

Working With System Tags in the 25Live System Settings

System tags are categorizing labels that are applied to 25Live items to help when filtering and searching. Multiple items can be associated with a tag, and one or more tags can be applied to an item.



Security Note

Users with Administrative: 20.0 *Update Event Creation and Editing Configurations* = Yes [permission in Series25 Group Administration](#) will be able to create or edit tags.

Any users within a security group on a tag(s) will be able to see those categories listed on the tag. For System Tags on Master Definitions, this will apply regardless of permissions to the abridged lists under Master Definitions. Any user with access to System Tags will be able to view all categories when creating/editing tags.

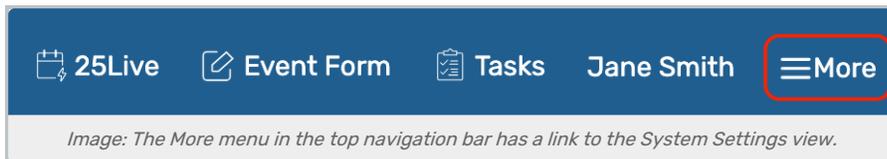
Currently, you can apply system tags to...

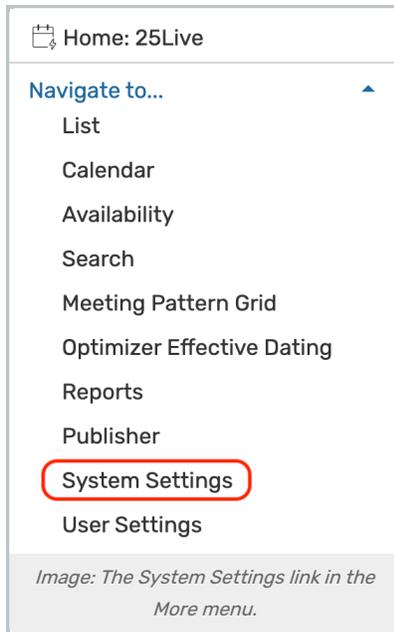
- Event Categories
- Location Categories
- Organization Categories
- Resource Categories
- Contact Custom Attributes
- Event Custom Attributes
- Event Form Custom Attributes
- Event Requirements (*such as calendar requirements*)
- Event Form Configurations
- Location Custom Attributes
- Organization Custom Attributes
- Resource Custom Attributes
- Manual Email Templates
- Location Features
- Location Layouts
- Event Roles
- Organization Types

Accessing System Tags

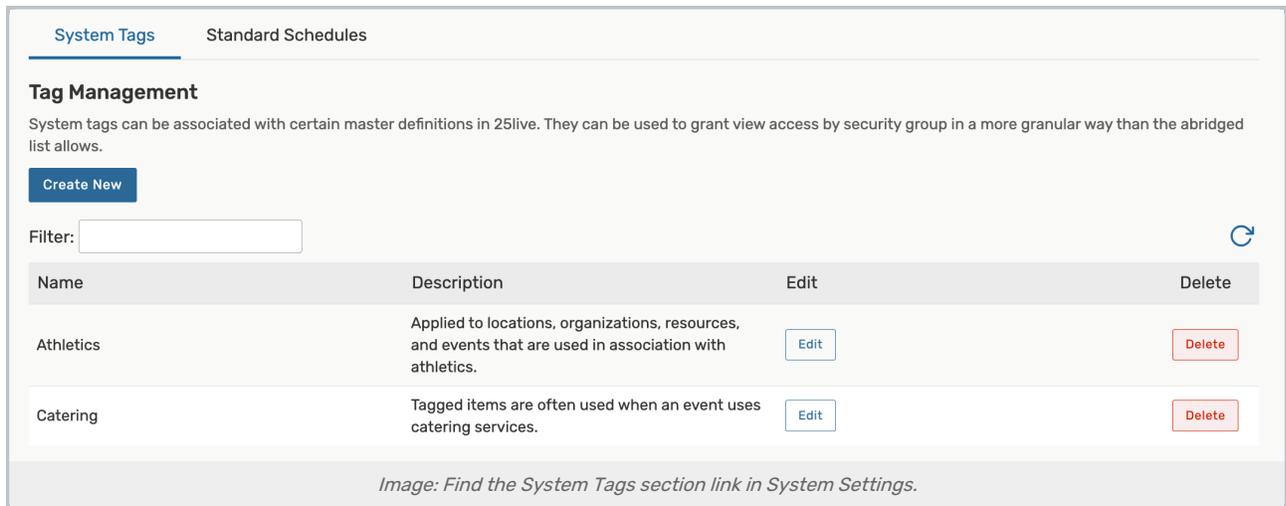
1. Go to the System Settings View

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





2. Use the System Tags Section Link



Tap or click on the **System Tags** section link.

Creating a New System Tag

1. Go to System Settings > System Tags

- Use the path described above to go to [System Settings](#), then open the **System Tags** section.

2. Use the Create New Button and Add Basic Info

System Tags Standard Schedules

Tag Management

System tags can be associated with certain master definitions in 25live. They can be used to grant view access by security group in a more granular way than the abridged list allows.

Create New

Filter: ↻

Name	Description	Edit	Delete
Athletics	Applied to locations, organizations, resources, and events that are used in association with athletics.	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Catering	Tagged items are often used when an event uses catering services.	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Image: Use the Create New button to add a tag to your library.

- The **Create New** button will open the modal window with fields to complete.

Create New Tag ✕

Tag Name:

Description:

Categories

Event Categories (Disabled) ▼

Location Categories (Disabled) ▼

Organization Categories (Disabled) ▼

Resource Categories (Disabled) ▼

Custom Attributes

Contact Custom Attributes (Disabled) ▼

Event Custom Attributes (Disabled) ▼

Event Form Custom Attributes (Disabled) ▼

Location Custom Attributes (Disabled) ▼

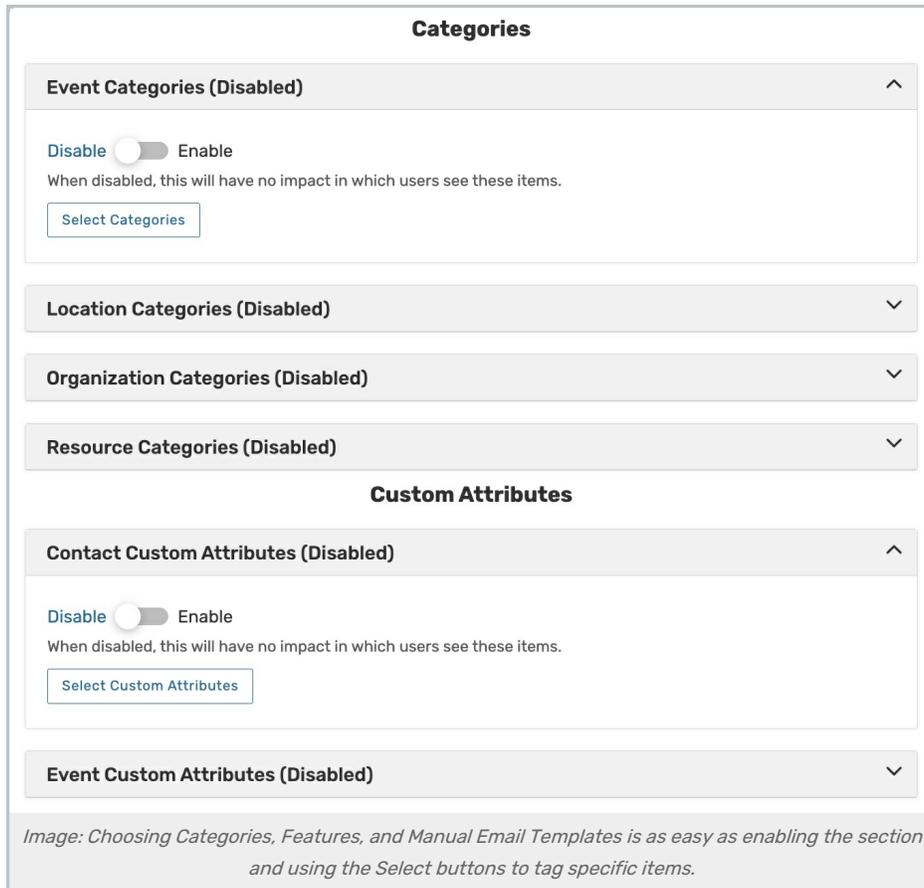
Organization Custom Attributes (Disabled) ▼

Image: Start by completing the system tag name and description.

- Begin by adding a **Tag Name** and a **Description**.

3. Choose Specific Categories, Features, or Manual Email Templates

- Use the down arrow icon  to open a section.
- Toggle the **Disable/Enable** control if you'd like your new tag to be applied to this section type.
- Use the **Select** button to search and select the specific items that the tag will apply to.



Categories

Event Categories (Disabled) 

Disable Enable

When disabled, this will have no impact in which users see these items.

Select Categories

Location Categories (Disabled) 

Organization Categories (Disabled) 

Resource Categories (Disabled) 

Custom Attributes

Contact Custom Attributes (Disabled) 

Disable Enable

When disabled, this will have no impact in which users see these items.

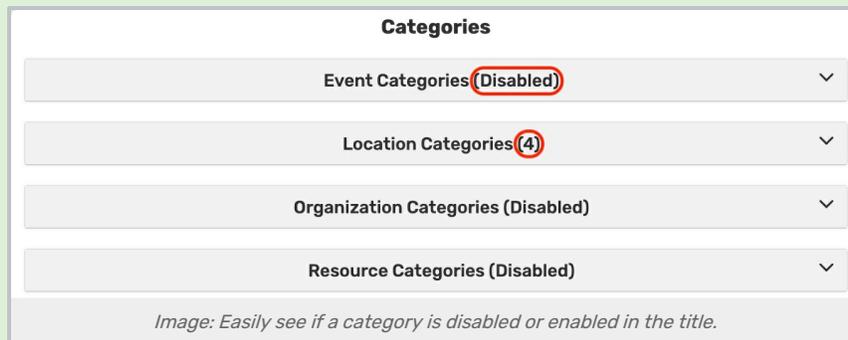
Select Custom Attributes

Event Custom Attributes (Disabled) 

Image: Choosing Categories, Features, and Manual Email Templates is as easy as enabling the section and using the Select buttons to tag specific items.



Tip: Seeing Whether Categories, Features, or Manual Templates Enabled



Categories

Event Categories (Disabled) 

Location Categories (4) 

Organization Categories (Disabled) 

Resource Categories (Disabled) 

Image: Easily see if a category is disabled or enabled in the title.

When any section is closed, the title will display if it is "Disabled" or show the number of categories that are checked.

4. Save the New Tag(s)

Use the **Save** button to save all your entries and choices.

Be careful if you choose to **Cancel**, as *you will lose all entered information*.

5. Set the Security Access for the New Tag(s)

Give access to your set of tags to security groups in [Group Administration](#).

Managing and Editing Existing System Tags

1. Go to System Settings > System Tags

Use the path described above to go to **System Settings** then open the **System Tags** section.

2. Find the Tag to Manage in the List and Edit

In the **Tag Management** view, you'll see a list of all the tags set up in your instance. Type in the **Filter** field if you need to narrow the list (and remove your entry to see the entire list again).

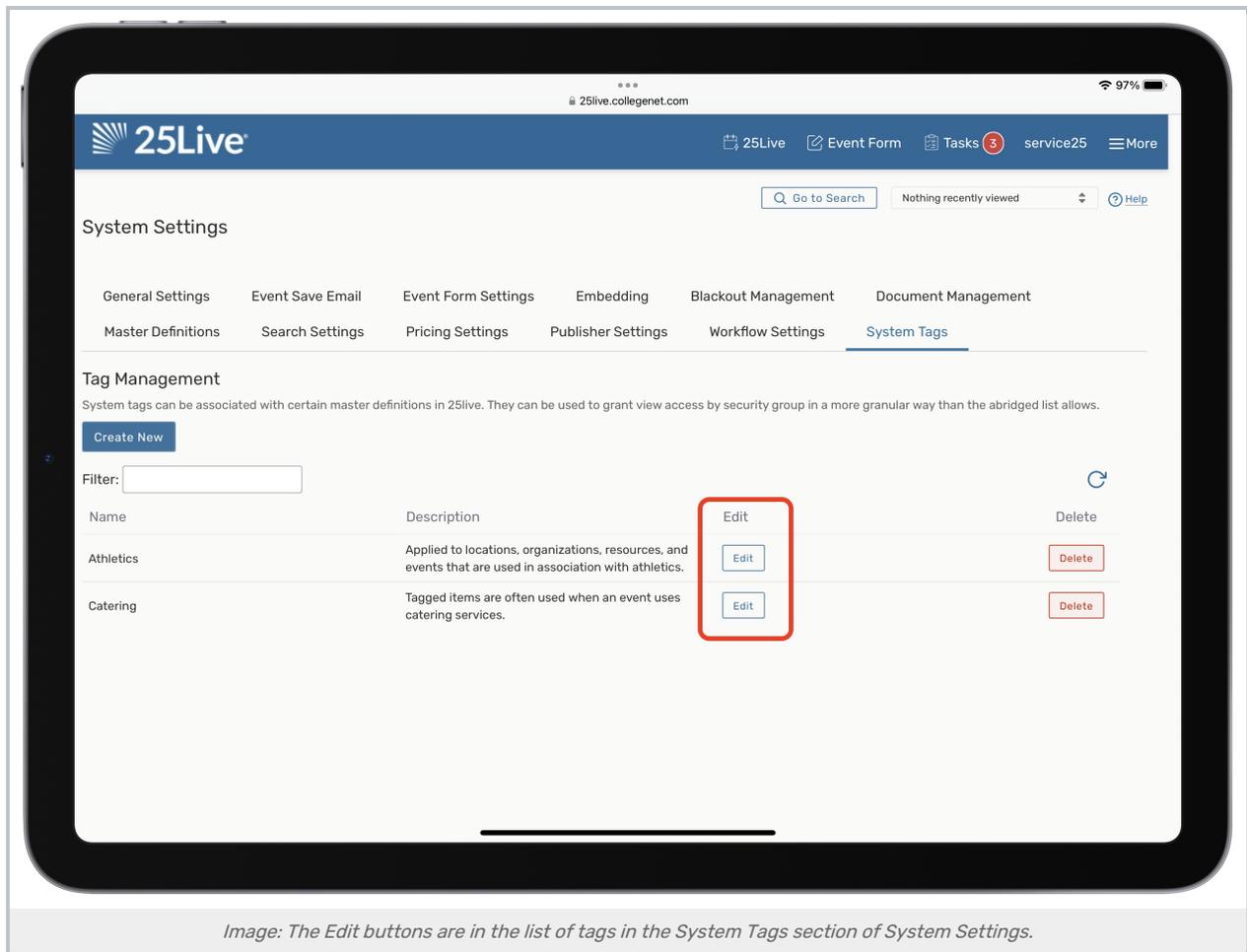


Image: The Edit buttons are in the list of tags in the System Tags section of System Settings.

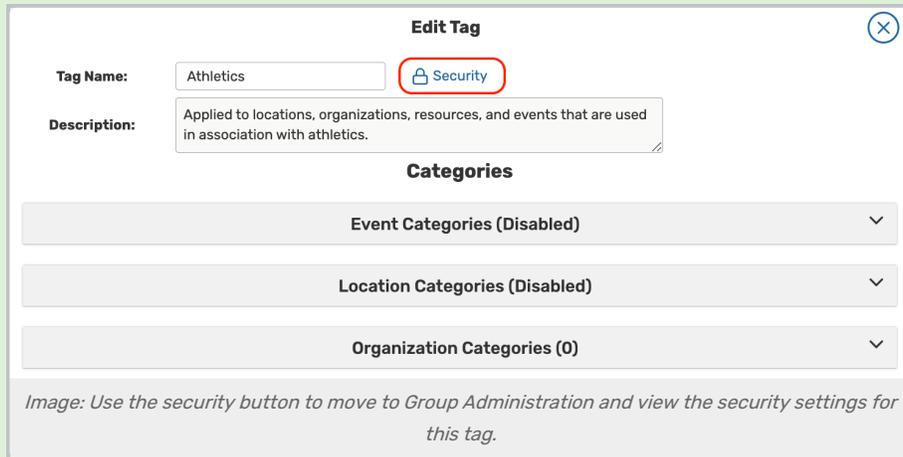
Use the **Edit** button to open the modal window with fields to change. Just as when creating a tag, you can edit and

change selections for any available fields.



Tip: Review Security

Use the **Security** button in the editing modal to review current security settings for an existing tag.



3. Save the Tag

Use the **Save** button to save all your entries and choices.

Be careful if you choose to **Cancel**, as *you will lose all entered information*.

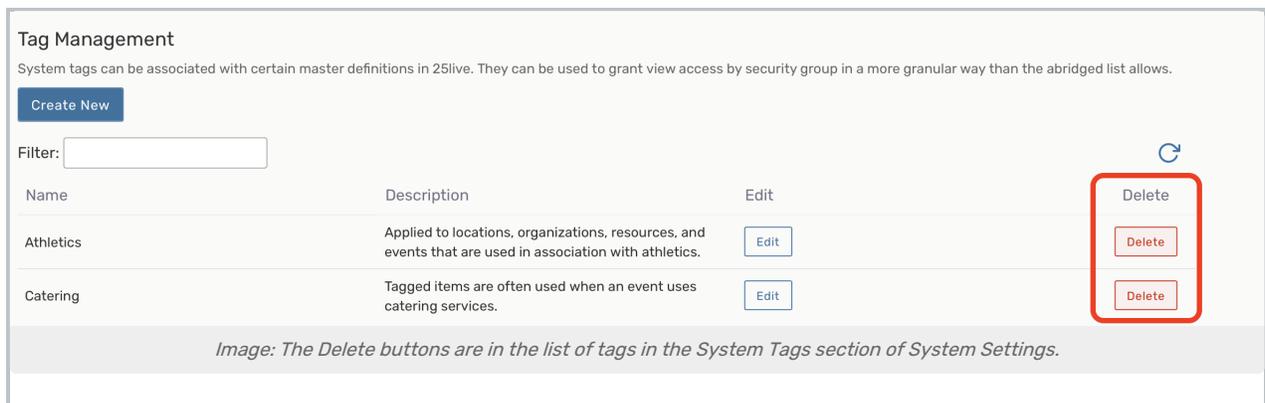
Deleting a System Tag

1. Go to System Settings > System Tags

Use the path described above to go to **System Settings**, then open the **System Tags** section.

2. Find the Tag to Delete

In the **Tag Management** view, you'll see a list of all the tags set up in your instance. Type in the **Filter** field if you need to narrow the list (and remove your entry to see the entire list again).



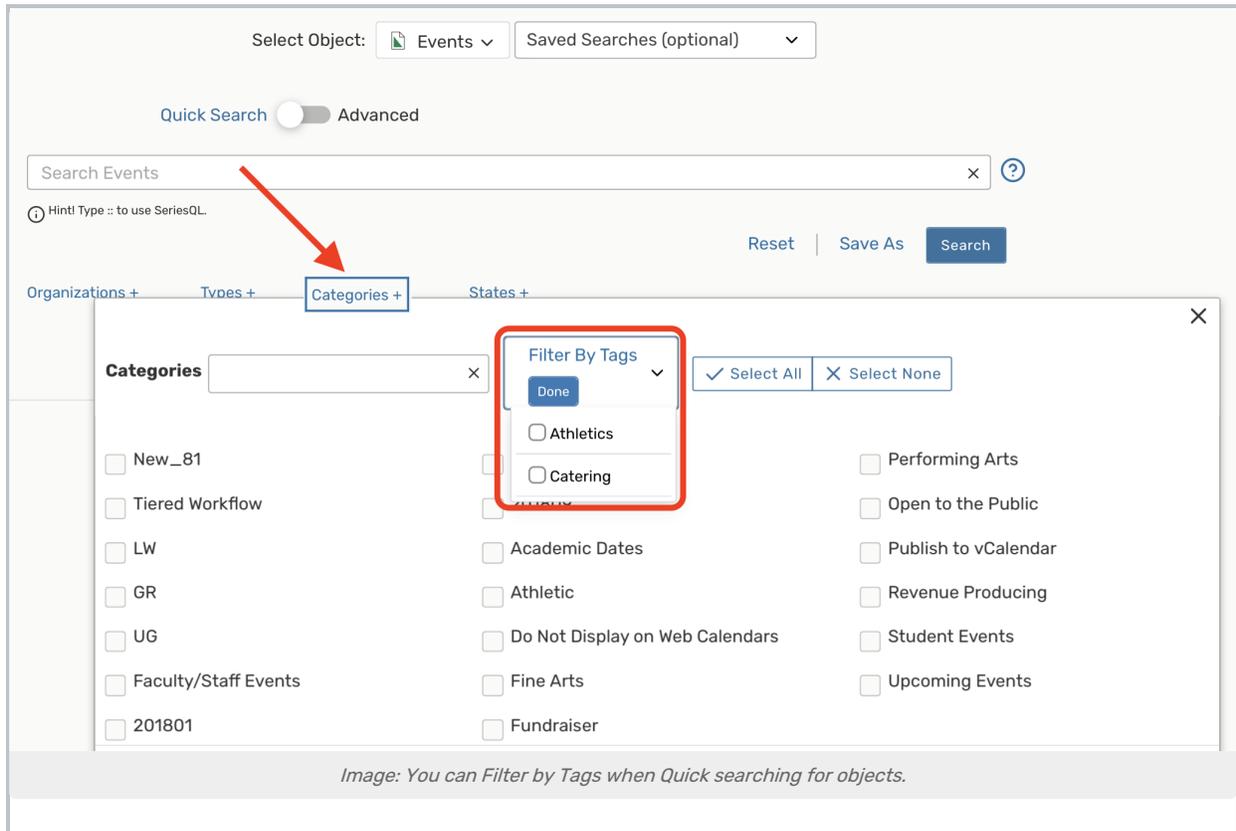
Use the **Delete** button. You'll be presented with a dialog to confirm.

Warning: This action cannot be undone.

Filtering Searches Using System Tags

With permission, any user can filter by tags anywhere that they might use categories, such as searching for locations, organizations, events, and resources.

Examples



- If you're performing a [Quick search](#), you may use the **Categories +** link and then open the **Filter By Tags** dropdown to check categories and narrow your results.

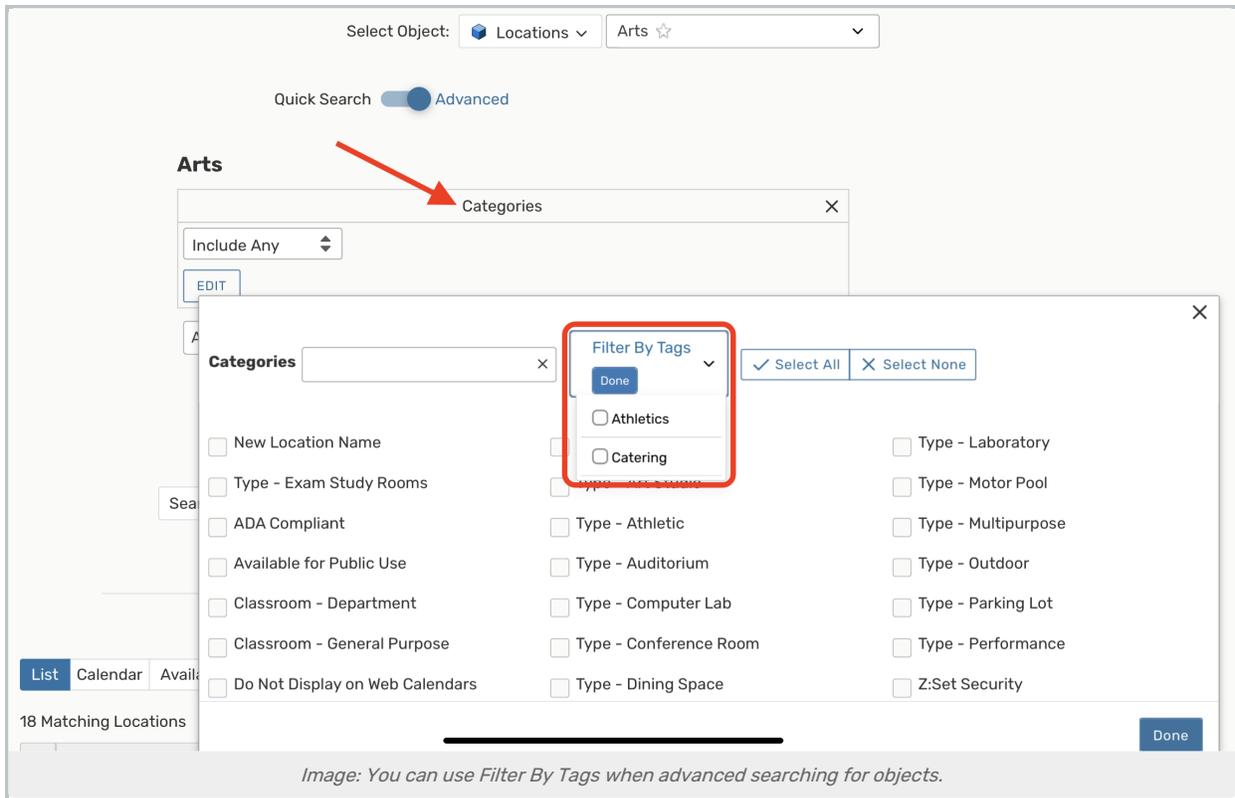


Image: You can use Filter By Tags when advanced searching for objects.

- When toggled to [Advanced search](#), add **Categories** as a criteria item, then open the **Filter By Tags** dropdown to check categories and narrow your results.