Choosing a Heading When Saving an Event
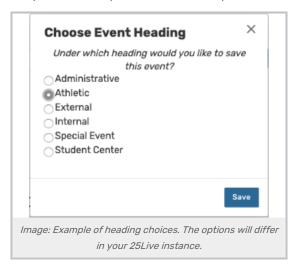
> **Note**
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> If you're an administrator and want to prevent users from choosing an event heading, please see Preventing Choosing a Heading When Saving Events .

Whenever an event is saved in 25Live with an event state of Tentative or Confirmed, it has to be saved within your cabinet/folder structure by choosing an event heading.

If the **Choose Event Heading** choice is presented, you will see a list to select one. Do your best to select an event heading that makes the most sense for your event. If you're not sure, ask your 25Live Administrator for help.

Image: Example of heading choices. The options will differ in your 25Live instance.

In addition to the names of all the available folders where the event can be saved, "I don't know" may also appear as an option if your 25Live instance is configured to allow it. If you choose "I don't know," the event will be saved in the Draft Event State, rather than Tentative or Confirmed. Draft events don't trigger notifications or requests to assign locations and resources.