

Choosing an Event State With the Event Form



Security 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](#), you may be able to select Draft, Tentative, or Confirmed when initially saving your event. When editing, you may have additional access to the Cancelled, Denied, or Sealed states.

Initial Event States



Note

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).

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.

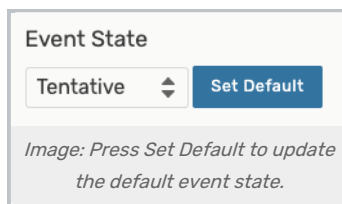
Tentative

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

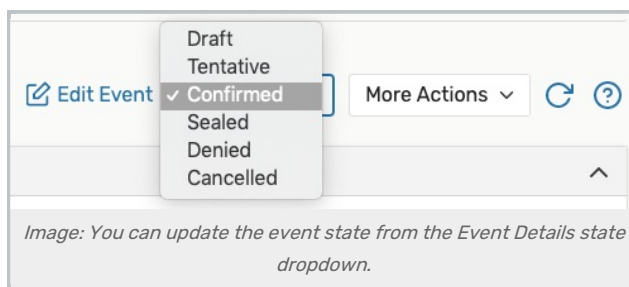
Events with a Confirmed state can be edited by authorized users, can have assigned locations and resources, and can have their state changed. The exact meaning of the Confirmed state is determined by the business practices at your institution.

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).



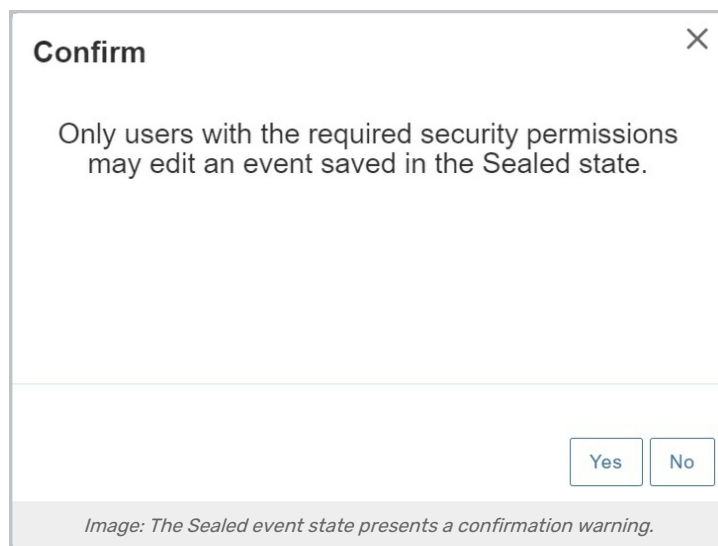
Additional States

Depending on your 25Live configurations, these additional event states may be available to you when editing an event. You can change the event state from the Event Details view, or you can [edit the event](#) to change the event state.



Sealed

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.



Note: Full Cancellation Rights Require Unassign Permissions

If the event owner has access to the Cancelled event state but does not have **Unassign** rights for objects assigned to an event, they will have to request the cancellation. (This scenario assumes that the event owner is not also the scheduler.)

Edit Event

Request Cancellation



Help

When a user requests cancellation, the system will ask the user to provide the reason for cancelling. Then, a To Do request with that information will be sent to the scheduler, who can then cancel the event.

Event Cancellation Request



Please enter a reason for cancelling this event

Request Cancellation