Document Management Variables - Reference and Examples

> 🔒 **Security Note: This Feature Requires Special Security Access**
>
> If you need access to use this feature, contact your 25Live Administrator. In the Series25 Group Administration tool, they can set Administrative: 4.0 *Event Document Creation and Management* to **Yes** to allow access for your security group.
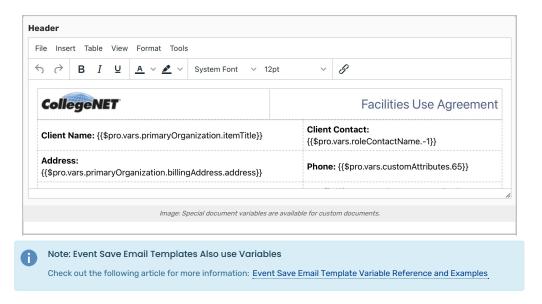
In This Article:

About Document Variables

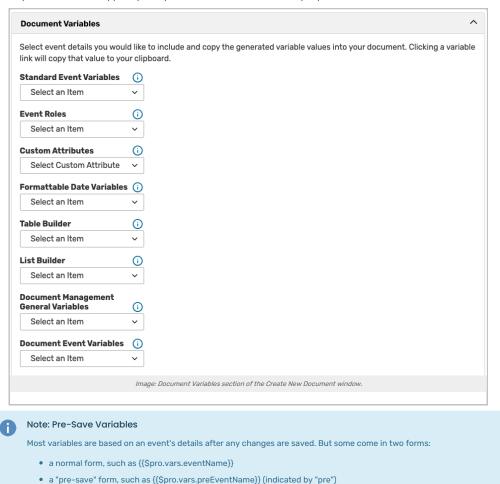Document Management allows 25Live administrators to create custom documents (like contracts) with a header, body, and footer. After they're created, they can be printed with events using the More Actions section in the Event Details view or included in emails.

Header

File   Insert   Table   View   Format   Tools

↶ ↷   **B** *I* U̲   A ⌄   🖊 ⌄   System Font ⌄   12pt ⌄   🔗

CollegeNET	Facilities Use Agreement
Client Name: {{$pro.vars.primaryOrganization.itemTitle}}	**Client Contact:** {{$pro.vars.roleContactName.-1}}
Address: {{$pro.vars.primaryOrganization.billingAddress.address}}	**Phone:** {{$pro.vars.customAttributes.65}}

Image: Special document variables are available for custom documents.

ℹ️ **Note: Event Save Email Templates Also use Variables**

Check out the following article for more information: Event Save Email Template Variable Reference and Examples

Document Variables

The variables below are found in the Document Variables dropdown menus.

Each variable can be typed directly from the list below or selected from the expanded **Document Variables** section within the application. To find a variable, search for a data field in one of the dropdown menus and select its name. Once a variable is selected, you may click on its text to copy it to your clipboard. Paste this text into the body of your document.

Document Variables ⌃

Select event details you would like to include and copy the generated variable values into your document. Clicking a variable link will copy that value to your clipboard.

Standard Event Variables ⓘ

Select an Item ⌄

Event Roles ⓘ

Select an Item ⌄

Custom Attributes ⓘ

Select Custom Attribute ⌄

Formattable Date Variables ⓘ

Select an Item ⌄

Table Builder ⓘ

Select an Item ⌄

List Builder ⓘ

Select an Item ⌄

Document Management General Variables ⓘ

Select an Item ⌄

Document Event Variables ⓘ

Select an Item ⌄

Image: Document Variables section of the Create New Document window.

ℹ️ **Note: Pre-Save Variables**

Most variables are based on an event's details after any changes are saved. But some come in two forms:

- a normal form, such as {{$pro.vars.eventName}}
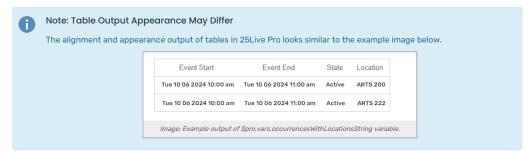- a "pre-save" form, such as {{$pro.vars.preEventName}} (indicated by "pre")

These "pre-save" variables will display event details that were in place before any changes were saved to it. These

variables can be useful if you want a document to reference previous information.

Take care to distinguish between "pre-save" variables and "preference" variables, which look similar:

- Preference variables include "pref" in the name and include lists of location or resource preferences (such as appear in drafts or requests) instead of actual assignments

Standard Event Variables

Note: Table Output Appearance May Differ

The alignment and appearance output of tables in 25Live Pro looks similar to the example image below.

Event Start	Event End	State	Location
Tue 10 06 2024 10:00 am	Tue 10 06 2024 11:00 am	Active	ARTS 200
Tue 10 06 2024 10:00 am	Tue 10 06 2024 11:00 am	Active	ARTS 222

Image: Example output of $pro.vars.occurrencesWithLocationsString variable.

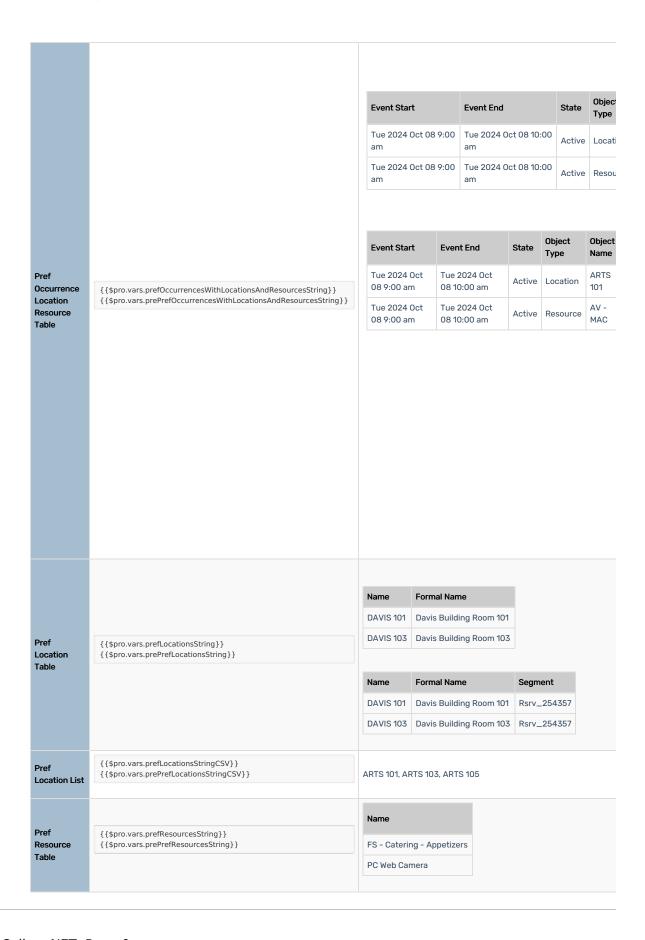| Title	Variable	Example Output
Event ID	`{{$pro.vars.eventId}}`	188073 *Returns the system ID of the event, as seen in the event URL.*
Event Link	`{{$pro.vars.eventLink}}`	Event Details *Note: Do not use the event link in the Subject field, which does not support HTML tags.*
Event URL	`{{$pro.vars.eventUrl}}`	https://25live.collegenet.com/pro/testinstance#!/home/event/2
Event Reference	`{{$pro.vars.eventLocator}}`	2024-AAZHLW
Event Name	`{{$pro.vars.eventName}}` `{{$pro.vars.preEventName}}`	Test Event
Event Title	`{{$pro.vars.eventTitle}}` `{{$pro.vars.preEventTitle}}`	Test Title
Version Number	`{{$pro.vars.versionNumber}}` `{{$pro.vars.preVersionNumber}}`	Possible values: - 0: New event being created - 1: Existing event being edited
Event Type ID	`{{$pro.vars.eventTypeId}}` `{{$pro.vars.preEventTypeId}}`	51
Event Type Name	`{{$pro.vars.eventTypeName}}` `{{$pro.vars.preEventTypeName}}`	Meeting
Event Description	`{{$pro.vars.description}}`	Test Description
Internal Notes	`{{$pro.vars.internalNote}}`	Internal notes
Confirmation Notes	`{{$pro.vars.confirmationNote}}`	Confirmation notes

Comments	`{{$pro.vars.comment}}`	Comment text
Expected Head Count	`{{$pro.vars.expectedCount}}` `{{$pro.vars.preExpectedCount}}`	12
Registered Head Count	`{{$pro.vars.registeredCount}}` `{{$pro.vars.preRegisteredCount}}`	10
Event State ID	`{{$pro.vars.state}}` `{{$pro.vars.preState}}`	Possible values: • 0: Draft • 1: Tentative • 2: Confirmed • 3: Sealed • 99: Cancelled
Event State Name	`{{$pro.vars.stateName}}` `{{$pro.vars.preStateName}}`	Tentative

Requestor Email	`{{$pro.vars.requesterEmail}}`
	`{{$pro.vars.requestorEmail}}`
	`{{$pro.vars.preRequesterEmail}}`
		smith.john@school.edu
		Note: Both spellings of the variable are allowed.

Scheduler Email	`{{$pro.vars.schedulerEmail}}` `{{$pro.vars.preSchedulerEmail}}`	smith.jane@school.edu
Current Contact Name	`{{$pro.vars.currentContactName}}` `{{$pro.vars.preCurrentContactName}}`	Jane Smith
Primary Org ID	`{{$pro.vars.primaryOrganization.itemId}}` `{{$pro.vars.prePrimaryOrganization.itemId}}`	71
Primary Org Name	`{{$pro.vars.primaryOrganization.itemName}}` `{{$pro.vars.prePrimaryOrganization.itemName}}`	ATHLETICS
Primary Org Title	`{{$pro.vars.primaryOrganization.itemTitle}}` `{{$pro.vars.prePrimaryOrganization.itemTitle}}`	Athletics Department
Primary Org Type	`{{$pro.vars.primaryOrganization.type}}` `{{$pro.vars.prePrimaryOrganization.type}}`	External (For-Profit)
Primary Org Rating	`{{$pro.vars.primaryOrganization.rating}}` `{{$pro.vars.prePrimaryOrganization.rating}}`	Good
Primary Org Account Number	`{{$pro.vars.primaryOrganization.accountNumber}}` `{{$pro.vars.prePrimaryOrganization.accountNumber}}`	735
Event Creation Date	`{{$pro.vars.dates.creationDateString}}` `{{$pro.vars.preDates.creationDateString}}`	Wed Jan 27 2024

Event Creation Date and Time	`{{$pro.vars.dates.creationDateTimeString}}` `{{$pro.vars.preDates.creationDateTimeString}}`	Wed Jan 27 2024 3:10 pm
Event Creation Time	`{{$pro.vars.dates.creationTimeString}}` `{{$pro.vars.preDates.creationTimeString}}`	3:10 pm
Current Local Date	`{{$pro.vars.dates.currentLocalDateString}}` `{{$pro.vars.preDates.currentLocalDateString}}`	Wed Jan 27 2024
Current Local Date and Time	`{{$pro.vars.dates.currentLocalDateTimeString}}` `{{$pro.vars.preDates.currentLocalDateTimeString}}`	Wed Jan 27 2024 3:10 pm
Current Local Time	`{{$pro.vars.dates.currentLocalTimeString}}` `{{$pro.vars.preDates.currentLocalTimeString}}`	3:10 pm
Last Edit Date	`{{$pro.vars.dates.lastModDateString}}` `{{$pro.vars.preDates.lastModDateString}}`	Wed Jan 27 2024
Last Edit Date and Time	`{{$pro.vars.dates.lastModDateTimeString}}` `{{$pro.vars.preDates.lastModDateTimeString}}`	Wed Jan 27 2024 3:10 pm
Last Edit Time	`{{$pro.vars.dates.lastModTimeString}}` `{{$pro.vars.preDates.lastModTimeString}}`	3:10 pm
Setup Date	`{{$pro.vars.dates.eventSetupDateString}}` `{{$pro.vars.preDates.eventSetupDateString}}`	Wed Jan 27 2024
Setup Date and Time	`{{$pro.vars.dates.eventSetupDateTimeString}}` `{{$pro.vars.preDates.eventSetupDateTimeString}}`	Wed Jan 27 2024 3:10 pm
Setup Time	`{{$pro.vars.dates.eventSetupTimeString}}` `{{$pro.vars.preDates.eventSetupTimeString}}`	3:10 pm
Pre-Event Date and Time	`{{$pro.vars.dates.preEventDateTimeString}}` `{{$pro.vars.preDates.preEventDateTimeString}}`	Wed Jan 27 2024 3:10 pm
Pre-Event Time	`{{$pro.vars.dates.preEventTimeString}}` `{{$pro.vars.preDates.preEventTimeString}}`	3:10 pm
Start Date	`{{$pro.vars.dates.eventStartDateString}}` `{{$pro.vars.preDates.eventStartDateString}}`	Wed Jan 27 2024
Start Date and Time	`{{$pro.vars.dates.eventStartDateTimeString}}` `{{$pro.vars.preDates.eventStartDateTimeString}}`	Wed Jan 27 2024 3:10 pm
Start Time	`{{$pro.vars.dates.eventStartTimeString}}` `{{$pro.vars.preDates.eventStartTimeString}}`	3:10 pm
End Date	`{{$pro.vars.dates.eventEndDateString}}` `{{$pro.vars.preDates.eventEndDateString}}`	3:10 pm

End Date and Time	`{{$pro.vars.dates.eventEndDateTimeString}}` `{{$pro.vars.preDates.eventEndDateTimeString}}`	Wed Jan 27 2024 3:10 pm
End Time	`{{$pro.vars.dates.eventEndTimeString}}` `{{$pro.vars.preDates.eventEndTimeString}}`	3:10 pm
Post-Event Date	`{{$pro.vars.dates.postEventDateString}}` `{{$pro.vars.preDates.postEventDateString}}`	Wed Jan 27 2024
Post-Event Date and Time	`{{$pro.vars.dates.postEventDateTimeString}}` `{{$pro.vars.preDates.postEventDateTimeString}}`	Wed Jan 27 2024 3:10 pm
Post-Event Time	`{{$pro.vars.dates.postEventTimeString}}` `{{$pro.vars.preDates.postEventTimeString}}`	3:10 pm
Takedown Date	`{{$pro.vars.dates.eventTakedownDateString}}` `{{$pro.vars.preDates.eventTakedownDateString}}`	Wed Jan 27 2024
Takedown Date and Time	`{{$pro.vars.dates.eventTakedownDateTimeString}}` `{{$pro.vars.preDates.eventTakedownDateTimeString}}`	Wed Jan 27 2024 3:10 pm
Takedown Time	`{{$pro.vars.dates.eventTakedownTimeString}}` `{{$pro.vars.preDates.eventTakedownTimeString}}`	3:10 pm
Setup Duration	`{{$pro.vars.durations.setup}}` `{{$pro.vars.preDurations.setup}}`	1 Hour, 30 Minutes
Pre-Event Duration	`{{$pro.vars.durations.preEvent}}` `{{$pro.vars.preDurations.preEvent}}`	1 Hour, 30 Minutes
Event Duration	`{{$pro.vars.durations.event}}` `{{$pro.vars.preDurations.event}}`	1 Hour, 30 Minutes
Post-Event Duration	`{{$pro.vars.durations.postEvent}}` `{{$pro.vars.preDurations.postEvent}}`	1 Hour, 30 Minutes
Takedown Duration	`{{$pro.vars.durations.takedown}}` `{{$pro.vars.preDurations.takedown}}`	1 Hour, 30 Minutes
Pre-Event to Post-Event Duration	`{{$pro.vars.durations.preToPost}}` `{{$pro.vars.preDurations.preToPost}}`	1 Hour, 30 Minutes
Setup to Takedown Duration	`{{$pro.vars.durations.setupToTakedown}}` `{{$pro.vars.preDurations.setupToTakedown}}`	1 Hour, 30 Minutes

Occurrence Table

`{{$pro.vars.occurrencesString}}`
`{{$pro.vars.preOccurrencesString}}`

Event Start	Event End	State
Tue Dec 20 2024 6:30 pm	Tue Dec 20 2024 8:30 pm	Active
Tue Jan 17 2024 6:30 pm	Tue Jan 17 2024 8:30 pm	Active
Tue Feb 21 2024 6:30 pm	Tue Feb 21 2024 8:30 pm	Active
Tue Mar 21 2024 6:30 pm	Tue Mar 21 2024 8:30 pm	Active

Occurrence List	{{$pro.vars.occurrencesStringCSV}} {{$pro.vars.preOccurrencesStringCSV}}	Tue Dec 20 2024 6:30 pm, Tue Jan 17 2024 6:30 pm, Tue Feb 21 2 Mar 21 2024 6:30 pm, Tue Apr 18 2024 6:30 pm

Occurrence and Location Table	{{$pro.vars.occurrencesWithLocationsString}} {{$pro.vars.preOccurrencesWithLocationsString}}	(table below)

Event Start	Event End	State	
Tue Dec 20 2024 6:30 pm	Tue Dec 20 2024 8:30 pm	Active	.
Tue Jan 17 2024 6:30 pm	Tue Jan 17 2024 8:30 pm	Active	.
Tue Feb 21 2024 6:30 pm	Tue Feb 21 2024 8:30 pm	Active	.
Tue Mar 21 2024 6:30 pm	Tue Mar 21 2024 8:30 pm	Active	.

Occurrence and Resource Table	{{$pro.vars.occurrencesWithResourcesString}} {{$pro.vars.preOccurrencesWithResourcesString}}	(table below)

Event Start	Event End	State	Resource
Tue Dec 20 2024 6:30 pm	Tue Dec 20 2024 8:30 pm	Active	AV - Data P
Tue Dec 20 2024 6:30 pm	Tue Dec 20 2024 8:30 pm	Active	AV - Microp Held Wireles
Tue Jan 17 2024 6:30 pm	Tue Jan 17 2024 8:30 pm	Active	AV - Data P
Tue Jan 17 2024 6:30 pm	Tue Jan 17 2024 8:30 pm	Active	AV - Microp Held Wireles

Occurrence Location Resource Table	{{$pro.vars.occurrencesWithLocationsAndResourcesString}} {{$pro.vars.preOccurrencesWithLocationsAndResourcesString}}	(table below)

Event Start	Event End	State	Object Type	Objec
Tue Dec 20 2024 6:30 pm	Tue Dec 20 2024 8:30 pm	Active	Location	ARTS
Tue Dec 20 2022 6:30 pm	Tue Dec 20 2024 8:30 pm	Active	Resource	AV –
Tue Dec 20 2024 6:30 pm	Tue Dec 20 2024 8:30 pm	Active	Resource	AV – Hand
Tue Jan 17 2024 6:30 pm	Tue Jan 17 2024 8:30 pm	Active	Location	ARTS
Tue Jan 17 2024 6:30 pm	Tue Jan 17 2024 8:30 pm	Active	Resource	AV –
Tue Jan 17 2024 6:30 pm	Tue Jan 17 2024 8:30 pm	Active	Resource	AV – Hand

Location Table	{{$pro.vars.locationsString}} {{$pro.vars.preLocationsString}}	(table below)

Name	Formal Name
ARTS 111	Davis Arts Center Classroom

Location List	{{$pro.vars.locationsStringCSV}} {{$pro.vars.preLocationsStringCSV}}	ARTS 111, ARTS 112

Resource Table	{{$pro.vars.resourcesString}} {{$pro.vars.preResourcesString}}	(table below)

Name
AV - Data Projector
AV - Microphone - Hand Held Wireless

Resource List	{{$pro.vars.resourcesStringCSV}} {{$pro.vars.preResourcesStringCSV}}	AV - Data Projector, AV - Microphone - Hand Held Wireless

Pref Occurrence and Location Table	`{{$pro.vars.prefOccurrencesWithLocationsString}}` `{{$pro.vars.prePrefOccurrencesWithLocationsString}}`	

Event Start	Event End	State
Tue 2024 Oct 08 9:00 am	Tue 2024 Oct 08 10:00 am	Active
Tue 2024 Oct 08 9:00 am	Tue 2024 Oct 08 10:00 am	Active

Event Start	Event End	State	Locatio
Tue 2024 Oct 08 9:00 am	Tue 2024 Oct 08 10:00 am	Active	ARTS 101
Tue 2024 Oct 08 9:00 am	Tue 2024 Oct 08 10:00 am	Active	ARTS 102

Pref Occurrence and Resource Table	`{{$pro.vars.prefOccurrencesWithResourcesString}}` `{{$pro.vars.prePrefOccurrencesWithResourcesString}}`	

Event Start	Event End	State
Tue 2024 Oct 08 9:00 am	Tue 2024 Oct 08 10:00 am	Active
Tue 2024 Oct 08 9:00 am	Tue 2024 Oct 08 10:00 am	Active

Event Start	Event End	State	Resource
Tue 2024 Oct 08 9:00 am	Tue 2024 Oct 08 10:00 am	Active	AV – Projector
Tue 2024 Oct 08 9:00 am	Tue 2024 Oct 08 10:00 am	Active	AV – MAC

Pref Occurrence Location Resource Table	{{$pro.vars.prefOccurrencesWithLocationsAndResourcesString}} {{$pro.vars.prePrefOccurrencesWithLocationsAndResourcesString}}	

Event Start	Event End	State	Object Type
Tue 2024 Oct 08 9:00 am	Tue 2024 Oct 08 10:00 am	Active	Locati
Tue 2024 Oct 08 9:00 am	Tue 2024 Oct 08 10:00 am	Active	Resou

Event Start	Event End	State	Object Type	Object Name
Tue 2024 Oct 08 9:00 am	Tue 2024 Oct 08 10:00 am	Active	Location	ARTS 101
Tue 2024 Oct 08 9:00 am	Tue 2024 Oct 08 10:00 am	Active	Resource	AV – MAC

Pref Location Table	{{$pro.vars.prefLocationsString}} {{$pro.vars.prePrefLocationsString}}	

Name	Formal Name
DAVIS 101	Davis Building Room 101
DAVIS 103	Davis Building Room 103

Name	Formal Name	Segment
DAVIS 101	Davis Building Room 101	Rsrv_254357
DAVIS 103	Davis Building Room 103	Rsrv_254357

Pref Location List	{{$pro.vars.prefLocationsStringCSV}} {{$pro.vars.prePrefLocationsStringCSV}}	ARTS 101, ARTS 103, ARTS 105

Pref Resource Table	{{$pro.vars.prefResourcesString}} {{$pro.vars.prePrefResourcesString}}	

Name
FS – Catering – Appetizers
PC Web Camera

Pref Resource List	`{{$pro.vars.prefResourcesStringCSV}}` `{{$pro.vars.prePrefResourcesStringCSV}}`	AV - MAC, AV - Projector, AV - PC
Current Group ID	`{{$pro.vars.currentGroupId}}`	-1 *Returns the security group ID of the user editing the event.*
Home URL	`{{$pro.vars.homeUrl}}`	*The URL of your 25Live instance.*

Event Roles

Before you can select an Event Role contact variable, you'll need to choose a value from the **Event Roles** dropdown.

Then, select the variable format for the contact role.

> ✓ **Tip: Most Common Contact Roles**
>
> These are the *ID*s of the most common contact roles in 25Live:
>
> **Event Requestor:**
>
> -1
>
> **Event Scheduler:**
>
> -2

Contact Role Variables

To use the event role variables, replace the italicized text with the system ID for the contact role. If you need the IDs, see Finding Object IDs in 25Live for more information.

Title	Variable	Example Output
Contact ID	`{{$pro.vars.roleContactId.-2}}`	542
Full Name	`{{$pro.vars.roleContactName.ID}}` `{{$pro.vars.preRoleContactName.ID}}`	Mozart, Wolfgang A.

First Name	`{{$pro.vars.roleContactFirst.ID}}`
	
	`{{$pro.vars.preRoleContactFirst.ID}}`
		Wolfgang

Last Name	`{{$pro.vars.roleContactLast.ID}}` `{{$pro.vars.preRoleContactLast.ID}}`	Mozart
Middle Name	`{{$pro.vars.roleContactMiddle.ID}}` `{{$pro.vars.preRoleContactMiddle.ID}}`	Amadeus
Email	`{{$pro.vars.roleContactEmail.ID}}`	name@school.edu
Address	`{{$pro.vars.roleContactAddr.ID}}` `{{$pro.vars.preRoleContactAddr.ID}}`	123 Work St. Portland OR 97205
Phone	`{{$pro.vars.roleContactPhone.ID}}` `{{$pro.vars.preRoleContactPhone.ID}}`	(503) 555-0091

Title	Variable	Example Output
Fax	{{$pro.vars.roleContactFax.*ID*}} {{$pro.vars.preRoleContactFax.*ID*}}	(503) 555-0091

Custom Attributes

To use the custom attribute variables, replace the italicized text with the system ID for the custom attribute. If you need the IDs, see Finding Object IDs in 25Live for more information.

Title	Variable	Example Use
(Choose from your available custom attributes)	{{$pro.vars.customAttributes.**ID**}} {{$pro.vars.preCustomAttributes.**ID**}}	{{$pro.vars.customAttributes.**23**}}

Formattable Date Variables

While some of these variables are found in the **Standard Event Variables** menu, the most accurate and convenient way to retrieve date/time variables is to open the **Formattable Date Variables** section to generate the exact variables you need that match the example shown.

Each of these date variables offers a **Format** choice to choose one of many standard date/time formats from a dropdown menu. The examples below show the variable with the shorthand date and time (**M/d/yy, h:mm a**)

To manually format a date variable, choose one of the date values below and add the desired date code after a pipe bar | character. **Example**: {{$pro.vars.dates.eventstartDate | short}}

Title	Modification	Variable (with a format option chosen)
Creation Date	*Choose Format*	{{$pro.vars.dates.creationDate | short}}
Current Local Date	*Choose Format*	{{$pro.vars.dates.currentLocalDate | short}}
Last Edit Date	*Choose Format*	{{$pro.vars.dates.lastModDate | short}}
Setup Date	*Choose Format*	{{$pro.vars.dates.eventSetupDate | short}}
Pre-Event Date	*Choose Format*	{{$pro.vars.dates.preEventDate | short}}
Event Start Date	*Choose Format*	{{$pro.vars.dates.eventStartDate | short}}
Event End Date	*Choose Format*	{{$pro.vars.dates.eventEndDate | short}}
Post Event Date	*Choose Format*	{{$pro.vars.dates.postEventDate | short}}
Takedown Date	*Choose Format*	{{$pro.vars.dates.eventTakedownDate | short}}

Date and Time Format Options

Title	Variable Text	Example Output
M/d/yy, h:mm a	short	6/15/23, 9:03 AM
MMM d, y, h:mm:ss a	medium	Jun 15, 2023, 9:03:01 AM
MMMM d, y, h:mm:ss a z	long	June 15, 2023 at 9:03:01 AM GMT+1
EEEE, MMMM d, y, h:mm:ss a zzzz	full	Monday, June 15, 2023 at 9:03:01 AM GMT+01:00

M/d/yy	shortDate	6/15/23
MMM d, y	mediumDate	Jun 15, 2023
MMMM d, y	longDate	June 15, 2023
EEEE, MMMM d, y	fullDate	Monday, June 15, 2023
h:mm a	shortTime	9:03 AM
h:mm:ss a	mediumTime	9:03:01 AM
h:mm:ss a z	longTime	9:03:01 AM GMT+1
h:mm:ss a zzzz	fullTime	9:03:01 AM GMT+01:00

Table Builder

The Table Builder option allows you to create a table with preset data in order to build out a report more quickly and easily, without having to create a table manually.

Table Builder

Occurrences ⌄

🔍 Select an Item

None

Occurrences

Locations

Resources

Requirements

Custom Attributes

Table Options:

- **None**
- **Occurrences**
- **Locations**
- **Resources**
- **Requirements**
- **Custom Attributes**
- **Contacts**
- **Categories**
- **Related Events**
- **Bill Items**
- **Segments**
- **Organizations**

The table selection will populate data that will represent columns once your table is generated. Each column will have a Column Name, a Variable, and occasionally a Format option.

The number of columns generated by default will depend on the number of available variables for the table type selected. For example, the **Related Events** table (pictured below) has five variable options (ID, Event Name, Event Title, Start Date, & End Date) so a column is populated for each of them.

- Select your **Column Name**, **Variable**, and **Format** values
  - Each **Column Name** populates with a default label that matches the associated variable; these labels can be edited.
  - The variables available in the **Variable** dropdowns are specific to the table type selected.
  - When a formattable date variable is selected, use the **Format** dropdown to choose the date and time structure of that variable.
  - The table builder also features a **Width** of the column relative to other columns. All of these values are added together and the relative width of any individual column is its value divided by the sum.
- **Add Columns** or **Delete** columns as needed.
- Once you've made your selections, copy and paste the variable output into your template/document.
- ⊞ Examples *(Click to Expand)*

List Builder

The List Builder and dropdown allows you to organize data more data easily, without having to create lists manually. To create a table, make a table selection from the **List Builder** dropdown menu.

List Builder

Select an Item ⌄

🔍 Select an Item

None

Occurrences

Locations

Resources

Requirements

Custom Attributes

List Options:

- **None**
- **Occurrences**
- **Locations**
- **Resources**
- **Requirements**
- **Custom Attributes**
- **Contacts**
- **Categories**
- **Related Events**
- **Bill Items**
- **Segments**
- **Organizations**

- Next, choose a **Variable** from the dropdown. These options will depend on your **List Builder** selection.
- Copy and paste the variable into your template/document.

⊞ Examples *(Click to Expand)*

Document Management General Variables

These variables are designed to produce tables that can be inserted into event contracts and other documents.

Most variables have an alternate version with "related" in their name. These produce similar outputs but include data from all related events.

Title	Variable	Example Output
Location & Resource Related Occurrence Table	Location & Resource Occurrence Tables {{ws.SpaceLongResourceOccurrenceTable}} {{ws.SpaceLongResourceOccurrenceNoRsrvTimeTable}} {{ws.SpaceShortResourceOccurrenceTable}} {{ws.SpaceShortResourceOccurrenceRsrvTimeTable}} Location & Resource **Related** Occurrence Tables {{ws.SpaceLongResourceRelatedOccurrenceTable}} {{ws.SpaceLongResourceRelatedOccurrenceNoRsrvTimeTable}} {{ws.SpaceShortResourceRelatedOccurrenceTable}} {{ws.SpaceShortResourceRelatedOccurrenceNoRsrvTimeTable}}	Displays the short/formal name of each location assigned to each event occurrence as well as each resource. *NoRsrvTime* - No start/end times included *SpaceLong* - Formal name *SpaceShort* - Shortened name Occurrence details are displayed in chronological order by the event start date/time. *Click to Expand*

Title	Variable	Example Output
	{{ws.SpaceShortResourceOccurrenceTimeListTable}} {{ws.SpaceShortResourceOccurrenceNoRsrvTimeListTable}} {{ws.SpaceShortResourceRelatedOccurrenceTimeListTable}} {{ws.SpaceShortResourceRelatedOccurrenceNoRsrvTimeListTable}} {{ws.SpaceLongResourceOccurrenceTimeListTable}} {{ws.SpaceLongResourceOccurrenceNoRsrvTimeListTable}} {{ws.SpaceLongResourceRelatedOccurrenceTimeListTable}} {{ws.SpaceLongResourceRelatedOccurrenceNoRsrvTimeListTable}}	These variables provide an alternative to view of reservation times in the Occurrence Details section, including a listing of times with labels with options to prevent reservation start and end times from printing and for showing either the short or formal location time. *Click to Expand*
Requirements Table	{{ws.ServicesTable}}	Shows a list of requirements for the event as well as the requirement's quantity and comments. *Click to Expand*
Organization Table	{{ws.EventOrganizationListTable}}	College of Performance, Art, and Langs, ARTH
Organization Billing Address	{{ws.PrimaryOrgBillingAddr}}	456 NE Broadway Street Happy Valley California 97008
Organization Administrative Address	{{ws.PrimaryOrgAdminAddr}}	123 NE Broadway Street Happy Valley California 97008
Confirmation Text	{{ws.EventConfirmationTextTable}}	
Event Comments	{{ws.EventCommentsTable}}	*Comment*: Registration closes on September 5th.
Related Events	{{ws.RelatedEventListTable}}	Shows a list of all the related events in addition to the event which triggers the document. *Click to Expand*
Related Event Custom Attributes	{{ws.RelatedEventCustomAttributesTable}}	This variable outputs custom attributes by event. Events will be sorted alphabetically. Attributes will use the system-defined sort order. If an event has no custom attributes a "No custom attributes for this event" message will be printed. *Example:* **Example Event 1** Entertainment Provided By — Late@Night Crew; Linda & The Lamenters; Mrs. Magician; Ole Joe; The, Comma, Crew Don't Phone Sponsor Before — 4:00 P.M. Fee Waiver Approved — No Resource — AV - Blu-ray Player Allow Registration — No **Related Event 2** Entertainment Provided By — Mrs. Magician; Ole Joe **Related Event 3** Contract Required — No Custodial Needs — Cleanup
Page Number	{{ws.PageNum}}	

Title	Variable	Example Output
Occurrence Attendees	{{ws.OccurrenceAttendeeTable}}	*Click to Expand*
Occurrence Attendees by Status	{{ws.OccurrenceAttendeeByStatusTable}}	*Click to Expand*
Location, Layouts, Instructions	{{ws.rsrv.LocationNameLayoutInst}}	*Click to Expand*
Formal Location, Layouts, Instructions	{{ws.rsrv.FormalNameLayoutInst}}	*Click to Expand*
Location Layouts | Instructions	{{ws.rsrv.LocationNameLayout_Inst}}	*Click to Expand*
Formal Location, Layouts | Instructions	{{ws.rsrv.FormalNameLayout_Inst}}	*Click to Expand*
Time, Locations	{{ws.rsrv.TimesLocationTable}}	*Click to Expand*
Related Times, Locations	{{ws.rsrv.RelatedTimesLocationTable}}	*Click to Expand*
Times, Formal Location	{{ws.rsrv.TimesFormalTable}}	*Click to Expand*

Document Event Variables

These items are only available if you chose "Event Based" in the **Choose the scope of the document** dropdown menu when creating or editing your custom document.

Title	Variable	Example Output and Notes
Grand Total	{{ws.EventPricingGrandTotal}}	$3,167.80 *(Dollar amount.)*

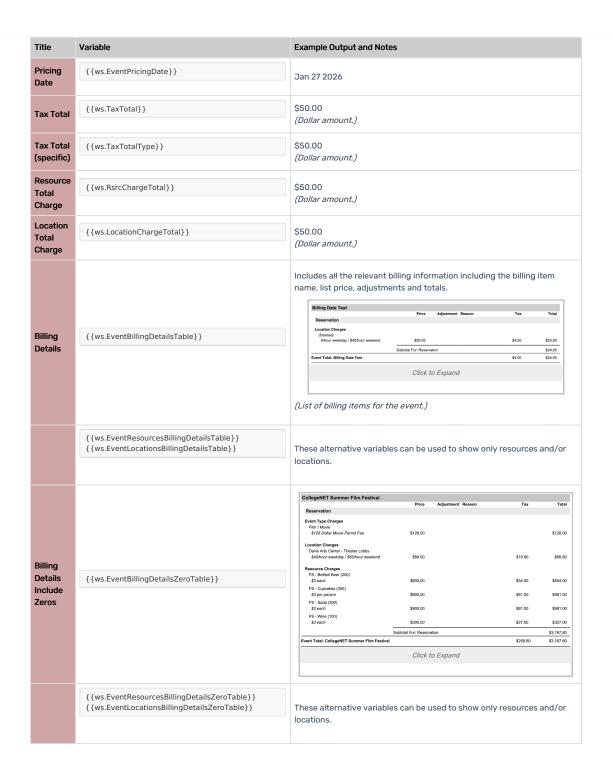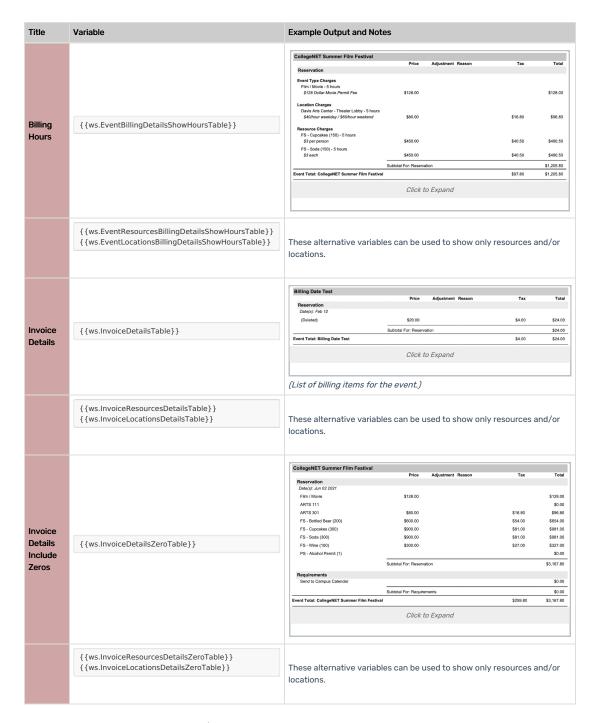| Title	Variable	Example Output and Notes
Pricing Date	{{ws.EventPricingDate}}	Jan 27 2026
Tax Total	{{ws.TaxTotal}}	$50.00 *(Dollar amount.)*
Tax Total (specific)	{{ws.TaxTotalType}}	$50.00 *(Dollar amount.)*
Resource Total Charge	{{ws.RsrcChargeTotal}}	$50.00 *(Dollar amount.)*
Location Total Charge	{{ws.LocationChargeTotal}}	$50.00 *(Dollar amount.)*
Billing Details	{{ws.EventBillingDetailsTable}}	Includes all the relevant billing information including the billing item name, list price, adjustments and totals. *(List of billing items for the event.)*
	{{ws.EventResourcesBillingDetailsTable}} {{ws.EventLocationsBillingDetailsTable}}	These alternative variables can be used to show only resources and/or locations.
Billing Details Include Zeros	{{ws.EventBillingDetailsZeroTable}}	
	{{ws.EventResourcesBillingDetailsZeroTable}} {{ws.EventLocationsBillingDetailsZeroTable}}	These alternative variables can be used to show only resources and/or locations.

Title	Variable	Example Output and Notes
Billing Hours	{{ws.EventBillingDetailsShowHoursTable}}	
	{{ws.EventResourcesBillingDetailsShowHoursTable}} {{ws.EventLocationsBillingDetailsShowHoursTable}}	These alternative variables can be used to show only resources and/or locations.
Invoice Details	{{ws.InvoiceDetailsTable}}	 *(List of billing items for the event.)*
	{{ws.InvoiceResourcesDetailsTable}} {{ws.InvoiceLocationsDetailsTable}}	These alternative variables can be used to show only resources and/or locations.
Invoice Details Include Zeros	{{ws.InvoiceDetailsZeroTable}}	
	{{ws.InvoiceResourcesDetailsZeroTable}} {{ws.InvoiceLocationsDetailsZeroTable}}	These alternative variables can be used to show only resources and/or locations.

Document Related Event Variables

These items are only available if you chose "Event Based" in the **Choose the scope of the document** dropdown menu when creating or editing your custom document.
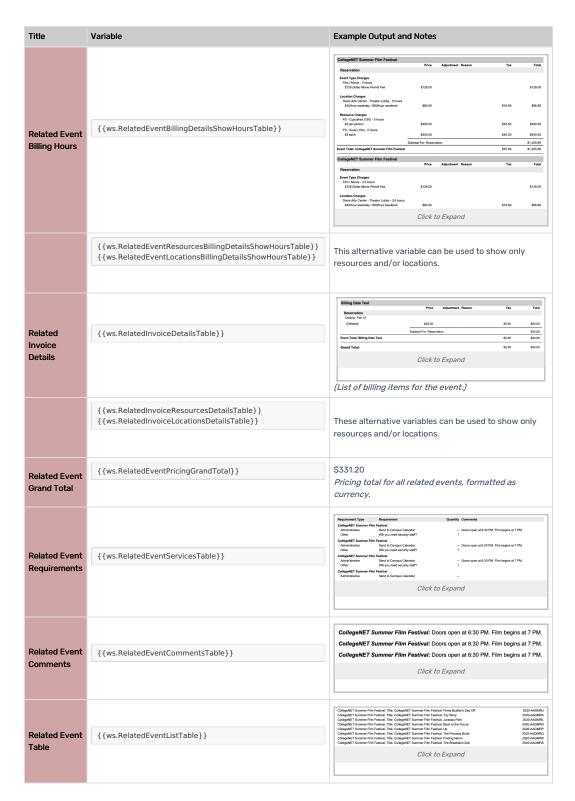
> ✓ **Tip: Some Checkboxes Are Sticky**
>
> Checkboxes to include, hide, or prefer some information when selecting some variables in the application (such as Formal Name, Related Events, or Hide Times when choosing Table Variables) will carry over to similar variables.
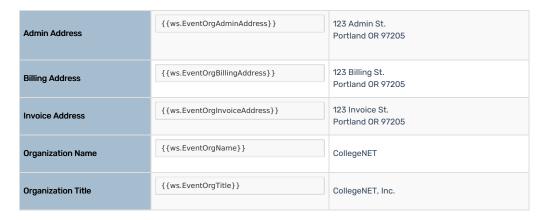
Title	Variable	Example Output and Notes

Title	Variable	Example Output and Notes
Related Location Total Charge	`{{ws.RelatedEventLocationChargeTotal}}`	$871.20
Related Resource Total Charge	`{{ws.RelatedEventRsrcChargeTotal}}`	$23,586.80
Related Total Tax	`{{ws.RelatedEventTaxTotal}}`	$2,098.00 *(Dollar amount)*
Related Tax Total (specific)	`{{ws.RelatedEventTaxTotalType}}`	$5,236.52 *(Dollar amount)*
Related Invoice Details Include Zeros	`{{ws.RelatedInvoiceDetailsZeroTable}}`	*Click to Expand*
	`{{ws.RelatedInvoiceResourcesDetailsZeroTable}}` `{{ws.RelatedInvoiceLocationsDetailsZeroTable}}`	These alternative variables can be used to show only resources and/or locations.
Related Event Billing Details	`{{ws.RelatedEventBillingDetailsTable}}`	*Click to Expand* *(List of billing items for the event.)*
	`{{ws.RelatedEventResourcesBillingDetailsTable}}` `{{ws.RelatedEventLocationsBillingDetailsTable}}`	These alternative variables can be used to show only resources and/or locations.
Related Event Billing Details Include Zeros	`{{ws.RelatedEventBillingDetailsZeroTable}}`	
	`{{ws.RelatedEventResourcesBillingDetailsZeroTable}}` `{{ws.RelatedEventLocationsBillingDetailsZeroTable}}`	These alternative variables can be used to show only resources and/or locations.

Title	Variable	Example Output and Notes
Related Event Billing Hours	{{ws.RelatedEventBillingDetailsShowHoursTable}}	
	{{ws.RelatedEventResourcesBillingDetailsShowHoursTable}} {{ws.RelatedEventLocationsBillingDetailsShowHoursTable}}	This alternative variable can be used to show only resources and/or locations.
Related Invoice Details	{{ws.RelatedInvoiceDetailsTable}}	 *(List of billing items for the event.)*
	{{ws.RelatedInvoiceResourcesDetailsTable}} {{ws.RelatedInvoiceLocationsDetailsTable}}	These alternative variables can be used to show only resources and/or locations.
Related Event Grand Total	{{ws.RelatedEventPricingGrandTotal}}	$331.20 *Pricing total for all related events, formatted as currency.*
Related Event Requirements	{{ws.RelatedEventServicesTable}}	
Related Event Comments	{{ws.RelatedEventCommentsTable}}	
Related Event Table	{{ws.RelatedEventListTable}}	

Document Organization Variables

Title	Variable	Example Output
Account Number	{{ws.EventOrgAccountNumber}}	671 761

Admin Address	`{{ws.EventOrgAdminAddress}}`	123 Admin St. Portland OR 97205
Billing Address	`{{ws.EventOrgBillingAddress}}`	123 Billing St. Portland OR 97205
Invoice Address	`{{ws.EventOrgInvoiceAddress}}`	123 Invoice St. Portland OR 97205
Organization Name	`{{ws.EventOrgName}}`	CollegeNET
Organization Title	`{{ws.EventOrgTitle}}`	CollegeNET, Inc.

Organization Custom Attributes

Title	Variable	Example Use
(Choose from your available custom attributes)	`{{ws.org.CustomAttribute.`**ID**`}}`	`{{ws.org.CustomAttribute.`**18**`}}`

Document Reservation Variables

These items are only available if you chose "Reservation Based" in the **Choose the scope of the document** dropdown menu when creating or editing your custom document.

Value	Variable	Example Output
Reservation Id	`{{ws.rsrv.r25:reservation_id}}`	257955
Reservation State	`{{ws.rsrv.r25:reservation_state}}`	1
Segment Id	`{{ws.rsrv.r25:profile_id}}`	58619
Segment Name	`{{ws.rsrv.r25:profile_name}}`	Rsrv_58619
Segment Description	`{{ws.rsrv.r25:profile_description}}`	Quarterly Dinner, June
Segment Comments	`{{ws.rsrv.r25:profile_comments}}`	*(Text of comments)*
Expected Count	`{{ws.rsrv.r25:expected_count}}`	25
Registered Count	`{{ws.rsrv.r25:registered_count}}`	23
Registration Url	`{{ws.rsrv.r25:registration_url}}`	https://25live.collegenet.com/pro/testinstance#!/home/event/21659/details
Registration Label	`{{ws.rsrv.r25:registration_label}}`	June Quarterly Dinner
Last Mod User	`{{ws.rsrv.r25:last_mod_user}}`	*(25Live user name)*
Reservation Comments	`{{ws.rsrv.r25:comments}}`	*(Text of comments)*

Value	Variable	Example Output
Reservation Attendee Count	{{ws.rsrv.r25:attendee_count}}	12

Document Reservation Formattable Date Variables

These items are only available if you chose "Reservation Based" in the **Choose the scope of the document** dropdown menu when creating or editing your custom document. Each of these variables offers a **Format** choice to choose one of many standard date/time formats from a dropdown menu.

Value	Modification	Variable (with a format option chosen)
Reservation Start Date	Choose Format	{{ws.rsrv.r25:reservation_start_dt|short}}
Pre Event Date	Choose Format	{{ws.rsrv.r25:pre_event_dt|short}}
Event Start Date	Choose Format	{{ws.rsrv.r25:event_start_dt|short}}
Event End Date	Choose Format	{{ws.rsrv.r25:event_end_dt|short}}
Post Event Date	Choose Format	{{ws.rsrv.r25:post_event_dt|short}}
Reservation End Date	Choose Format	{{ws.rsrv.r25:reservation_end_dt|short}}
Last Mod Dt	Choose Format	{{ws.rsrv.r25:last_mod_dt|short}}

Invoice Variables

These items are only available if you chose "Invoice (Payment)" in the **Choose the scope of the document** dropdown menu when creating or editing your custom document.

Title	Variable	Example Output
Invoice Number	{{ws.InvoiceNumber}}	1234
Invoice Name	{{ws.InvoiceName}}	Blood Drive
Invoice Date	{{ws.InvoicePricingDate}}	3/15/2026
Payments Received Table	{{ws.InvoicePmtReceivedTable}}	
Payments Due Table	{{ws.InvoicePmtDueTable}}	**Deposit payment due:** $20.00

Invoice Total Variables

These items are only available if you chose "Invoice (Payment)" in the **Choose the scope of the document** dropdown menu when creating or editing your custom document.

Title	Variable	Example Output
Total List Price	{{ws.InvoiceTotalListPrice}}	$20.00
Total Line Item Adjustment	{{ws.InvoiceTotalLineItemAdj}}	$20.00
Total Taxable Adjustment	{{ws.InvoiceTotalTaxableAmt}}	$20.00
Total Tax	{{ws.InvoiceTotalTax}}	$20.00
Tax Total (specific)	{{ws.InvoiceTotalTaxType}}	$20.00
Total Charge	{{ws.InvoiceTotalCharge}}	$20.00
Total Adjustments	{{ws.InvoiceTotalAdjustments}}	$20.00
Grand Total	{{ws.InvoiceGrandTotal}}	$20.00

Title	Variable	Example Output
Outstanding Balance	{{ws.InvoiceOutstandingBalance}}	$20.00
Total Location Charge	{{ws.InvoiceTotalLocationCharge}}	$20.00
Total Resource Charge	{{ws.InvoiceTotalResourceCharge}}	$20.00

Invoice Payment Variables

These items are only available if you chose "Invoice (Payment)" in the **Choose the scope of the document** dropdown menu when creating or editing your custom document.

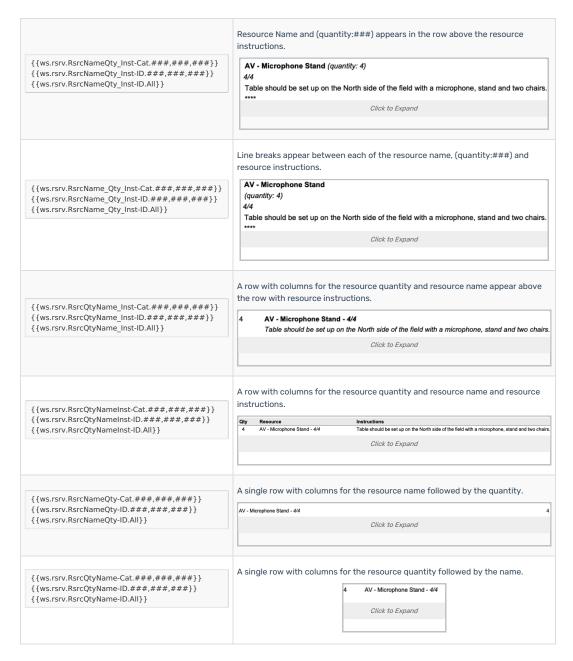| Title	Variable	Example Output
Deposit Amount Received	{{ws.InvoicePmtDepositReceivedAmt}}	$20.00
Deposit Amount Due	{{ws.InvoicePmtDepositDueAmt}}	$20.00
Deposit Received Date	Choose Format	3/15/2026
Deposit Due Date	Choose Format	3/15/2026
Deposit Description	{{ws.InvoicePmtDepositDueDescription}}	Deposit description
Deposit Received Description	{{ws.InvoicePmtDepositReceivedDescription}}	Deposit received
Balance Amount Received	{{ws.InvoicePmtBalanceReceivedAmt}}	$20.00
Balance Amount Due	{{ws.InvoicePmtBalanceDueAmt}}	$20.00
Balance Received Date	Choose Format	3/15/2025
Balance Due Date	Choose Format	3/15/2026
Balance Description	{{ws.InvoicePmtBalanceDueDescription}}	Balance description
Balance Received Description	{{ws.InvoicePmtBalanceReceivedDescription}}	Balance received
Misc Amount Received	{{ws.InvoicePmtMiscReceivedAmt}}	$20.00
Misc Amount Due	{{ws.InvoicePmtMiscDueAmt}}	$20.00
Misc Received Date	Choose Format	3/15/2025
Misc Due Date	Choose Format	3/15/2026
Misc Description	{{ws.InvoicePmtMiscDueDescription}}	Misc description
Misc Received Description	{{ws.InvoicePmtMiscReceivedDescription}}	Misc received

Other Useful Variables

These variables are not found in the Document Variables dropdown menus but may still be useful in your document.

Resources

These options let you choose the formatting of the resource name, quantity, and instructions, to best suit your needs.

Variable	Example Output
{{ws.rsrv.RsrcName_Inst-Cat.###,###,###}} {{ws.rsrv.RsrcName_Inst-ID.###,###,###}} {{ws.rsrv.RsrcName_Inst-ID.All}}	Resource name appears in row above the resource instructions. **AV - Microphone Stand** 4/4 Table should be set up on the North side of the field with a microphone, stand and two chairs. **** *Click to Expand*

Variable	Example Output
{{ws.rsrv.RsrcNameQty_Inst-Cat.###,###,###}} {{ws.rsrv.RsrcNameQty_Inst-ID.###,###,###}} {{ws.rsrv.RsrcNameQty_Inst-ID.All}}	Resource Name and (quantity:###) appears in the row above the resource instructions. **AV - Microphone Stand** *(quantity: 4)* *4/4* Table should be set up on the North side of the field with a microphone, stand and two chairs. **** *Click to Expand*
{{ws.rsrv.RsrcName_Qty_Inst-Cat.###,###,###}} {{ws.rsrv.RsrcName_Qty_Inst-ID.###,###,###}} {{ws.rsrv.RsrcName_Qty_Inst-ID.All}}	Line breaks appear between each of the resource name, (quantity:###) and resource instructions. **AV - Microphone Stand** *(quantity: 4)* *4/4* Table should be set up on the North side of the field with a microphone, stand and two chairs. **** *Click to Expand*
{{ws.rsrv.RsrcQtyName_Inst-Cat.###,###,###}} {{ws.rsrv.RsrcQtyName_Inst-ID.###,###,###}} {{ws.rsrv.RsrcQtyName_Inst-ID.All}}	A row with columns for the resource quantity and resource name appear above the row with resource instructions. 4 **AV - Microphone Stand - 4/4** *Table should be set up on the North side of the field with a microphone, stand and two chairs.* *Click to Expand*
{{ws.rsrv.RsrcQtyNameInst-Cat.###,###,###}} {{ws.rsrv.RsrcQtyNameInst-ID.###,###,###}} {{ws.rsrv.RsrcQtyNameInst-ID.All}}	A row with columns for the resource quantity and resource name and resource instructions. Qty Resource Instructions 4 AV - Microphone Stand - 4/4 Table should be set up on the North side of the field with a microphone, stand and two chairs. *Click to Expand*
{{ws.rsrv.RsrcNameQty-Cat.###,###,###}} {{ws.rsrv.RsrcNameQty-ID.###,###,###}} {{ws.rsrv.RsrcNameQty-ID.All}}	A single row with columns for the resource name followed by the quantity. AV - Microphone Stand - 4/4 4 *Click to Expand*
{{ws.rsrv.RsrcQtyName-Cat.###,###,###}} {{ws.rsrv.RsrcQtyName-ID.###,###,###}} {{ws.rsrv.RsrcQtyName-ID.All}}	A single row with columns for the resource quantity followed by the name. 4 AV - Microphone Stand - 4/4 *Click to Expand*

Locations

These options let you choose the formatting of the location name, layout, date/time, and instructions, to best suit your needs.

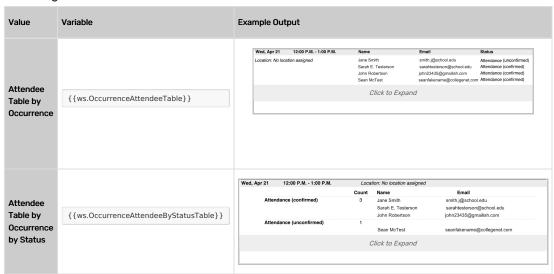| Variable	Example Output
{{ws.rsrv.LocationNameLayoutInst}} {{ws.rsrv.FormalNameLayoutInst}}	A row with columns for the location name and layout and location instructions. USC ARENA - 3/18 Bleachers USC FL1 - 4/4, 3/18, 3/18 As Is USC FL2 - 4/4, 3/18, 3/18 As Is USC FL3 - 4/4, 3/18, 3/18 As Is USC FL4 - 4/4, 3/18, 3/18 As Is USC MLCK - 4/4, 3/18 As Is USC WLCK - 4/4, 3/18 As Is Location Layout Instructions *Click to Expand*

{{ws.rsrv.LocationNameLayout_Inst}} {{ws.rsrv.FormalNameLayout_Inst}}	A row with columns for the location name and layout appear above the row with location instructions. University Sports Complex - Arena - *3/18* Bleachers University Sports Complex - Athletic Field As Is 1 - *4/4, 3/18, 3/18* University Sports Complex - Athletic Field As Is 2 - *4/4, 3/18* University Sports Complex - Athletic Field As Is 3 - *4/4, 3/18, 3/18* University Sports Complex - Athletic Field As Is 4 - *4/4, 3/18* University Sports Complex - Men's Locker As Is Room - *4/4, 3/18* University Sports Complex - Women's As Is Locker Room - *4/4, 3/18* Location	Layout	Instructions *Click to Expand*
{{ws.rsrv.TimesLocationTable}} {{ws.rsrv.TimesFormalTable}}	A row is displayed for each occurrence in chronological order by the event start dateTime. If defined, values for the Setup start time, Pre-Event start time and Takedown start time are displayed. Each row will show the Event Start and End times as well as the assigned Location. If multiple locations are assigned to the reservation occurrence, a comma-separated list of location names are provided. USC ARENA - *3/18* *Layout:* Bleachers USC FL1 - *4/4, 3/18, 3/18* *Layout:* As Is USC FL2 - *4/4, 3/18, 3/18* *Layout:* As Is USC FL3 - *4/4, 3/18, 3/18* *Layout:* As Is USC FL4 - *4/4, 3/18, 3/18* *Layout:* As Is USC MLCK - *4/4, 3/18* *Layout:* As Is USC WLCK - *4/4, 3/18* *Layout:* As Is *Click to Expand*

Event Registration

Value	Variable	Example Output
Attendee Table by Occurrence	{{ws.OccurrenceAttendeeTable}}	Wed, Apr 21 12:00 P.M. - 1:00 P.M. Name Email Status *Location: No location assigned* Jane Smith smith.j@school.edu Attendance (unconfirmed) Sarah E. Testerson sarahtesterson@school.edu Attendance (confirmed) John Robertson john23435@gmailish.com Attendance (confirmed) Sean McTest seanfakename@collegenet.com Attendance (confirmed) *Click to Expand*
Attendee Table by Occurrence by Status	{{ws.OccurrenceAttendeeByStatusTable}}	Wed, Apr 21 12:00 P.M. - 1:00 P.M. *Location: No location assigned* Count Name Email **Attendance (confirmed)** 3 Jane Smith smith.j@school.edu Sarah E. Testerson sarahtesterson@school.edu John Robertson john23435@gmailish.com **Attendance (unconfirmed)** 1 Sean McTest seanfakename@collegenet.com *Click to Expand*

> **Note: Pre-Save Variables**
>
> Take care to distinguish between "pre-save" variables and "preference" variables, which look similar:
>
> - Pre-save variables include the event's details before changes were saved. They will include "pre" in their name.
> - Preference variables include lists of location or resource preferences (such as appear in drafts or requests) instead of actual assignments. They will include "pref" in their name.

Organization and Contact Details

These variables return details about organizations attached to an event as well as contacts (such as Billing Contacts) for those organizations.

To use them, replace the red, italicized text with the system ID of an organization and/or an organization contact role. You can locate these in System Settings → Master Definitions. See Finding Object IDs in 25Live for more information.

Example:

```
{{$pro.vars.organizations.98.contacts.-1.role}}
```

```
98 is the orgID for the organization
-1 is the roleID for the contact role
```

> ✅ **Tip: Common Organization and Contact IDs**
>
> These are the two most common IDs you'll want to use:
>
> - For an event's primary organization, use the designated "primaryOrganization" variable instead of looking up its ID
> - The system-defined Billing Contact roleID is -1

Value	Variable	Example Output
Organization Billing Address	`{{ws.PrimaryOrgBillingAddr}}`	123 Billing St. Portland OR 97205
Organization Administrative Address	`{{ws.PrimaryOrgAdminAddr}}`	123 Admin St. Portland OR 97205

> ℹ️ **Note: Selecting These Variables**
>
> Some of these variables can be selected through a new "Organization Roles" option in Template Variables for both Email Templates and Documents.

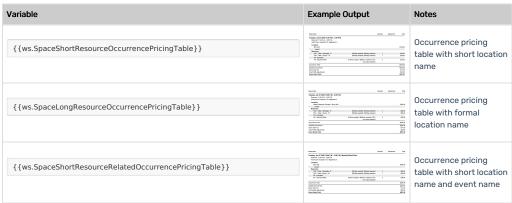| Value	Variable	Example Output
Organization Name	`{{$pro.vars.organizations.orgID.itemName}}`	ATHLETICS
Organization Title	`{{$pro.vars.organizations.orgID.itemTitle}}`	Athletics Department
Contact Role	`{{$pro.vars.organizations.orgID.contacts.roleID.role}}` `{{$pro.vars.primaryOrganization.contacts.roleID.role}}`	Billing Contact
Contact Name	`{{$pro.vars.organizations.orgID.contacts.roleID.itemName}}` `{{$pro.vars.primaryOrganization.contacts.roleID.itemName}}`	Smith, John
Contact Title	`{{$pro.vars.organizations.orgID.contacts.roleID.itemTitle}}` `{{$pro.vars.primaryOrganization.contacts.roleID.itemTitle}}`	Treasurer
Contact ID	`{{$pro.vars.organizations.orgID.contacts.roleID.itemId}}` `{{$pro.vars.primaryOrganization.contacts.roleID.itemId}}`	70
Contact Email	`{{$pro.vars.organizations.orgID.contacts.roleID.email}}` `{{$pro.vars.primaryOrganization.contacts.roleID.email}}`	smith.john@school.edu
Contact Phone	`{{$pro.vars.organizations.orgID.contacts.roleID.phone}}` `{{$pro.vars.primaryOrganization.contacts.roleID.phone}}`	(503) 290-0091

Value	Variable	Example Output
Contact Fax	{{$pro.vars.organizations.*orgID*.contacts.*roleID*.fax}} {{$pro.vars.primaryOrganization.contacts.*roleID*.fax}}	(503) 290-0091
Contact Address	{{$pro.vars.organizations.*orgID*.contacts.*roleID*.address}} {{$pro.vars.primaryOrganization.contacts.*roleID*.address}}	805 SW Broadway Portland, OR 97205

Pricing

The following variables give the total pricing for a single event or a group of related events.

Value	Variable	Example Output	Notes
Grand Total	{{$pro.vars.pricing.grandTotal}}	96.4	Pricing total for a single event, formatted as a number
Grand Total (currency)	{{$$pro.vars.pricing.grandTotal}}	$96.40	Pricing total for a single event, formatted as currency

These variables return invoice tables.

Value	Variable	Example Output	Notes
Invoice Details Table	{{ws.InvoiceDetailsTable}}	 *Click to Expand*	Adds a table of invoice/billing information details
Invoice Details Table With Related	{{ws.RelatedInvoiceDetailsTable}}	 *Click to Expand*	Adds a table of invoice/billing information details with related information

Occurrence Pricing Tables

Variable	Example Output	Notes
{{ws.SpaceShortResourceOccurrencePricingTable}}		Occurrence pricing table with short location name
{{ws.SpaceLongResourceOccurrencePricingTable}}		Occurrence pricing table with formal location name
{{ws.SpaceShortResourceRelatedOccurrencePricingTable}}		Occurrence pricing table with short location name and event name

Variable	Example Output	Notes
{{ws.SpaceLongResourceRelatedOccurrencePricingTable}}		Occurrence pricing table with formal location name and event name
{{ws.SpaceShortResourceOccurrenceNoRsrvTimePricingTable}}		Occurrence pricing table with short location name and no reservation time
{{ws.SpaceLongResourceOccurrenceNoRsrvTimePricingTable}}		Occurrence pricing table with formal location name and no reservation time
{{ws.SpaceShortResourceRelatedOccurrenceNoRsrvTimePricingTable}}		Occurrence pricing table with short location name, no reservation time, and an event name
{{ws.SpaceLongResourceRelatedOccurrenceNoRsrvTimePricingTable}}		Occurrence pricing table with formal location name, no reservation time, and an event name

Special Functions and Formatting

Adding Conditional Logic

Conditional logic allows you to determine what is displayed—based on whether certain conditions are met—using the format: {{(expression)}}

Things to note in the following examples...

- A question mark is at the end of the condition that we are checking for.
- The colon separates the two possible outcomes. (True or False)
- The conditions allow for word wrap, but not line breaks. Each paragraph will need its own conditional statement.
- The quotation marks need to be in the correct places when writing these functions.

> **For example**:
>
> Upon creation, an event's version number is 0. Each time the event is edited, the version number increments.
>
> In this example, if the version number is 0 then "Your event has been saved." displays. If the version number is *anything* other than 0, then "Your event has been updated" displays.
>
> {{({{$pro.vars.versionNumber}} === 0 ? "Your event has been saved." : "Your event has been updated.")}}

Additional Examples:

- **Version Number (Updated Confirmation Message)**
  - In this example, nothing displays the first time the event is edited. For any additional versions, "Your event has been updated! Please review all occurrences, location, and resources!" displays.
  - {{({{$pro.vars.versionNumber}} === 1 ? "" : "**Your event has been updated! Please review all occurrences, locations, and resources!**")}}
- **Location String**
  - In this example, "At this time, you do not have any approved location reservations" displays if no location is attached to the event. Otherwise, "These location(s) have been Reserved for your event:" displays, followed by the location list.
  - {{("{{$pro.vars.locationsStringCSV}}" === "" ? "At this time, you do not have any approved location reservations" : "These location(s) have been Reserved for your event: {{$pro.vars.locationsStringCSV}}")}}
- **Location Tables**
  - In this example, "At this time, you do not have any approved location reservations" displays if no location is attached to

the event. Otherwise, "These location(s) have been Reserved for your event:" displays, followed by a location table that shows occurrences.

- `{{( "{{pro.vars.locationsStringCSV}}" === "" ? "At this time, you do not have any approved location reservations" : 'These location(s) have been Reserved for your event: {{$pro.vars.occurrencesWithLocationsString}}' )}}`

- **Description**
  - In this example, "Description:" displays if one is present on the event. The event description itself displays after that. (If a hyperlink exists in description this expression will not work).
    - `{{( "{{pro.vars.description}}" ? "Description:" : "" )}} {{$pro.vars.description}}`
- **Primary Organization Type ID (Messages Based on Org Type ID)**
  - In this example, the following will display if the Organization type for the primary organization is 2: "The University requires all non-university vendors, service suppliers, and performers to provide a separate Certificate of Insurance. Please contact Event Services with any questions." If the Organization Type is anything other than 2, then nothing is displayed.
    - `{{( {{$pro.vars.primaryOrganization.typeId}} === 2 ? "The University requires all non-university vendors, service suppliers, and performers to provide a separate Certificate of Insurance. Please contact Event Services with any questions." : "" )}}`
- **Primary Org ID (Message Based on Org ID)**
  - In this example, the following will display if the primary organization's ID is 139: "This is an example of a message using Organization ID will be displayed. If the organization ID is anything other than 139, nothing will be displayed.
    - `{{( {{$pro.vars.primaryOrganization.itemId}} === 139 ? "This is an example of a message using Organization ID" : "" )}}`
- **Location ID (Message Based on Location ID)**
  - In this example, if the location ID is 451, then "This is an example of a message using Location ID" is displayed. If the location ID is anything else, or if there is no location, then no message is displayed.
    - `{{( {{list: $pro.vars.locations : itemId }} === 451 ? "This is an example of a message using Location ID" : "" )}}`
- **Boolean custom attribute**
  - In this example, if the response to a boolean custom attribute with the ID 20 is Yes, then "CA is true" is displayed. Otherwise, "CA is false" is displayed.
    - `{{( $pro.vars.customAttributes[20] === "Yes" ? "CA is true" : "CA is false" )}}`
  - If the boolean response to a custom attribute is Yes, then
- **Use Primary Org Title rather than Name, if it exists**
  - In this example, if the primary organization has a title, then the title is displayed. Otherwise, the name of the organization is displayed.
    - `{{("{{$pro.vars.primaryOrganization.itemTitle}}" ? "{{$pro.vars.primaryOrganization.itemTitle}}" : " {{$pro.vars.primaryOrganization.itemName}}" )}}`
- **Specific Resource or Location being used (ID or Name)**
  - In this example, if a location with the ID 2818 is attached to the event, "Has Location 1" is displayed. Otherwise, nothing is displayed.
    - `{{( $pro.vars.locations.find(function(location){ return location.itemId === 2818}) ? "Has Location 1" : "" )}}`
  - In this example, if a location with the name LocationX is attached to the event, "Has Location 2" is displayed. Otherwise, nothing is displayed.
    - `{{( $pro.vars.locations.find(function(location){ return location.itemName === "LocationX"}) ? "Has Location 2" : "" )}}`
  - In this example, if a resource with the ID 2818 is attached to the event, "Has Resource 1" is displayed. Otherwise, nothing is displayed.
    - `{{( $pro.vars.resources.find(function(resource){ return resource.itemId === 2818}) ? "Has Resource 1" : "" )}}`
  - In this example, if a resources with the name ResourceX is attached to the event, "Has Resource 2" is displayed. Otherwise, nothing is displayed.
    - `{{( $pro.vars.resources.find(function(resource){ return resource.itemName === "ResourceX"}) ? "Has Resource 2" : "" )}}`

Date Modification

You can modify any variable with "Date" or "Time" in its name (including formattable date variables) by adding/subtracting days, hours, or minutes. Replace X in the following values with the number you wish to add or subtract:

- Xd (days)
- Xh (hours)
- Xm (minutes)

You can change a variable with multiple values at once by putting them together one after another.

Date Modification	Effect
`{{$pro.vars.dates.creationDateTimeString}}`	Basic date
`{{$pro.vars.dates.creationDateTimeString + 5d}}`	Five days later
`{{$pro.vars.dates.creationDateTimeString + 5d - 3h}}`	Five days later and three hours earlier
`{{$pro.vars.dates.creationDate + 5d	short}}`	Five days later with a "short" date format

Basic Math

Any variable which returns a number can have basic arithmetic operations applied to it:

- addition: +
- subtraction: –
- multiplication: *
- division: /

Add these operations within the curly brackets at the end of the variable. It is useful to combine this with currency formatting for displaying prices and discounts.

Variable	Example Output	Use Case
`{{$$pro.vars.pricing.grandTotal}}`	$96.40	Base price
`{{$$pro.vars.pricing.grandTotal * .2}}`	$19.28	80% discount
`{{$$pro.vars.pricing.grandTotal - 50}}`	$46.40	$50 discount