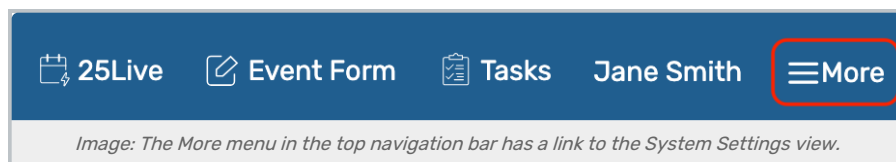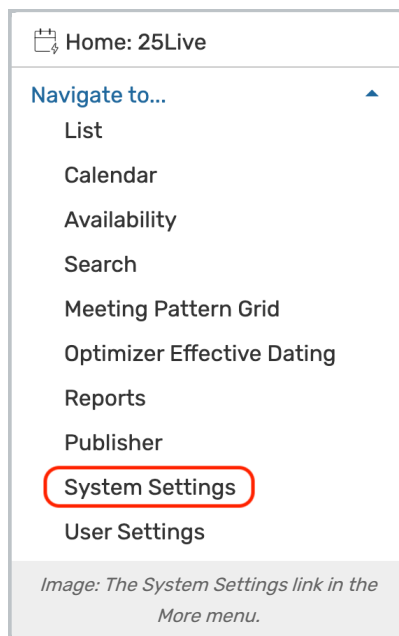
2. Tap or Click the Master Definitions Link

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

Image: Use the System Settings > Master Definitions link to access the section.
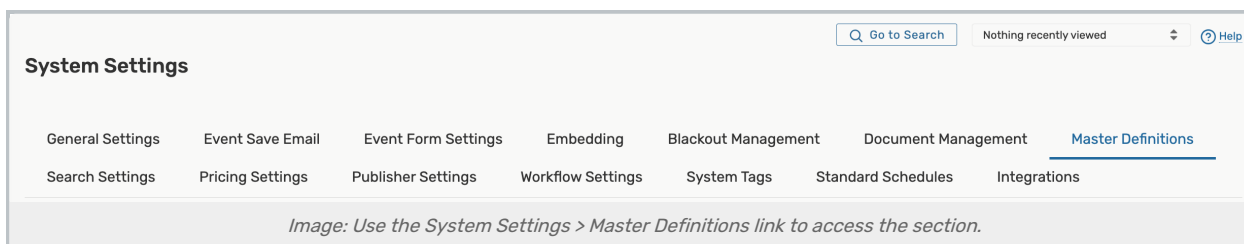
See *Working With Master Definitions* for details on general navigation within the Master Definitions section and actions available to all types.

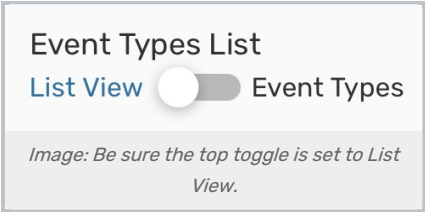# How to Bulk Edit Event Types

1. Switch Event Types to List View

Image: Use the List view in the Event Types subsection.
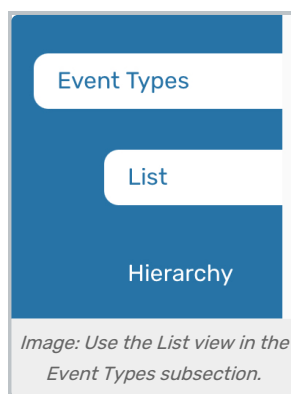
The Event Types subsection has two main views, List and Hierarchy. The **List** view is the best place to view and edit
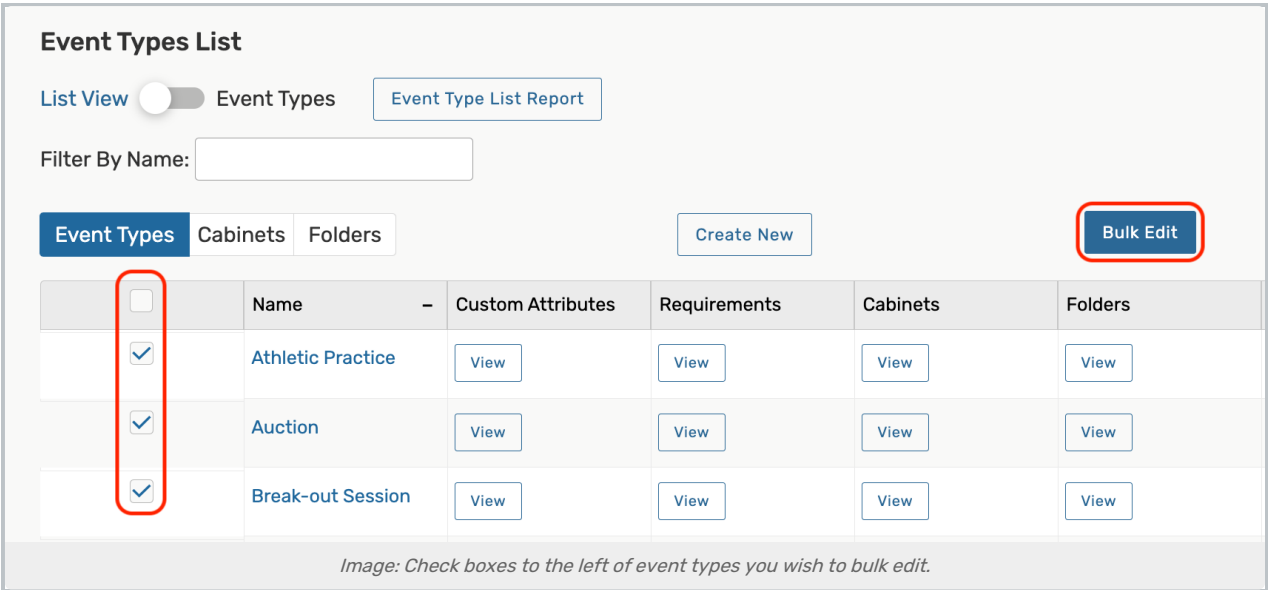
all current event types.

Event Types List

List View ⬤ Event Types

Image: Be sure the top toggle is set to List View.

Be sure the **Event Types List** toggle at the top of the view is set to **List View** to reveal the Bulk Edit button.

> ✓ **Tip: Bulk Editing in Hierarchy View**
>
> Bulk editing is also available in the Hierarchy view for event-event types (not cabinet or folder event types), but starting with the list view is often simpler.

2. Select Event Types to Bulk Edit & Use the Bulk Edit Button

Event Types List

List View ⬤ Event Types   Event Type List Report

Filter By Name: [   ]

| Event Types | Cabinets | Folders | | Create New | | | Bulk Edit |

☐	Name −	Custom Attributes	Requirements	Cabinets	Folders
☑	Athletic Practice	View	View	View	View
☑	Auction	View	View	View	View
☑	Break-out Session	View	View	View	View

Image: Check boxes to the left of event types you wish to bulk edit.
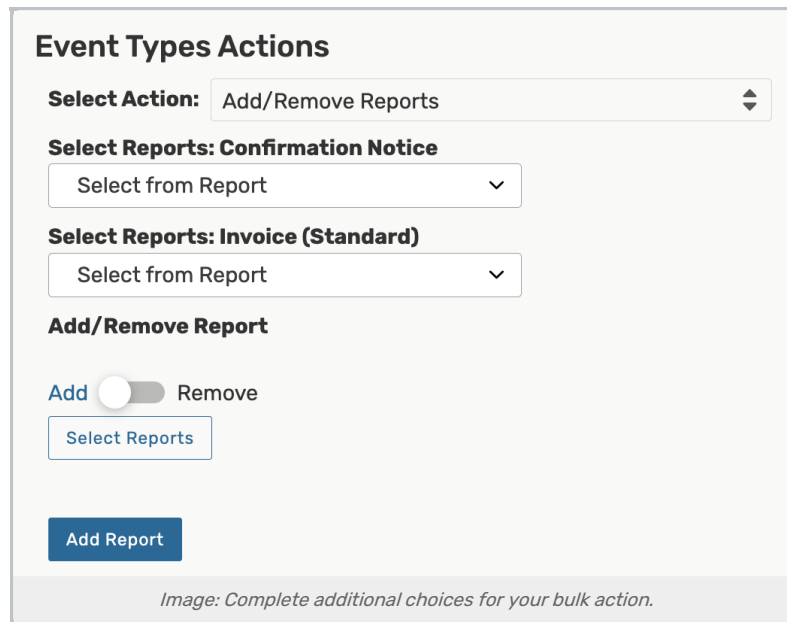
The Bulk Edit button will remain shaded and unavailable until you select items. Use the checkboxes in the left column of the list to select the event types you wish to bulk edit. The checkbox in the header row will select all event types (not recommended for your first bulk edit or without careful consideration).

Tap or click the **Bulk Edit** button when it's activated (with white text).

3. Select a Bulk Editing Action

Use the **Select Action** dropdown list to choose which action you'd like to take with the selected event types. In each action view, the **Return to List** button can be used to cancel and return.

Add/Remove Reports

Event Types Actions

Select Action: Add/Remove Reports

Select Reports: Confirmation Notice

Select from Report

Select Reports: Invoice (Standard)

Select from Report

Add/Remove Report

Add ⬤ Remove

Select Reports

Add Report

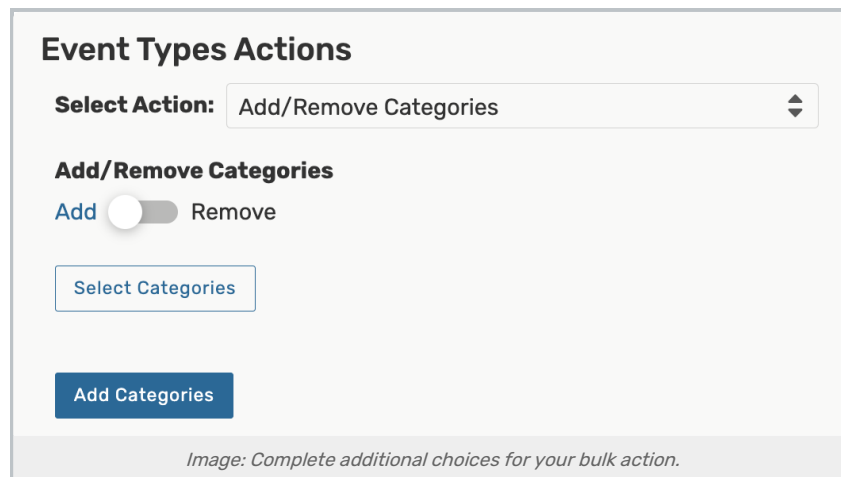*Image: Complete additional choices for your bulk action.*

You can use the dropdown menus to **Select Reports: Confirmation Notice** or **Invoice**. Both use type-ahead search functionality. A "Remove" link allows you to remove selections.

The **Add/Remove Report** toggle governs whether you are adding or removing all of the report choices.

You can also use the **Select Reports** button to select additional reports. The "X" icons allow you to remove selections.

The **Add Report** or **Remove Report** button will save your changes.

Add/Remove Categories

Event Types Actions

Select Action: Add/Remove Categories

Add/Remove Categories

Add ⬤ Remove

Select Categories

Add Categories

Image: Complete additional choices for your bulk action.

Toggle the **Add/Remove Categories** control to choose your action.

Use the **Select Categories** button to open a search and checkboxes for selecting categories. The "X" icons will allow removing selections.

The **Add Categories** or **Remove Categories** button will save your changes.

Add/Remove Custom Attributes

Image: Complete additional choices for your bulk action.

Use the **Add/Remove Custom Attributes** toggle to choose your action.

The **Select Custom Attributes** button opens a search with checkboxes. The "X" icons will allow removing selections.

The **Add Custom Attributes** or **Remove Custom Attributes** button will save your changes.
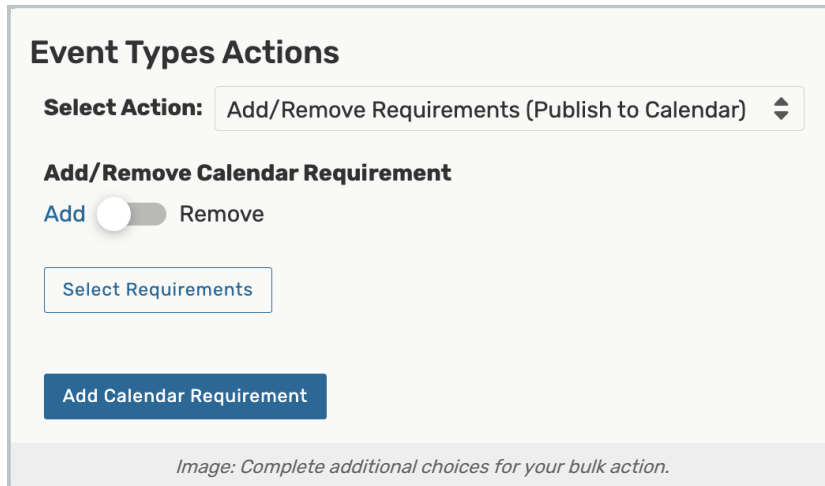
Add/Remove Contact Roles

Image: Complete additional choices for your bulk action.

Toggle the **Add/Remove Contact Roles** control to refine your action.

Use the **Select Roles** button to open a search and checkboxes for selecting roles. The "X" icons will allow removing selections.

The **Add Contact Role** or **Remove Contact Role** button will save your changes.

Add/Remove Requirements (Publish to Calendar)

Event Types Actions

Select Action: Add/Remove Requirements (Publish to Calendar) ⇕

Add/Remove Calendar Requirement

Add ⬤◯ Remove
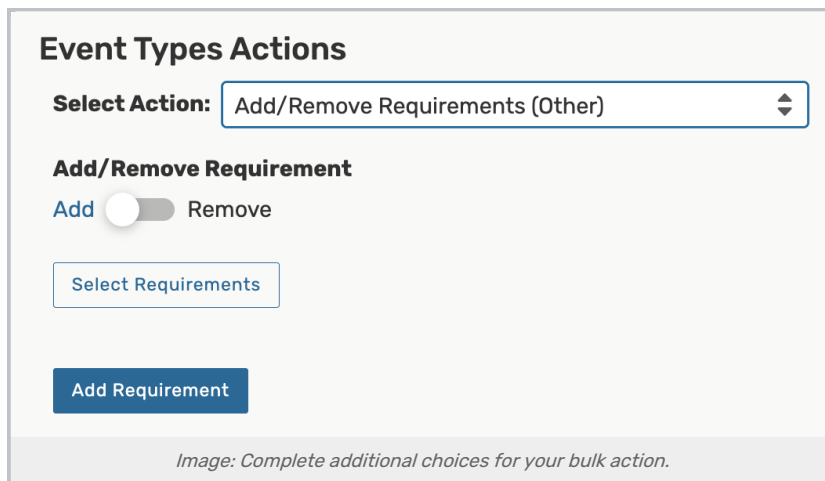
Select Requirements

Add Calendar Requirement

Image: Complete additional choices for your bulk action.

Use the **Add/Remove Calendar Requirements** toggle to set your action.

The **Select Requirements** button opens a search and checkboxes to add requirements. The "X" icons will allow removing selections.

The **Add Calendar Requirement** or **Remove Calendar Requirement** button will save your changes.

Add/Remove Requirements (Other)

Event Types Actions

Select Action: Add/Remove Requirements (Other) ⇕

Add/Remove Requirement

Add ⬤◯ Remove

Select Requirements

Add Requirement

Image: Complete additional choices for your bulk action.

Toggle the **Add/Remove Requirement** control to refine your action.

Use the **Select Requirements** button to open a search with checkboxes of other requirements. The "X" icons will allow removing selections.

The **Add Requirement** or **Remove Requirement** button will save your changes.

Edit Notification Policy

Image: Set Update Notify Type Only toggle.

If you only intend to update the types of notification for the selected items, toggle **Update Notify Type Only** to **Yes.**

Then, select **Notify only** or **Approval Required** from the dropdown menu.

If you intend to update the approval contacts or the timeframe that the approval is required within, toggle **Update Notify Type Only** to **No**.

Toggle the **Update Notification Policy By** control to choose between **Contacts** or a **Template**.

- If by **Contacts**, use the **Add/Remove Contacts** toggle to refine your action, then the **Select Contacts** button will open a search with checkboxes to select contacts.
    - For each contact, choose between **Notify Only** or **Approval required.**

- If by **Template**, use the **Select Template** dropdown menu and choose the **Approval Type**.
    - You can then set the time period for **Approval required within** using the day, hours, and minutes controls.
    - Use the **Add Contact** dropdown menu to select one or more contacts (the "X" icons will allow removing selections), which you will need to choose between **Notify Only** or **Approval required** for each.

Image: Complete additional choices for your bulk action.

The **Update Notification Policy** button will save your changes.

Deactivate/Activate Event Types

Image: Complete additional choices for your bulk action.

Use the **Deactivate/Activate** button to refine this action.

The **Update** button will save your changes and return to the list view.

> ### Note About Deactivating
>
> Deactivating an event type means events can't be created with the deactivated event type, but any existing event of that event type is preserved in the Series25 database, and you can report on previous events with that event type. You can also reactivate an event type if you decide you need it again in the advanced detail editing view.