# **25Live Pro Event Scheduling**



## **25Live Pro Relating an Event**

### Navigating to the Event that you want to Relate

First you will need to find the event that you are wanting to relate. You can do this by either going to the search section of the program or using your dashboard to find the events that you scheduled or requested.

To find your event through a search...

				Q Go to Search Recently Viewed	~
Q Quick Search	^	Q Your Starred Event Searches	^	📦 Your Starred Locations	
Search Events	Q	Daily Operations Test (1)	☆	You do not have any Starred Locations!	
Search Locations	Q	Linens & Work Orders	☆	Throughout this site you can mark any Loo as "Starred" by clicking its $rac{1}{2}$ icon.	cation
		Tentative Future Events no Space	☆		
Search Resources	Q	Test Search	☆	Q Your Starred Location Searches	
📩 Search Organizations	Q			Daily Operations for Report	2
		Your Upcoming Events	^	•	
Find Available Locations		8 Events in which you are the <b>Scheduler</b>		👸 Customize Dash	board
I know WHEN my event should take help me find a location!	place	Express Scheduling			
OR		Date / Time			
I know WHERE my event should tak help me choose a time!	e place	Mon APR 27 2020			
neip me choose a time:					

If you are taken to your dashboard, there is a *Go to Search* button that you will need to "click" to be taken to the search page.





					Recently Viewe	d 🗸
	Select Object:	È Events ✓ Save	d Searches (optional)	~		
Quick Search	Advanced					
Search Even	ts				×	2
More Options	~			Reset	Save As Search	

Once you "click" the Go to Search button, you will be taken to the searches page.

					Recently Vie	ewed	× (?)
	Select Object:	Events 🗸	Saved Searches (optional)	~			
Quick Search	Advanced						
Search Events					×	0	
More Options 🗸				Reset	Save As Search		

To get started, you may need to "click" the *reset* button.

You can then enter the title of the event or the event reference number.



To find an event if you are a scheduler or requester of...

On your dashboard, you can find the events that you were the requester or scheduler of.

			C	Q Go to Search Recently Viewed	~ (
Q Quick Search	^	Q Your Starred Event Searches	^	🃦 Your Starred Locations	^
Search Events	Q	Daily Operations Test (1)	☆	You do not have any Starred Locations!	
		Linens & Work Orders		Throughout this site you can mark any Loo as "Starred" by clicking its $rac{1}{2}$ icon.	cation
	Q	Tentative Future Events no Space	☆		
Search Resources	Q	Test Search	☆	Q Your Starred Location Searches	^
🛓 Search Organizations	Q			Daily Operations for Report	1
		Your Upcoming Events	^	1	
Find Available Locations		8 Events in which you are the <b>Schedule</b>	r	👸 Customize Dash	board
I know WHEN my event should take help me find a location!	e place	Express Scheduling			
OR		Date / Time			
I know WHERE my event should tak	ke place	Mon APR 27 2020			
help me <b>choose a time!</b>					
		12:00 pm			

The events that you requested or scheduled would appear in the Your Upcoming Events area on your dashboard.

You can "click" that option and your events will appear.

Once you find the event that you are wanting to relate to another event. Then you can start the relating process.

#### **Relating an Event**

There are a different ways that you can relate an event to one another.

#### Option 1:

This option is if you need to create another event to relate to a previous event that you created.

You can relate an event to another event by editing the event.



				💾 25Live Pro 🛛 🕜 Event Form 📓 Tasks 🍞 Sara Sme	
				Q Go to Search Recently Viewed	× 🧿
Test 1	Tentative	2020-AAPTFT	Т	ue APR 28 2020 12:00 pm - 1:00 pm 🧳 GEMML 248	C
Details Occur	rences Calendar	Schedule Task Li	st Audit	Trail	
General			^	Edit Event Tentative 🗢 More Actions	~ C (
			¢		Add
Event Name:	Test 1				
Event Name: Event Title:	Test 1		Ľ	Custom Attributes	/
	Test 1 Meeting		ピ ☆ ∽		/
Event Title:		tServices		Custom Attributes Add a Custom Attribute	/
Event Title: Event Type:	Meeting	t Services	* ~		

You will go to the event details, then "click" the *Edit Event* button.

	v	
Event Name		
Event Title for Published Calendars		
Event Type		
Primary Organization	Internal Notes 🥡	
Additional Organizations	Ŭ	
Expected Head Count		
Event Description		
Date and Time		10
Locations	Event State 😱	
Resources		
Attached Files	Tentative 🗢	
Comments		
Confirmation Notes		
Internal Notes	Address Counting Their Frank	
Event State	After Saving This Event	^
Post-Save	Go To Event Details	
	© Create Another Related Event	
	Oreate A Related Copy of This Event	
	Continue Editing Event	
	Create Another Event	
		Cancel Preview S
		Surger French S

At the bottom of the event form, there is an option to create another event and relate it. This is where you can create a new event and relate it to the current event.

The option, *Create Another Related Event*, means that you are going to create a new blank event form and relate it to this current event once you "click" the save button.

The option, *Create a Related Copy of This Event*, means that you are going to create an exact copy of this event and then be taken to that copy of the event to change the information, while it will still be related to this event.

Before you "click" save, you will need to choose one of the *relate an event* options to relate this event to another event.



#### Option 2:

Is if you have events that have already been created and just need to be related to each other.

	CLARION UNIVERSITY					📇 25Live Pro 🛛 Event Form 📓 Tasks 🜖 Sara Smerkar 🚍	More
Test 1		Draft		2	020-AAPTGG	Q Go to Search Recently Viewed V Mon MAY 04 2020 10:00 am - 11:00 am	() Help C
Details	Occurrences	Calendar	Schedule	Task List	Audit Trail		
						C Edit Event Draft + More Actions C	°,

Once you are at the event details, "click" the More Options button.

CLAR	CION RSITY		📛 25Li	ve Pro 🛛 🖄 Ev	ent Form 🛭 🗐 Tas	ks 1 🛛 Sara Smerka	≡	1ore
				Q	Go to Search R	ecently Viewed	~ (	⊙≞
Test 1 Draft		2020-AAPTGG	Ν	Mon MAY 04 2020 10:00 am - 11:00 am				
Details Occu	ırrences Calendar Sche	edule Task List Audit Trail						
			(	🖉 Edit Event	Draft 🗘	More Actions 🗸	C	(
General			Furnet Catanonias		🛱 Add to Favorite	s		
Seneral		^	Event Categories		📓 Edit Event			/
Event Name:	Test 1	C			🚯 Copy Event		Add	d
Event Title:		Ľ	Custom Attributes		📥 Manage Related	d Events		,
event Type:	Meeting	* 🗸			Å Manage Binding	ls		
Organization:	Conference & Event Servio	ces 🖄 🗸 🗸	Add a Custom Attribute		Delete Event			
Scheduler:	Smerkar, Sara	☆ 🗸	Event Info		🖉 Create 'To Do' T	ask	-	,
Requestor:	Smerkar, Sara	<b>☆ ∨</b>			🤌 Email Event Def	tails		
-			Requirements:	G. * I acknowl that I do not r		or this Event		
Head Count:	expected	25 🗹		of the above	Subscribe to th			
	registered	0 6		requirements	i			

A drop down list will appear, then you will need to "click" the *Manage Related Events* option.

	Manage Related Events				-•	×	≡	More
	Test 1 (2020-AAPTGG) is not currently in a	related event set					~	(?) Hel
Test								C
Details								
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General								^
Event Na							Ad	d
Event Tr								^
Event Ty								
Organiza								
Schedul						Close Add Events to Set		^
Request				Requirements:	G. * I acknowledge			
Head Cou	nt: expected	25	C		that I do not need any of the above requirements.:			

This page will tell you about the event and whether there are events that are related to it.

To relate an event to this particular event, you can "click" the Add Events to Set option.

Return to Set
Close
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