

## Editing Individual Events



### Security Note

You need Edit object security permission for an event to be able to edit it. In addition, if your user does not have permission to view Contacts, the default scheduler for a location or resource may not be set. If you're unable to edit an event you think should be available to you, contact your 25Live administrator.



### Event Editing Notes

#### Event State

- The event state can be edited if you have the appropriate permissions, but it is typically not recommended. For more information, see [Updating the Event Type on an Existing Event](#).
- Most users cannot make any changes events that are in a Sealed state—only those who have access to that state in the [Event Form Presentation](#) settings.

#### Organizations

- Organizations can be added during edits.

#### Location and Resource Assignments

- You cannot "unshare" a location assignment once you've saved an event with shared location occurrence(s).
- If associated Location(s) or Resource(s) were saved as preferences rather than assigned when the event was created, you can view and edit/assign them (with proper security permissions) in the Locations Search and/or Resources Search sections by choosing **Associated Locations** or **Associated Resources**.

#### Event Date/Time and Occurrences

- You cannot edit a repeating event (or assign locations/resources) if an occurrence in the event has a date constraint.
- Adjusting an event's initial occurrence date/time may remove existing location and/or resource assignments as well as other occurrence customizations.
- If you change the start date of a repeating event, 25Live asks you to specify how you want to map details associated with individual occurrences to the new and/or existing dates. Comments, location assignments, and resource assignments will need to be mapped to the new set of occurrences. For more information, please see [Occurrence Mapping in Repeated Events](#).
- You can edit events with multiple reservations, one reservation at a time.

#### Related Events and Segments

- For information on editing related events or events with segments, please see [Editing Related Events & Editing Events with Multiple Segments](#).

See [Creating Events](#) for more information about each section in the Event Form.

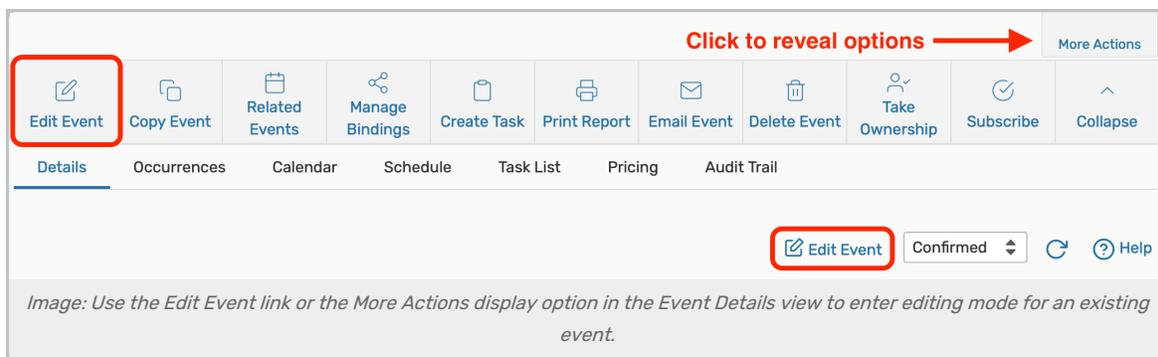
## To Edit an Event Through the Event Form

### 1. Search For or Select the Event

Use the [Quick Search](#), a [dashboard widget](#), or a [List](#) to locate your event.

### 2. Tap or Click Edit Event

Use the **Edit Event** link in the Event details toolbar or choose **Edit Event** from the **More Actions** menu in the [event details view](#) to enter editing mode.



#### Tip: If You Cannot Edit An Event Because It Is Locked By Another User

If you go to an event and are warned that the event is locked by another user (sometimes after a browser crash or interrupted editing session), you (if you have appropriate permissions) or an administrator will need to [remove the lock in System Settings](#).



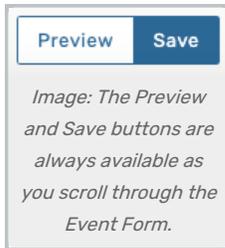
#### Note: Administrators Can Switch Configurations

Administrators may see a dropdown option to **Select any Config**. This allows switching between the different configurations set up in [System Settings](#) to display alternative fields, instructions, and so on.

### 3. Edit Individual Fields

Once you're in the editing mode, you may change most of the available fields. Depending on the configuration of your 25Live instance, you may be unable to edit some event details. If you need additional help editing specific fields, please see [Creating Events With the Event Form](#).

### 4. Save Your Edited Event



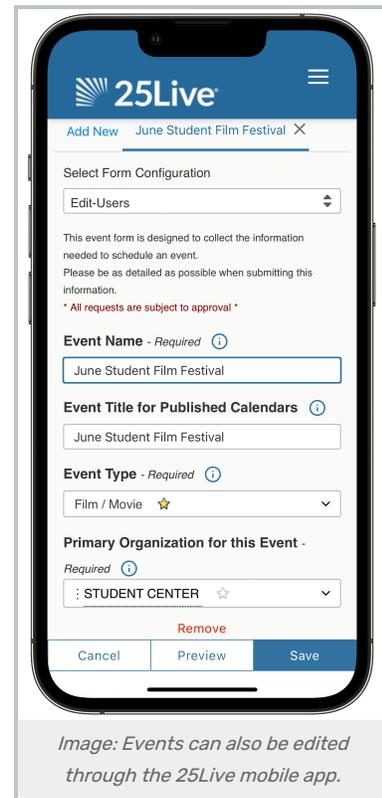
Use the **Preview** button before saving to see a summary of the event details and occurrences.

When you've finished making changes, use the **Save** button to see the confirmation screen.



#### The Cancel Button Will Not Save Changes

The **Cancel** button is always available at the bottom of the Event Form alongside **Preview** and **Save**, but be aware that using **Cancel** will not save any completed fields or changes.



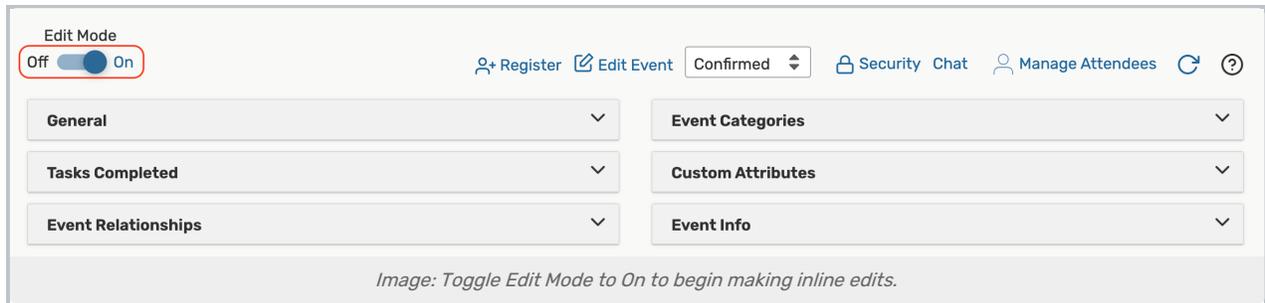
## To Edit an Event With Inline Editing

### 1. Search For or Select the Event

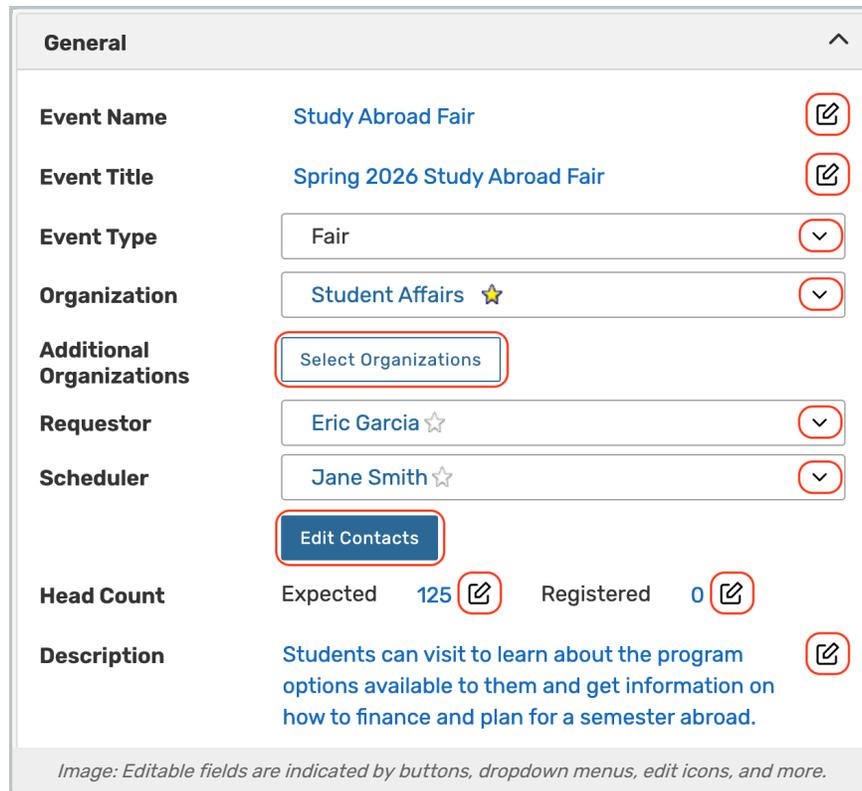
Use the [Quick Search](#), a [dashboard widget](#), or a [List](#) to locate your event.

### 2. Enable Edit Mode

Use the **Edit Mode** toggle at the top of your event to turn on or off the ability to edit fields inline.



When the edit mode is on, many fields will become editable, as indicated by pencil icons, dropdowns, and buttons.



### 3. Make Your Changes

Some fields (like headcount values) will require you to **Save** after making an entry, while other fields (such as contact dropdowns) will save automatically after you make a selection. For more information on inline editing, please see: [Inline Editing Event Details](#).

The following event fields can be edited through Edit Mode:

**Details Tab**

- Event Name
- Event Title
- Event Type
- Organization
- Additional Organizations
- Contact Roles (Scheduler, Requestor, Instructor, etc)
- Head Count
  - Expected
  - Registered
- Description
- Comments
- Internal Notes
- Confirmation Text
- Attached Files
- Event State
- Event Categories
- Custom Attributes (and attribute fields)
- Requirements (and requirement fields)

**Occurrences Tab**

- Feature, Partition, Location, and Resource Preferences
- Occurrence and segment start and end times
- Additional Time
- Locations and their Shared status, Layout, Attendance, and Instructions
- Resources and their Quantity and Instructions
- Occurrence and Segment Comments
- Occurrence Active/Cancelled status