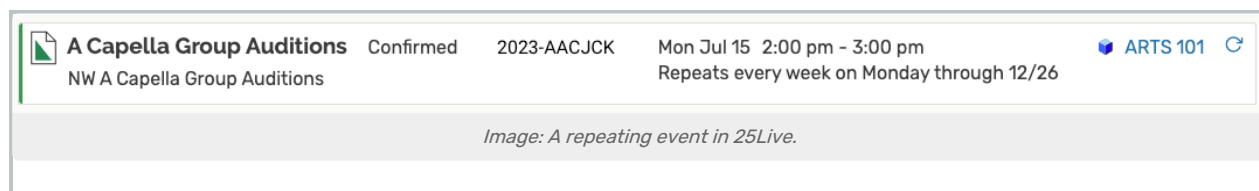


# Learning About 25Live Event Structure

## The Building Blocks of a Series25 Event

### Events

An event in 25Live is the central core around which much of the application is organized. 25Live is flexible enough to create any type of event from short meetings to a whole schedule of academic courses to large, complex events requiring many occurrences, locations, and resources. Events also hold information such as the type, state, custom attributes, requirements, categories, and internal notes.

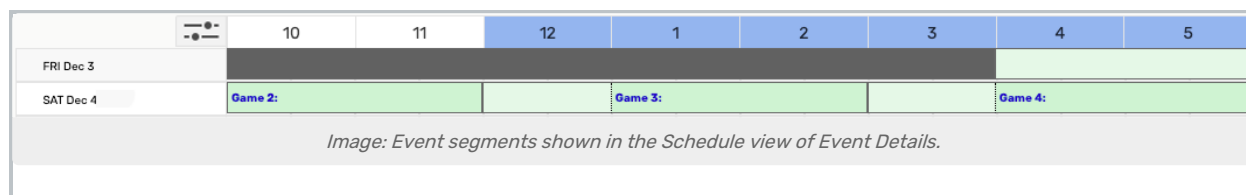


An event must have the following required pieces of information to be saved:

- **Name:** The name of the event (separate from the event title)
- **Event Type:** A value that describes the event and also acts to generate a series of user-defined questions (i.e. contact roles, custom attributes, requirements)
- **Single Occurrence or Meeting Pattern:** A combination of date(s) and time(s)
- **Event State:** A value meant to convey wherein an approval process or event life cycle the event is (examples include Tentative, Confirmed, Cancelled, Denied, and Draft)

### Segments *(optional)*

A 25Live event segment is a container for occurrences and their associated locations and resources. Every event in 25Live has at least one segment, but that structure remains hidden in most events. When building a complex event that needs to be divided up, additional segments can be added. This feature is visible in imported events with multiple meeting patterns, and segments provide a flexible method to schedule, view, and manage complicated events, such as conferences, camps, or game series, that don't require nuanced object security or fine-tuned display in calendars.



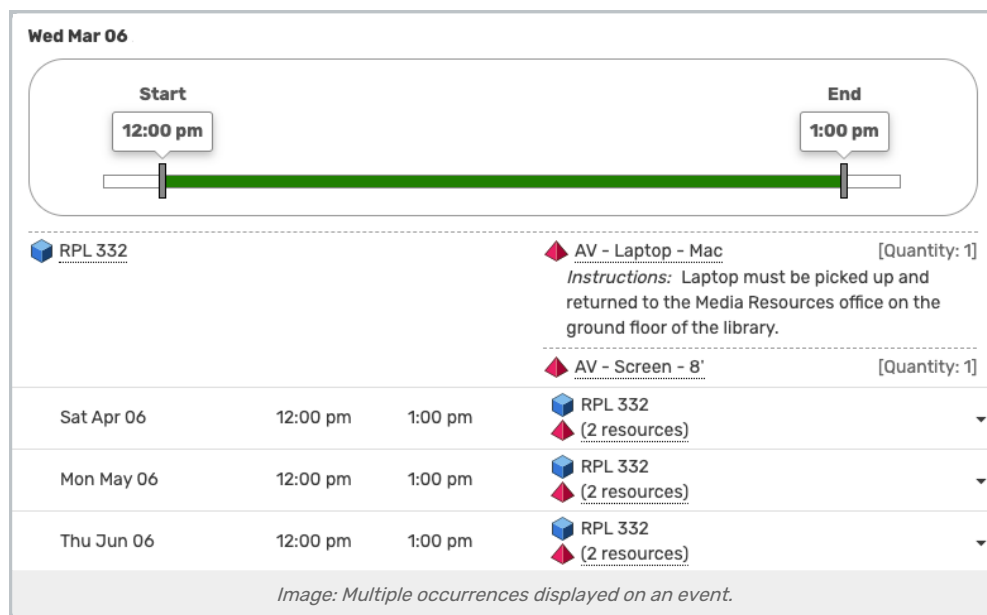
Segments within an event can have different:

- Setup and takedown times
- Headcounts
- Comments

- Occurrences
- Names

## Occurrences

An event occurrence is the date and time of an event. An event can have multiple occurrences, and those occurrences can have one or more locations and resources associated with them. When an event has multiple occurrences, it can follow a repeating pattern (i.e. a monthly meeting) or an ad hoc selection of dates and times. The flexibility of occurrences includes the ability to have multiple occurrences on the same date and have different start and end times.



## Guide to Levels for Event Form Fields

Field	Event Level	Segment Level	Occurrence Level
Event Name	✓		
Event Title	✓		
Event Type	✓		
Primary Organization	✓		
Additional Organizations	✓		
Expected Head Count		✓	
Registered Head Count		✓	
Event Description	✓		

Field	Event Level	Segment Level	Occurrence Level
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Event Date and Time		✓	✓
Additional Time (Setup, Pre-Event, Post-Event, Take-down)		✓	
Repeating Pattern		✓	✓
Locations			✓
Resources			✓
Attached Files	✓		
Custom Attributes	✓		
Contact Roles	✓		
Categories	✓		
Requirements	✓		
Publish To Calendar	✓		
Comments (or Segment Comments)		✓	
Confirmation Notes	✓		
Internal Notes	✓		
Event State	✓		