

Using 25Live: How to Create a Custom Event Search?

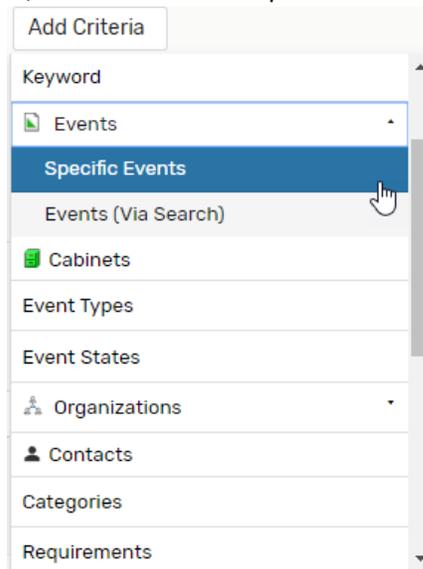
1. In order to create your own custom Event Search, click on the **Go to Search** button in the upper right corner of 25Live:



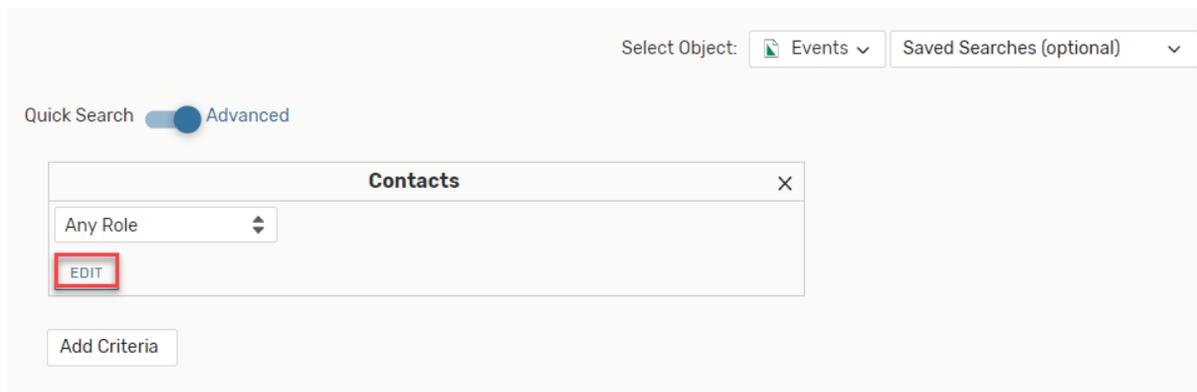
2. Next, from the **Select Object** drop-down menu at the top of the page select **Events**. Then, flip the toggle switch from **Quick Search** to **Advanced**. Lastly, click on the **Add Criteria** button to begin creating your own search.



3. From the **Add Criteria** drop-down menu, select from the drop down below.

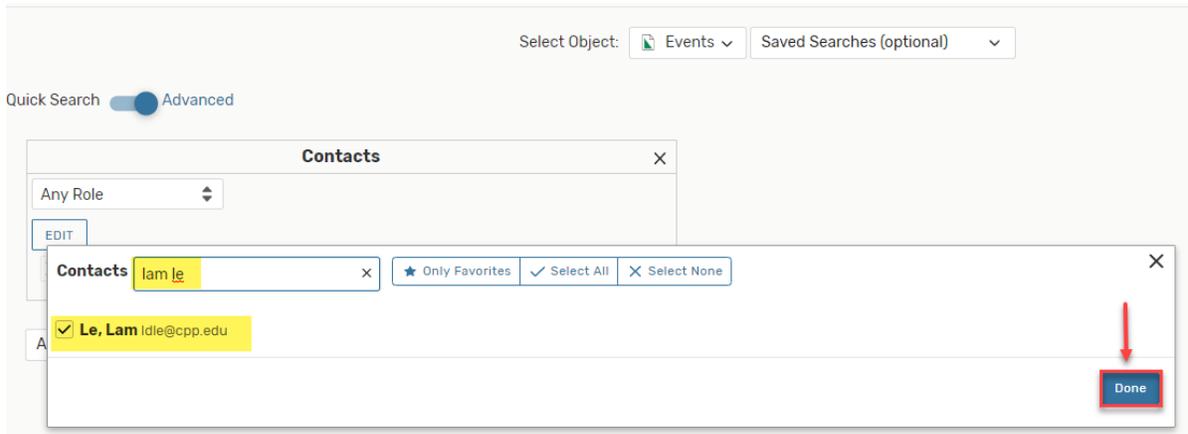


- a. **Best Practice: use **Contacts**, to search for your Name and what Events you've requested.*

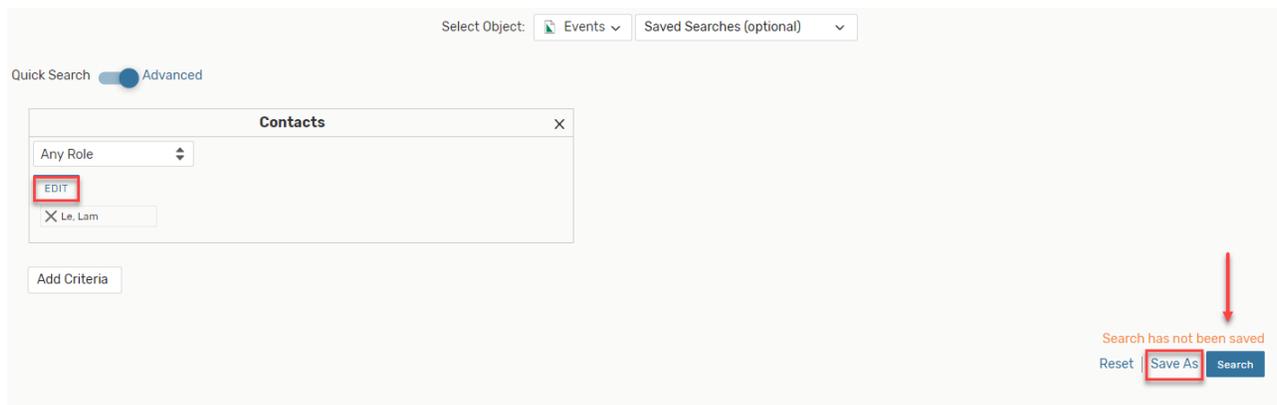


1. After Clicking on **Contacts**, then click on **Edit**.
2. After selecting **Edit**, you will have ability to type in the search for your Contacts name.

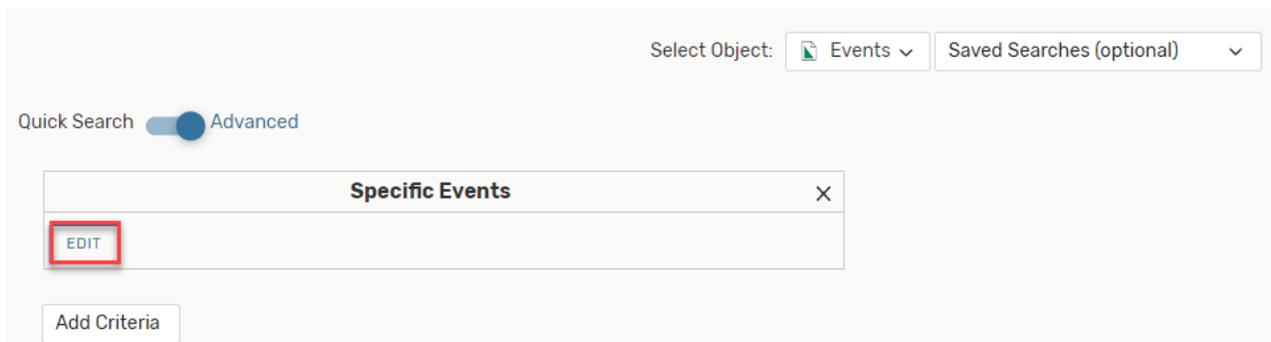
3. Select **Done**, after all Contacts have been added.



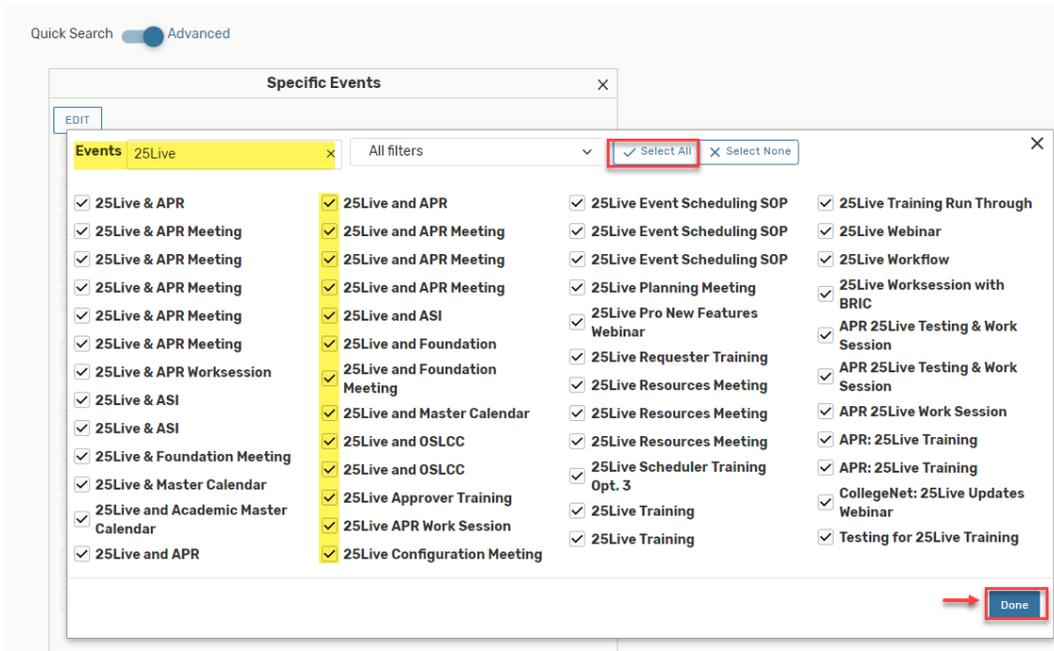
4. You will see a list of **Contacts** that you have selected to be a part of your Custom Search.
 - a. **Edit**- if you need to add additional Contacts.
 - b. Select **Save As** to Save the Custom Search that you've created.



b. **Best Practice: use Specific Events, to search for the name of your Event.*



1. After Clicking on **Specific Events**, then click on **Edit**.
2. After selecting **Edit**, you will have ability to type in the search for your Event name.
3. Select **Done**, after all Event Names have been added.



4. You will see a list of **Events** that you have selected to be a part of your Custom Search.
 - a. **Edit**- if you need to add additional Events.
 - b. Select **Save As** to Save the Custom Search that you've created.

