

## Adding Custom Attributes to an Event

There are a few ways to tailor how users add custom attributes to their events to ensure that they only have access to what is necessary and all required custom attributes are consistently added.

Security groups can have full access to add any custom attribute they see fit, or heavy restrictions that determine which ones they have access to and when they are applied.

### Restricting Custom Attributes

Restricting custom attributes may be in your best interest depending on your business practices. For example, if you want to use custom attributes for accounting purposes, you may want to hide them from the event form but make the answers visible in the event details.



#### Security Tip

One of the main ways to restrict the custom attributes users are able to access is to set Basic: *15.0 View All Event Master Definitions (Not Just Abridged List)* permission to **No** in the [Group Administration permissions](#).

Groups with this setting will only be able to view master definitions that are checked in the **Event Details** or **Event Form** columns in **System Settings > Master Definitions**. Groups with **View All Event Master Definitions (Not Just Abridged List)** set to **Yes** will be able to see all master definitions.

For more information on abridged Master Definitions, see [Hiding Custom Attributes](#).

### Event Custom Attributes

Type:  Create New

Filter:

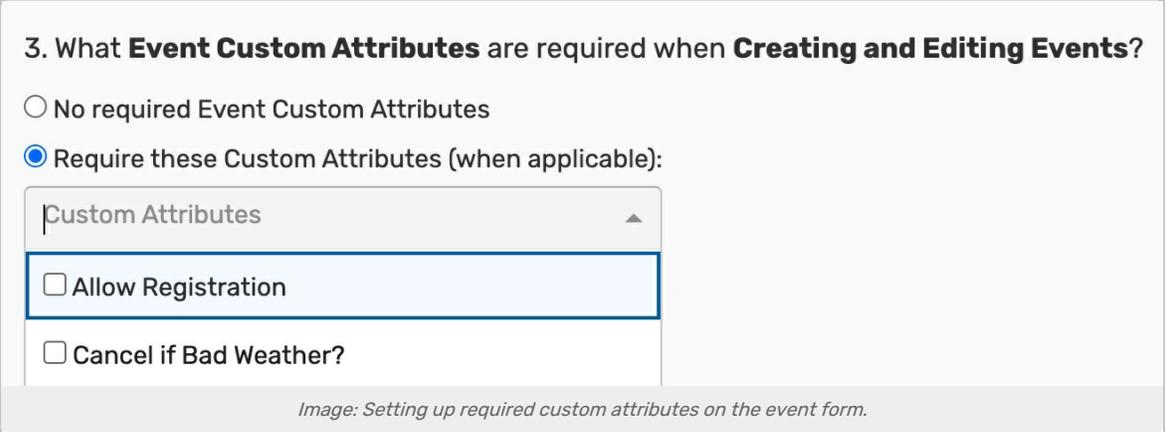
	Id	Name		Active	Event Details	Event Form	Type
⋮	89	What is your second location preference?	✎	☑	☐	☐	Location
⋮	87	Featured Events	✎	☑	☐	☐	Text
⋮	-90	OutlookCalendarId	✎	☑	☐	☐	Text

*Image: Event Custom Attributes in the Master Definitions under System Settings.*

## Requiring Custom Attributes

To require that certain custom attributes be added to the event form and responded to, select them from the dropdown in Group Administration under **Configure** > [Event Form Presentation](#) > **Event Restrictions** > **3. What Event Custom Attributes are Required when Creating and Editing Events?**

These custom attributes will only get added to events when applicable, meaning that the attribute must be tied to the event type selected on the event, and if the user only has access to abridged custom attributes (see Restricting Custom Attributes above) then it must be on the abridged list.



**3. What **Event Custom Attributes** are required when **Creating and Editing Events**?**

No required Event Custom Attributes

Require these Custom Attributes (when applicable):

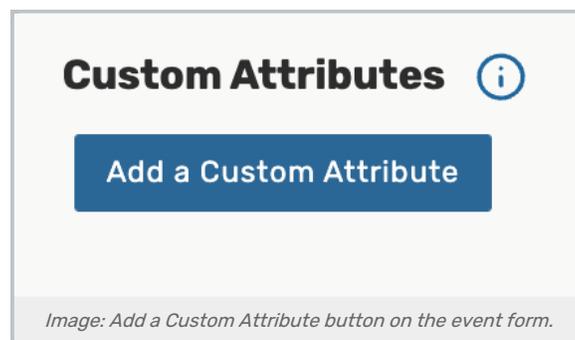
Custom Attributes

- Allow Registration
- Cancel if Bad Weather?

*Image: Setting up required custom attributes on the event form.*

## Manually Adding Custom Attributes

You can give users the power to add any applicable custom attribute to their event by configuring the **Add a Custom Attribute** button to display on their event form and event details pages.



To add the button, go to **System Settings** > **Event Form Settings** > **Config Settings** and choose the event form you'd like to add it to from the table. Then set **Automatically Add Custom Attributes** to **No**. Custom attributes that were set as required in the group's Event Form Presentation will still be added automatically. (See "Requiring Custom Attributes" above.)

*For more information on Config Settings, see [Creating and Editing Custom Event Form Configurations in 25Live](#).*

## Edit Config: Create - Requestors

### Configuration Settings

Configuration Name:

Create - Requestors

Help Message:

This event form 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 \***

Default Config:

No  Yes

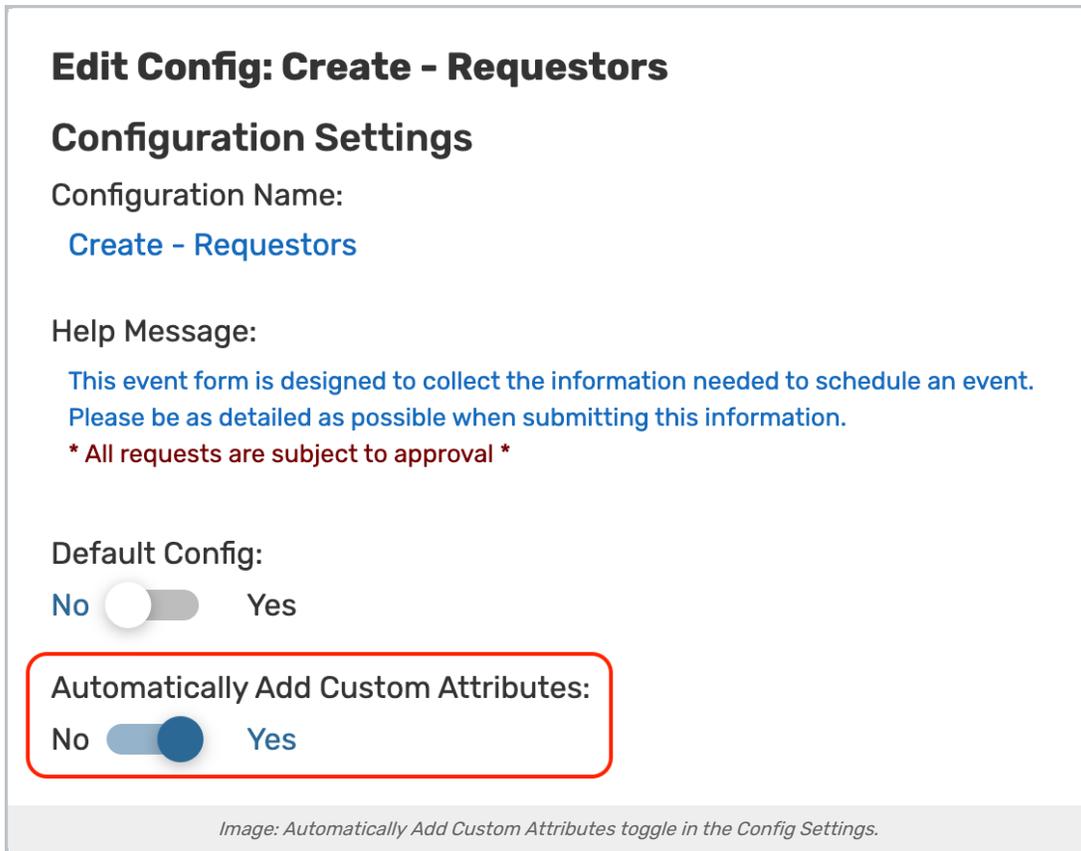
Automatically Add Custom Attributes:

No  Yes

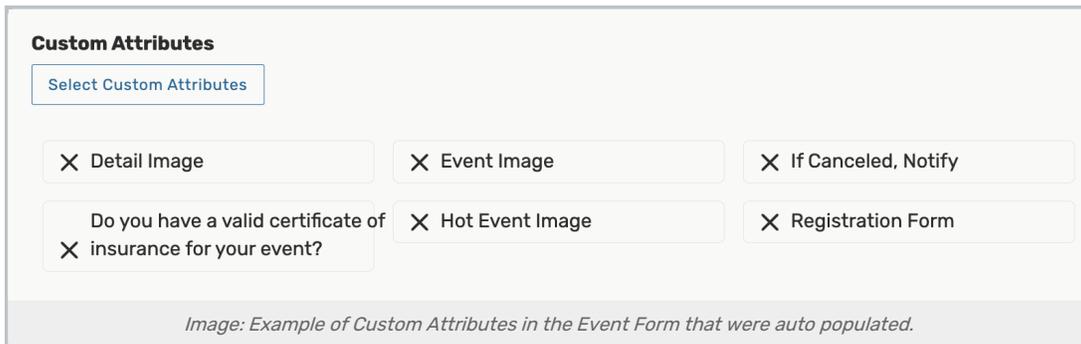
*Image: Automatically Add Custom Attributes toggle in the Config Settings.*

### Automatically Adding Custom Attributes Based on the Event Type

If you'd like users to have custom attributes added automatically, set the **Automatically Add Custom Attributes** toggle in **System Settings > Event Form Settings > Config Settings** to **Yes**. This will remove the **Add a Custom Attribute** button from the event form and event details page.



By default, this will add all Custom Attributes that are associated with the event type that the user has access to. Custom attributes that are not required can be removed by the user.



## Automatically Add Custom Attributes Based on Rule Settings

If you'd like to have custom attributes added automatically based on other event selections, you can do that with **Action Rule Settings**. Here you can add a custom attribute depending on whether specific locations, resources, organizations, or event types were added to the event, or even based on the user's response to another custom attribute.

Action Rule Settings are configured under **System Settings > Event Form Settings > Rule Settings > Actions** and apply when editing in the event form only (not when inline editing).

For more information on configuring Rule Settings, see [Event Form Rules: Adding Conditional Rules for the 25Live Event Form](#).

**AND** ^

Operator: and ▾

**Items** ^

Source: Location ▾

Items ▾

Operator: in ▾

Select Locations

✕ USC FL1 ✕ USC FL2 ✕ USC FL3

✕ USC FL4

Remove

Add Condition Add Nested Condition

**Targets**

Add Custom Attributes (1) ^ Add Resources (0) ▾ Add Recommended Resources (0) ▾

Select Custom Attributes

Required

✕ Cancel if Bad Weather?

*Image: Add Custom Attributes Target Type in Rule Settings.*