25Live Pro Event Scheduling
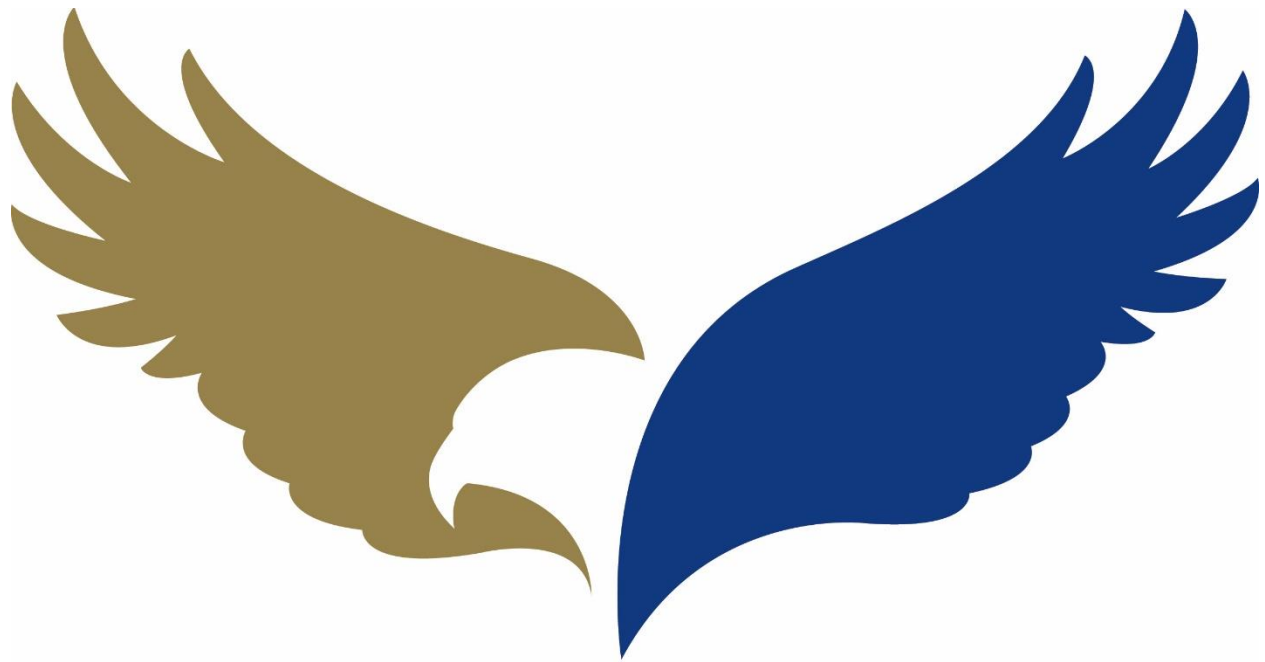
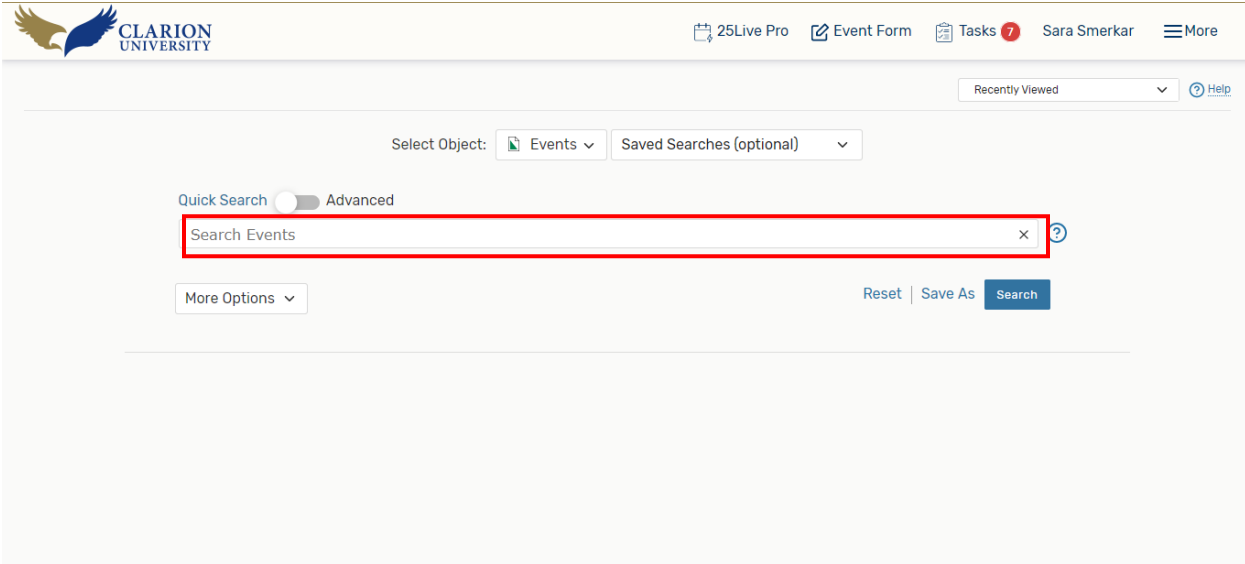

Relating an Event Guide

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…

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.

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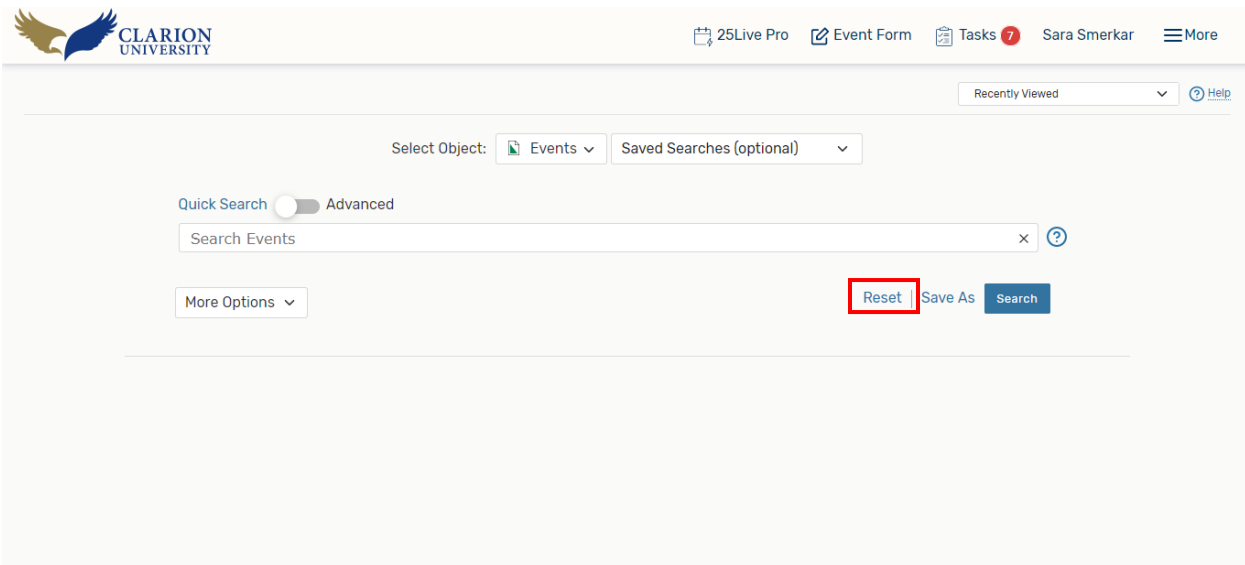
Once you "click" the *Go to Search* button, you will be taken to the searches page.

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.

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.

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

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.
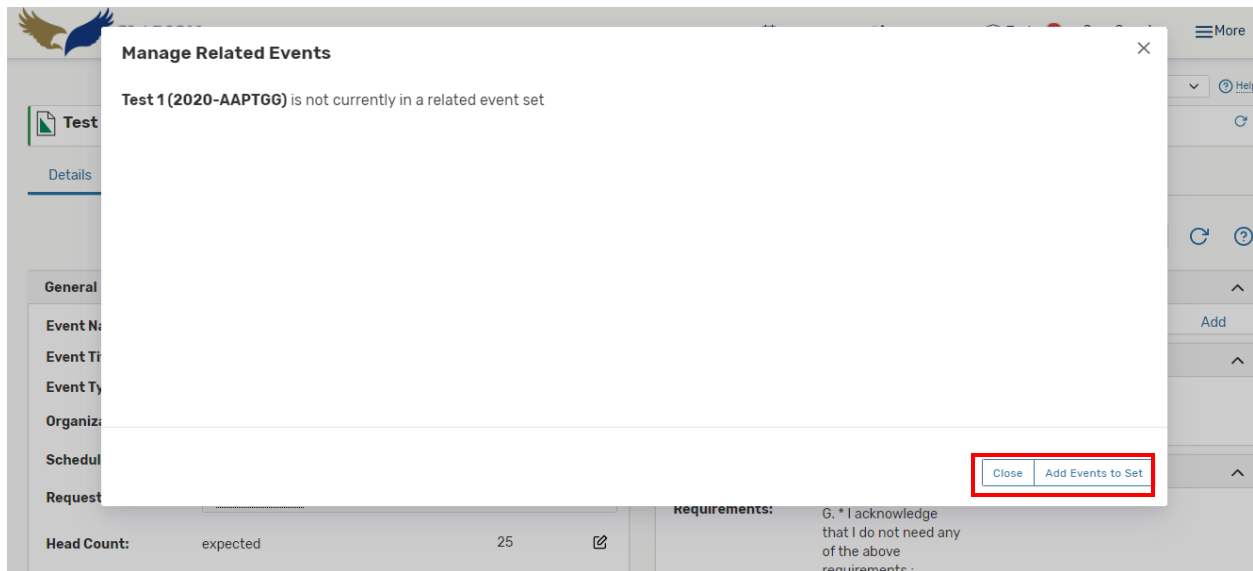
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Option 2:

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

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

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

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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.
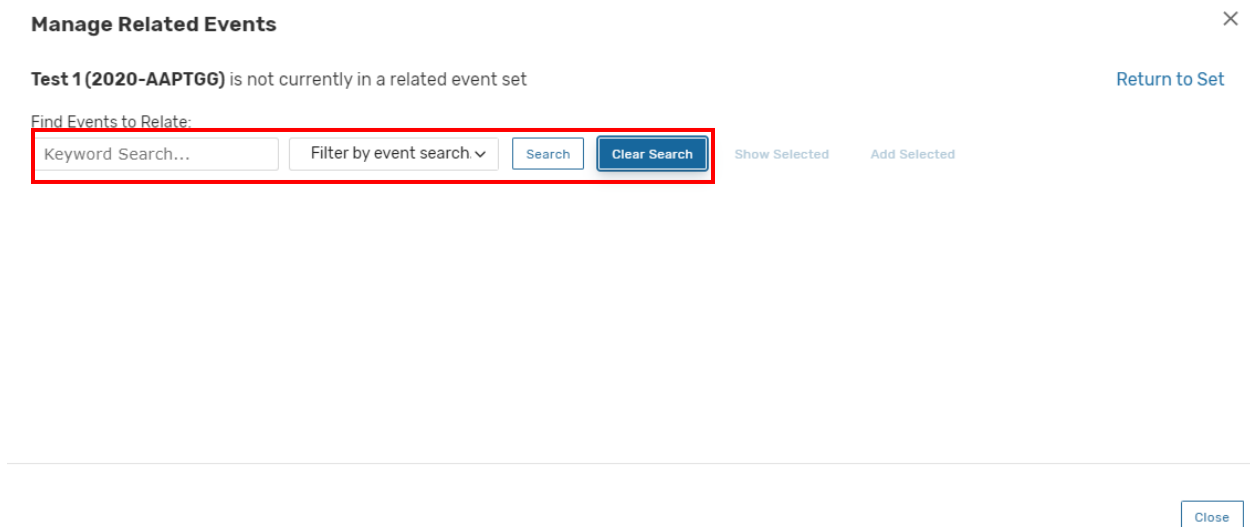
This search area will allow for you to search for an event that has already been created and relate it to this particular event.

Either way, relating events to each other is not a requirement, but can help with event organization.

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