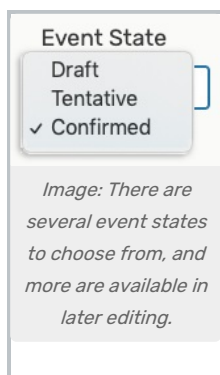# Choosing an Event State With the Event Form

> 🔒 **Security and System Note**
>
> System security determines whether you can create or request events. Contact your system administrator if you're unable to perform functions you think should be available to you. In addition, your event creation environment may not include all the event state options mentioned below, depending on how 25Live has been set up for your security group.

One of the final steps of creating an event is to choose an event state. Depending on how 25Live is set up for your instance and security group, the following event states may be available:

Image: There are several event states to choose from, and more are available in later editing.

Draft:

An event "draft" is in a transitional state, not currently in the permanent event database. The locations and/or resources of events with a Draft state are saved as preferences, not assignments, and can be assigned to other events. Without proper security permissions or complete information, your events may be saved as Drafts.

Tentative:

Events with a Tentative state can be edited by authorized users, can have assigned locations and resources, and can have their state changed. The exact meaning of the Tentative state is determined by the business practices at your institution.
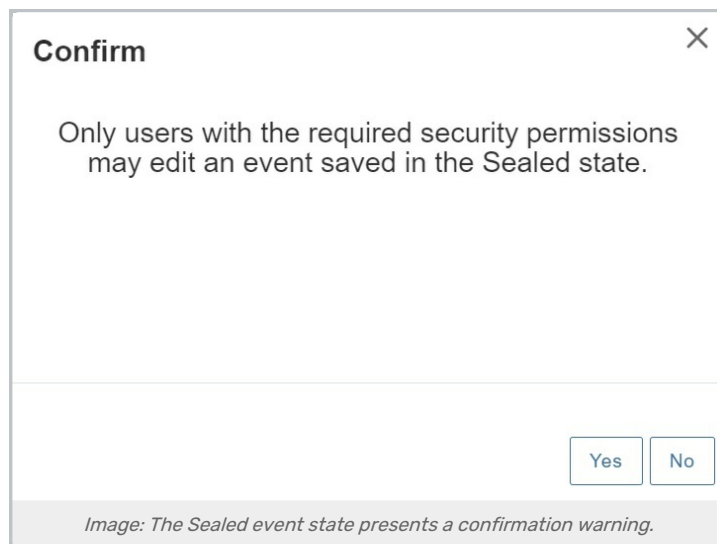
Confirmed:

Events with a Confirmed state can be edited by authorized users, can have assigned locations and resources, and can have their state changed. The exact meaning of the Confirmed state is determined by the business practices at your institution.

Note: If an event's Event State is changed to "Confirmed," the tasks in that event are not automatically completed (nor are they required to be completed in order to change the Event State).

The following additional event states may be available to you when editing an event:

Sealed:

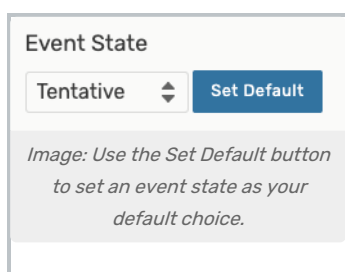Image: The Sealed event state presents a confirmation warning.

By default, events with a Sealed state are finalized and cannot be edited or changed without proper security permissions. However, the exact meaning of the Sealed state is determined by the business practices at your institution.
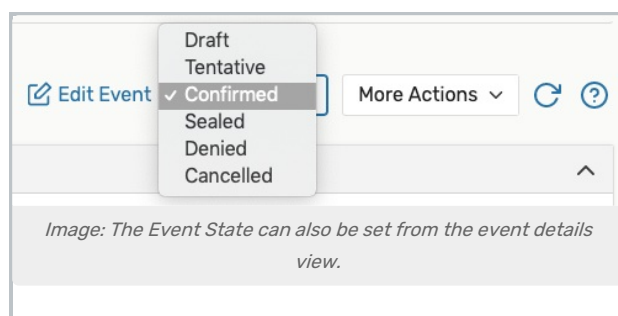
Denied:

Events with a Denied state cannot normally be edited in any way or restored to an editable state except by a specially authorized user with the appropriate functional security. The exact meaning of the Denied state is determined by the business practices at your institution.

Cancelled:

An event with a Cancelled state cannot normally be edited in any way or restored to an editable state. When an event is saved in this state, all its location and resource assignments are immediately released for re-assignment. Only a user with the appropriate functional security can "uncancel" an event.

Image: Use the Set Default button to set an event state as your default choice.

You have the option to set your chosen event state as your default for creating new events.

Image: The Event State can also be set from the event details view.

You can change the event state from the Event Details view, or you can edit the event to change the event state.

After choosing an event state, if the system can't determine where to store your event, you'll be asked to provide contextual information.

If you're the event Scheduler or the Requestor and you're able to save your event in a Tentative or Confirmed state, you become the event owner, with the right to edit, copy, or delete the event (unless a senior scheduler takes ownership of the event).