

Event Save Email Template Variables – Reference and Examples

Security Note: These Settings Require Administrative Access

To access the System Settings views, your 25Live user must be in the System Administrator (-1) security group. If you would like any of the described settings changed for your instance of 25Live, contact your 25Live administrator.

About Template Variables

Event Save Email allows 25Live administrators to set up [scenarios](#) outlining the rules under which custom emails will be sent if the user is using the 25Live Event Form. Once you specify all your desired parameters, you can choose or create email [templates](#), including report attachments. One or more emails can be triggered upon event save, either when creating or editing.

Image: Template Variables can be used in the address field of the email.

Image: Template Variables can be used in the subject fields as well as in the body of the email.

Note: Custom Documents Also use Variables

Check out the following article for more information: [Document Management Variable Reference and Examples](#).

Template Variables by Dropdown Menu

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

Template variables can be typed directly from the list below or selected from the expanded **Template 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 template.

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

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.

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

Title	Variable	Example Output
Event ID	<code>{{ \$pro.vars.eventId }}</code>	188073 <i>Returns the system ID of the event, as seen in the event URL.</i>
Event Link	<code>{{ \$pro.vars.eventLink }}</code>	Event Details <i>Note: Do not use the event link in the Subject field, which does not support HTML tags.</i>

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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 <i>Note: Both spellings of the variable are allowed.</i>

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	<div> <div>{{ \$pro.vars.dates.eventSetupDateString }}</div> <div>{{ \$pro.vars.preDates.eventSetupDateString }}</div> </div>	Wed Jan 27 2024
Setup Date and Time	<div> <div>{{ \$pro.vars.dates.eventSetupDateTimeString }}</div> <div>{{ \$pro.vars.preDates.eventSetupDateTimeString }}</div> </div>	Wed Jan 27 2024 3:10 pm
Setup Time	<div> <div>{{ \$pro.vars.dates.eventSetupTimeString }}</div> <div>{{ \$pro.vars.preDates.eventSetupTimeString }}</div> </div>	3:10 pm
Pre-Event Date and Time	<div> <div>{{ \$pro.vars.dates.preEventDateTimeString }}</div> <div>{{ \$pro.vars.preDates.preEventDateTimeString }}</div> </div>	Wed Jan 27 2024 3:10 pm
Pre-Event Time	<div> <div>{{ \$pro.vars.dates.preEventTimeString }}</div> <div>{{ \$pro.vars.preDates.preEventTimeString }}</div> </div>	3:10 pm
Start Date	<div> <div>{{ \$pro.vars.dates.eventStartDateString }}</div> <div>{{ \$pro.vars.preDates.eventStartDateString }}</div> </div>	Wed Jan 27 2024
Start Date and Time	<div> <div>{{ \$pro.vars.dates.eventStartDateTimeString }}</div> <div>{{ \$pro.vars.preDates.eventStartDateTimeString }}</div> </div>	Wed Jan 27 2024 3:10 pm
Start Time	<div> <div>{{ \$pro.vars.dates.eventStartTimeString }}</div> <div>{{ \$pro.vars.preDates.eventStartTimeString }}</div> </div>	3:10 pm
End Date	<div> <div>{{ \$pro.vars.dates.eventEndDateString }}</div> <div>{{ \$pro.vars.preDates.eventEndDateString }}</div> </div>	3:10 pm
End Date and Time	<div> <div>{{ \$pro.vars.dates.eventEndDateTimeString }}</div> <div>{{ \$pro.vars.preDates.eventEndDateTimeString }}</div> </div>	Wed Jan 27 2024 3:10 pm
End Time	<div> <div>{{ \$pro.vars.dates.eventEndTimeString }}</div> <div>{{ \$pro.vars.preDates.eventEndTimeString }}</div> </div>	3:10 pm
Post-Event Date	<div> <div>{{ \$pro.vars.dates.postEventDateString }}</div> <div>{{ \$pro.vars.preDates.postEventDateString }}</div> </div>	Wed Jan 27 2024
Post-Event Date and Time	<div> <div>{{ \$pro.vars.dates.postEventDateTimeString }}</div> <div>{{ \$pro.vars.preDates.postEventDateTimeString }}</div> </div>	Wed Jan 27 2024 3:10 pm
Post-Event Time	<div> <div>{{ \$pro.vars.dates.postEventTimeString }}</div> <div>{{ \$pro.vars.preDates.postEventTimeString }}</div> </div>	3:10 pm
Takedown Date	<div> <div>{{ \$pro.vars.dates.eventTakedownDateString }}</div> <div>{{ \$pro.vars.preDates.eventTakedownDateString }}</div> </div>	Wed Jan 27 2024
Takedown Date and Time	<div> <div>{{ \$pro.vars.dates.eventTakedownDateTimeString }}</div> <div>{{ \$pro.vars.preDates.eventTakedownDateTimeString }}</div> </div>	Wed Jan 27 2024 3:10 pm
Takedown Time	<div> <div>{{ \$pro.vars.dates.eventTakedownTimeString }}</div> <div>{{ \$pro.vars.preDates.eventTakedownTimeString }}</div> </div>	3:10 pm
Setup Duration	<div> <div>{{ \$pro.vars.durations.setup }}</div> <div>{{ \$pro.vars.preDurations.setup }}</div> </div>	1 Hour, 30 Minutes

Pre-Event Duration	<div><div>{{ \$pro.vars.durations.preEvent }}</div><div>{{ \$pro.vars.preDurations.preEvent }}</div></div>	1 Hour, 30 Minutes			
Event Duration	<div><div>{{ \$pro.vars.durations.event }}</div><div>{{ \$pro.vars.preDurations.event }}</div></div>	1 Hour, 30 Minutes			
Post-Event Duration	<div><div>{{ \$pro.vars.durations.postEvent }}</div><div>{{ \$pro.vars.preDurations.postEvent }}</div></div>	1 Hour, 30 Minutes			
Takedown Duration	<div><div>{{ \$pro.vars.durations.takedown }}</div><div>{{ \$pro.vars.preDurations.takedown }}</div></div>	1 Hour, 30 Minutes			
Pre-Event to Post-Event Duration	<div><div>{{ \$pro.vars.durations.preToPost }}</div><div>{{ \$pro.vars.preDurations.preToPost }}</div></div>	1 Hour, 30 Minutes			
Setup to Takedown Duration	<div><div>{{ \$pro.vars.durations.setupToTakedown }}</div><div>{{ \$pro.vars.preDurations.setupToTakedown }}</div></div>	1 Hour, 30 Minutes			
Occurrence Table	<div><div>{{ \$pro.vars.occurrencesString }}</div><div>{{ \$pro.vars.preOccurrencesString }}</div></div>	<div><div>Event Start</div><div>Event End</div><div>State</div></div>			
		Tue Dec 20 2024 6:30 pmTue Dec 20 2024 8:30 pmActive			
		Tue Jan 17 2024 6:30 pmTue Jan 17 2024 8:30 pmActive			
		Tue Feb 21 2024 6:30 pmTue Feb 21 2024 8:30 pmActive			
		Tue Mar 21 2024 6:30 pmTue Mar 21 2024 8:30 pmActive			
Occurrence List	<div><div>{{ \$pro.vars.occurrencesStringCSV }}</div><div>{{ \$pro.vars.preOccurrencesStringCSV }}</div></div>	Tue Dec 20 2024 6:30 pm, Tue Jan 17 2024 6:30 pm, Tue Feb 21 2024 6:30 pm, Tue Mar 21 2024 6:30 pm, Tue Apr 18 2024 6:30 pm			
Occurrence and Location Table	<div><div>{{ \$pro.vars.occurrencesWithLocationsString }}</div><div>{{ \$pro.vars.preOccurrencesWithLocationsString }}</div></div>	<div><div>Event Start</div><div>Event End</div><div>State</div></div>			
		Tue Dec 20 2024 6:30 pmTue Dec 20 2024 8:30 pmActive			
		Tue Jan 17 2024 6:30 pmTue Jan 17 2024 8:30 pmActive			
		Tue Feb 21 2024 6:30 pmTue Feb 21 2024 8:30 pmActive			
		Tue Mar 21 2024 6:30 pmTue Mar 21 2024 8:30 pmActive			
Occurrence and Resource Table	<div><div>{{ \$pro.vars.occurrencesWithResourcesString }}</div><div>{{ \$pro.vars.preOccurrencesWithResourcesString }}</div></div>	<div><div>Event Start</div><div>Event End</div><div>State</div><div>Resource</div></div>			
		Tue Dec 20 2024 6:30 pmTue Dec 20 2024 8:30 pmActiveAV - Data P			
		Tue Dec 20 2024 6:30 pmTue Dec 20 2024 8:30 pmActiveAV - Micro: Held Wirele:			
		Tue Jan 17 2024 6:30 pmTue Jan 17 2024 8:30 pmActiveAV - Data P			
		Tue Jan 17 2024 6:30 pmTue Jan 17 2024 8:30 pmActiveAV - Micro: Held Wirele:			

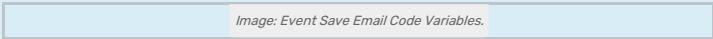
Occurrence Location Resource Table	<div>{{ \$pro.vars.occurrencesWithLocationsAndResourcesString }}</div> <div>{{ \$pro.vars.preOccurrencesWithLocationsAndResourcesString }}</div>	Event Start		Event End	State	Object Type	Object
		Tue Dec 20 2024 6:30 pm		Tue Dec 20 2024 8:30 pm	Active	Location	ARTS 101
		Tue Dec 20 2022 6:30 pm		Tue Dec 20 2024 8:30 pm	Active	Resource	AV - Data Projector
		Tue Dec 20 2024 6:30 pm		Tue Dec 20 2024 8:30 pm	Active	Resource	AV - Hand Held Wireless
		Tue Jan 17 2024 6:30 pm		Tue Jan 17 2024 8:30 pm	Active	Location	ARTS 102
		Tue Jan 17 2024 6:30 pm		Tue Jan 17 2024 8:30 pm	Active	Resource	AV - Data Projector
		Tue Jan 17 2024 6:30 pm		Tue Jan 17 2024 8:30 pm	Active	Resource	AV - Hand Held Wireless
Location Table	<div>{{ \$pro.vars.locationsString }}</div> <div>{{ \$pro.vars.preLocationsString }}</div>	Name		Formal Name			
		ARTS 111		Davis Arts Center Classroom			
Location List	<div>{{ \$pro.vars.locationsStringCSV }}</div> <div>{{ \$pro.vars.preLocationsStringCSV }}</div>	ARTS 111, ARTS 112					
Resource Table	<div>{{ \$pro.vars.resourcesString }}</div> <div>{{ \$pro.vars.preResourcesString }}</div>	Name					
		AV - Data Projector					
		AV - Microphone - Hand Held Wireless					
Resource List	<div>{{ \$pro.vars.resourcesStringCSV }}</div> <div>{{ \$pro.vars.preResourcesStringCSV }}</div>	AV - Data Projector, AV - Microphone - Hand Held Wireless					
Pref Occurrence and Location Table	<div>{{ \$pro.vars.prefOccurrencesWithLocationsString }}</div> <div>{{ \$pro.vars.prePrefOccurrencesWithLocationsString }}</div>	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	Location
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	<div><div>{{ \$pro.vars.prefOccurrencesWithResourcesString }}</div><div>{{ \$pro.vars.prePrefOccurrencesWithResourcesString }}</div></div>	<table><tr><th>Event Start</th><th>Event End</th><th>State</th></tr><tr><td>Tue 2024 Oct 08 9:00 am</td><td>Tue 2024 Oct 08 10:00 am</td><td>Active</td></tr><tr><td>Tue 2024 Oct 08 9:00 am</td><td>Tue 2024 Oct 08 10:00 am</td><td>Active</td></tr></table>	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											
		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													
<table><tr><th>Event Start</th><th>Event End</th><th>State</th><th>Resource</th></tr><tr><td>Tue 2024 Oct 08 9:00 am</td><td>Tue 2024 Oct 08 10:00 am</td><td>Active</td><td>AV - Projector</td></tr><tr><td>Tue 2024 Oct 08 9:00 am</td><td>Tue 2024 Oct 08 10:00 am</td><td>Active</td><td>AV - MAC</td></tr></table>	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			
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	<div><div>{{ \$pro.vars.prefOccurrencesWithLocationsAndResourcesString }}</div><div>{{ \$pro.vars.prePrefOccurrencesWithLocationsAndResourcesString }}</div></div>	<table><tr><th>Event Start</th><th>Event End</th><th>State</th><th>Object Type</th></tr><tr><td>Tue 2024 Oct 08 9:00 am</td><td>Tue 2024 Oct 08 10:00 am</td><td>Active</td><td>Location</td></tr><tr><td>Tue 2024 Oct 08 9:00 am</td><td>Tue 2024 Oct 08 10:00 am</td><td>Active</td><td>Resource</td></tr></table>	Event Start	Event End	State	Object Type	Tue 2024 Oct 08 9:00 am	Tue 2024 Oct 08 10:00 am	Active	Location	Tue 2024 Oct 08 9:00 am	Tue 2024 Oct 08 10:00 am	Active	Resource	
		Event Start	Event End	State	Object Type										
		Tue 2024 Oct 08 9:00 am	Tue 2024 Oct 08 10:00 am	Active	Location										
Tue 2024 Oct 08 9:00 am	Tue 2024 Oct 08 10:00 am	Active	Resource												
<table><tr><th>Event Start</th><th>Event End</th><th>State</th><th>Object Type</th><th>Object Name</th></tr><tr><td>Tue 2024 Oct 08 9:00 am</td><td>Tue 2024 Oct 08 10:00 am</td><td>Active</td><td>Location</td><td>ARTS 101</td></tr><tr><td>Tue 2024 Oct 08 9:00 am</td><td>Tue 2024 Oct 08 10:00 am</td><td>Active</td><td>Resource</td><td>AV - MAC</td></tr></table>	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
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	<div><div>{{ \$pro.vars.prefLocationsString }}</div><div>{{ \$pro.vars.prePrefLocationsString }}</div></div>	<table><tr><th>Name</th><th>Formal Name</th></tr><tr><td>DAVIS 101</td><td>Davis Building Room 101</td></tr><tr><td>DAVIS 103</td><td>Davis Building Room 103</td></tr></table>	Name	Formal Name	DAVIS 101	Davis Building Room 101	DAVIS 103	Davis Building Room 103		
	Name	Formal Name								
	DAVIS 101	Davis Building Room 101								
	DAVIS 103	Davis Building Room 103								
	<table><tr><th>Name</th><th>Formal Name</th><th>Segment</th></tr><tr><td>DAVIS 101</td><td>Davis Building Room 101</td><td>Rsrv_254357</td></tr><tr><td>DAVIS 103</td><td>Davis Building Room 103</td><td>Rsrv_254357</td></tr></table>	Name	Formal Name	Segment	DAVIS 101	Davis Building Room 101	Rsrv_254357	DAVIS 103	Davis Building Room 103	Rsrv_254357
Name	Formal Name	Segment								
DAVIS 101	Davis Building Room 101	Rsrv_254357								
DAVIS 103	Davis Building Room 103	Rsrv_254357								
Pref Location List	<div><div>{{ \$pro.vars.prefLocationsStringCSV }}</div><div>{{ \$pro.vars.prePrefLocationsStringCSV }}</div></div>	ARTS 101, ARTS 103, ARTS 105								
Pref Resource Table	<div><div>{{ \$pro.vars.prefResourcesString }}</div><div>{{ \$pro.vars.prePrefResourcesString }}</div></div>	<table><tr><th>Name</th></tr><tr><td>FS - Catering - Appetizers</td></tr><tr><td>PC Web Camera</td></tr></table>	Name	FS - Catering - Appetizers	PC Web Camera					
Name										
FS - Catering - Appetizers										
PC Web Camera										
Pref Resource List	<div><div>{{ \$pro.vars.prefResourcesStringCSV }}</div><div>{{ \$pro.vars.prePrefResourcesStringCSV }}</div></div>	AV - MAC, AV - Projector, AV - PC								
Current Group ID	<div><div>{{ \$pro.vars.currentGroupId }}</div></div>	-1 Returns the security group ID of the user editing the event.								
Home URL	<div><div>{{ \$pro.vars.homeUrl }}</div></div>	The URL of your 25Live instance.								
Current Template Name	<div><div>{{ \$pro.vars.template }}</div><div>{{ \$pro.vars.preTemplate }}</div></div>									
Triggering Scenario Name	<div><div>{{ \$pro.vars.scenario }}</div><div>{{ \$pro.vars.preScenario }}</div></div>									

Note: Using Code View?

Curly brackets {} aren't needed in Code View. When generating Code Variable, brackets will be omitted.



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

Example Table Configurations:

Example Table Preview:

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 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)*

Example List Configurations :

Example List Preview :

Other Useful Variables

These variables are not found in dropdown menus but may still be useful in your template.

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

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	<code>{{ \$pro.vars.organizations.orgID.itemName }}</code>	ATHLETICS
Organization Title	<code>{{ \$pro.vars.organizations.orgID.itemTitle }}</code>	Athletics Department
Contact Role	<code>{{ \$pro.vars.organizations.orgID.contacts.roleID.role }}</code> <code>{{ \$pro.vars.primaryOrganization.contacts.roleID.role }}</code>	Billing Contact
Contact Name	<code>{{ \$pro.vars.organizations.orgID.contacts.roleID.itemName }}</code> <code>{{ \$pro.vars.primaryOrganization.contacts.roleID.itemName }}</code>	Smith, John
Contact Title	<code>{{ \$pro.vars.organizations.orgID.contacts.roleID.itemTitle }}</code> <code>{{ \$pro.vars.primaryOrganization.contacts.roleID.itemTitle }}</code>	Treasurer
Contact ID	<code>{{ \$pro.vars.organizations.orgID.contacts.roleID.itemID }}</code> <code>{{ \$pro.vars.primaryOrganization.contacts.roleID.itemID }}</code>	70
Contact Email	<code>{{ \$pro.vars.organizations.orgID.contacts.roleID.email }}</code> <code>{{ \$pro.vars.primaryOrganization.contacts.roleID.email }}</code>	smith.john@school.edu

Value	Variable	Example Output
Contact Phone	<pre>{{ \$pro.vars.organizations.orgID.contacts.roleID.phone }}</pre> <pre>{{ \$pro.vars.primaryOrganization.contacts.roleID.phone }}</pre>	(503) 290-0091
Contact Fax	<pre>{{ \$pro.vars.organizations.orgID.contacts.roleID.fax }}</pre> <pre>{{ \$pro.vars.primaryOrganization.contacts.roleID.fax }}</pre>	(503) 290-0091
Contact Address	<pre>{{ \$pro.vars.organizations.orgID.contacts.roleID.address }}</pre> <pre>{{ \$pro.vars.primaryOrganization.contacts.roleID.address }}</pre>	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	<pre>{{ \$pro.vars.pricing.grandTotal }}</pre>	96.4	Pricing total for a single event, formatted as a number
Grand Total (currency)	<pre>{{ \$pro.vars.pricing.grandTotal }}</pre>	\$96.40	Pricing total for a single event, formatted as currency

Email Recipient Shortcuts

These special recipient shortcuts are available for use in the To, CC, and BCC fields.

Note: No quotation marks are needed around these shortcuts.

Shortcut	Recipient
object owner	The event's owner
service providers	Any user with approval workflow (given Approve or FYI tasks)
assigners	Any user with assignment policy workflow (given Assign tasks)
attendees	Users of all registration statuses
attendees1	Users with registration status: Expressed Interest
attendees2	Users with registration status: Unconfirmed
attendees3	Users with registration status: Wait List
attendees4	Users with registration status: Confirmed
attendees5	Users with registration status: No Show
attendees6	Users with registration status: Cancelled

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
<code>{{(\$pro.vars.dates.creationDateTimeString)}}</code>	Basic date
<code>{{(\$pro.vars.dates.creationDateTimeString + 5d)}}</code>	Five days later
<code>{{(\$pro.vars.dates.creationDateTimeString + 5d - 3h)}}</code>	Five days later and three hours earlier
<code>{{(\$pro.vars.dates.creationDate + 5d short)}}</code>	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
<code>{{(\$pro.vars.pricing.grandTotal)}}</code>	\$96.40	Base price
<code>{{(\$pro.vars.pricing.grandTotal * .2)}}</code>	\$19.28	80% discount
<code>{{(\$pro.vars.pricing.grandTotal - 50)}}</code>	\$46.40	\$50 discount