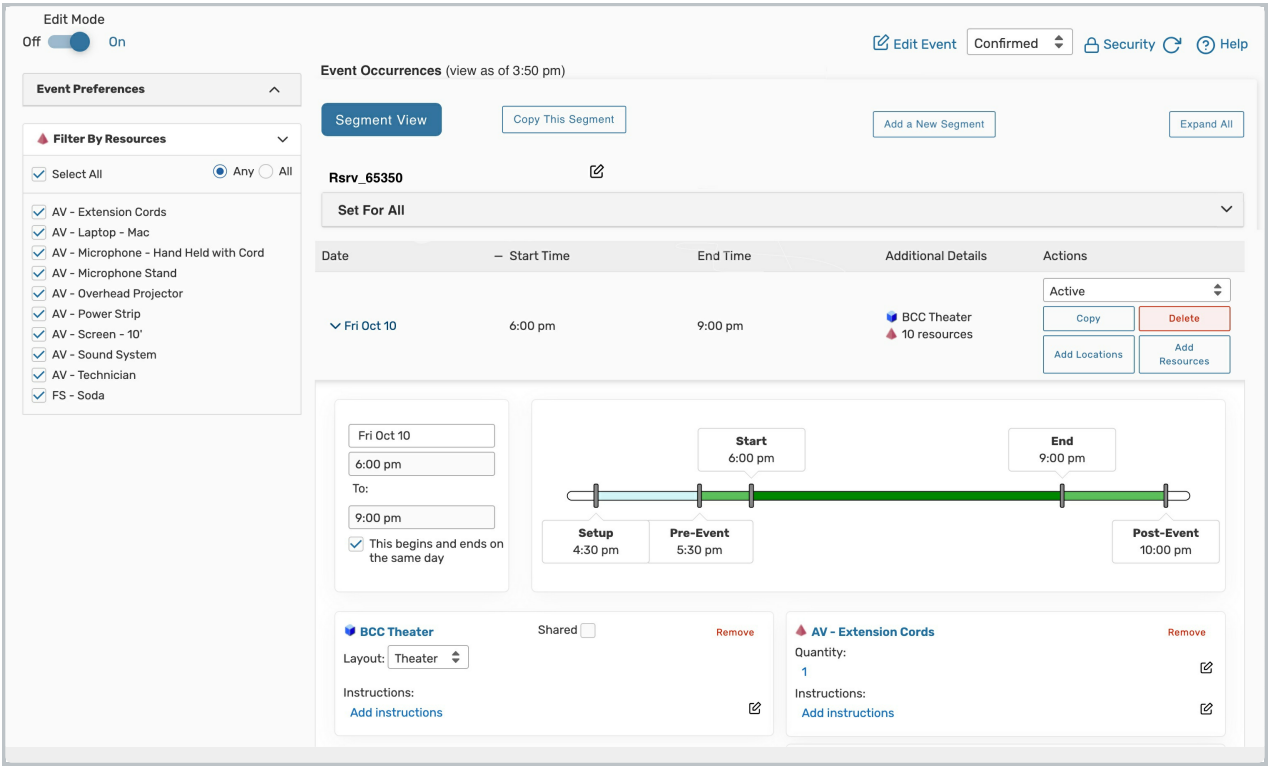


## Viewing and Editing Event Occurrences

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The Occurrence tab on an Event Details page shows the date, time, associated resources, and associated locations for each occurrence of the event. The Occurrences tab is divided into four sections: Event Preferences, Filter by Resources, Filter by Locations, and Event Occurrences.



## Event Preferences

The Event Preferences section displays the feature, partition, location, and resource preferences for this event. It also displays more granular details such as resource quantities and location layouts. These preferences can be edited if you have the appropriate permissions.

To make changes to the preferences, click the **Edit** link that is to the right of the Event Preferences header. This feature does not require that **Edit Mode** be set to **Yes**. Use the **Edit** button under the preference you'd like to update and press **Done** or use the **Remove** button to finish the action.

Event PreferencesEdit ^

Locations:

BCC Theater

Resources:

AV - Extension Cords [Quantity: 1]

AV - Laptop - Mac [Quantity: 1]

AV - Microphone - Hand Held with Cord [Quantity: 1]

AV - Overhead Projector [Quantity: 1]

AV - Power Strip [Quantity: 1]

AV - Screen - 10' [Quantity: 1]

AV - Sound System [Quantity: 1]

AV - Technician [Quantity: 1]

FS - Soda [Quantity: 1]

Event PreferencesView ^

This event has the following preferences

Features:  
(none)  
Edit

Partitions:  
(none)  
Edit

Locations:  
BCC Theater  
Edit Remove

Resources:  
AV - Extension Cords [Quantity: 1]  
AV - Laptop - Mac [Quantity: 1]  
AV - Microphone - Hand Held with Cord [Quantity: 1]  
AV - Overhead Projector [Quantity: 1]  
AV - Power Strip [Quantity: 1]  
AV - Screen - 10' [Quantity: 1]  
AV - Sound System [Quantity: 1]  
AV - Technician [Quantity: 1]  
FS - Soda [Quantity: 1]  
Edit Remove

## Filter by Resources/Locations

The screenshot shows two filter sections. The top section, 'Filter By Locations', has a dropdown arrow and contains a 'Select All' checkbox (checked), radio buttons for 'Any' (selected) and 'All', and a list of locations: 'BCC Theater' and 'PL BCC', both with checked checkboxes. The bottom section, 'Filter By Resources', also has a dropdown arrow and contains a 'Select All' checkbox (checked), radio buttons for 'Any' (selected) and 'All', and a list of resources: 'AV - Extension Cords', 'AV - Laptop - Mac', 'AV - Microphone - Hand Held with Cord', 'AV - Overhead Projector', 'AV - Power Strip', 'AV - Screen - 10'', 'AV - Sound System', 'AV - Technician', and 'FS - Soda', all with checked checkboxes.

The **Filter by Locations** and **Filter by Resources** sections will only be available if there are two or more locations or resources attached to the event. Check locations and resources in these sections to filter the occurrences displayed in the **Event Occurrences** section.

## Event Occurrences

This section shows all of the occurrences on the event, their date, start time, end time, and locations and resources.

Event Occurrences (view as of 1:06 pm)

Expand All

Date	Start Time	End Time	Additional Details
> Fri Oct 10 2025	6:00 pm	9:00 pm	BCC Theater 10 resources
> Sat Oct 11 2025	6:00 pm	9:00 pm	BCC Theater 10 resources

Image: View the Date, Start Time, End Time, and Additional Details of each occurrence on the Occurrences tab.

Use the link on the **Date** header to change the sort order of the occurrences on the table. Click or tap on an individual occurrence's date to expand the section and see its details. Once a section is expanded, each occurrence displays extra details including start and end times, locations and layouts, resources and quantities, and special instructions. Black and white Location and Resource icons represent preferences.

View All

More Actions

Schedule Task List Pricing Registration Audit Trail Scheduled Emails

Edit Event

Confirmed

Security

Help

Event Occurrences (view as of 1:21 pm)

Expand All

Date	Start Time	End Time	Additional Details
Fri Oct 10 2025	6:00 pm	9:00 pm	BCC Theater 10 resources
> Sat Oct 11 2025	6:00 pm	9:00 pm	BCC Theater 10 resources

Animation: Click on a date to expand an individual occurrence. Hover over any resource or location to see a summary of its details.

You can also use the **Merged View** and **Segment View** links to switch between the display of occurrences when viewing details for [events using multiple segments](#). In addition, you may inline edit the name of the single or main occurrence at the top of this section.

For information on editing occurrence information, please see the following section "Inline Editing Event Occurrences" or the final section "Editing Occurrences in the Event Form".

### Inline Editing Event Occurrences

Several occurrence details can be updated via inline editing. To inline edit occurrences, set **Edit Mode** to **Yes** at the top left of the Occurrences tab.



## Security Note

Inline editing requires the following permission set to Yes in Group Administration: Basic Options:

- 2.0 *Create and Edit Through the Configurable Events Forms*
- 2.5 *Change Event State*
- 2.10 *Inline Editing on Event Occurrences*

It is also recommended to include 2.2 *Inline Editing on Event Details* as they are related actions.

The screenshot shows the event management interface. At the top left, there is a toggle for 'Edit Mode' with 'Off' and 'On' options. A red arrow points to the 'On' position. Below this is the 'Event Preferences' section, which includes 'Locations' (BCC Theater) and 'Resources' (AV - Extension Cords, AV - Laptop - Mac, AV - Microphone - Hand Held with Cord, AV - Overhead Projector, AV - Power Strip, AV - Screen - 10', AV - Sound System, AV - Technician, FS - Soda). The main area displays a table of event segments. The table has columns for Date, Start Time, End Time, Additional Details, and Actions. The segments are for Fri Feb 07 2025, Fri Feb 21 2025, and Fri Mar 07 2025, all from 8:00 pm to 9:00 pm, at BCC Theater with 10 resources. The 'Set For All' section is visible at the top of the table, and the 'Expand All' button is at the top right of the table.

Image: Use the Edit Mode toggle when available. Note: The Merged View And Segment View buttons will only be visible if the event has multiple segments.

A list of occurrences is shown with an option at the top-right of the list to **Expand All** or **Collapse All**.

## Set For All

Check a box in the **Set For All** section to apply changes to multiple occurrences.

The screenshot shows the 'Set For All' section. It contains a heading 'Set For All' and a description: 'By selecting occurrences from the below list, you will be able to apply changes to assignments, instructions, shared and comments from one occurrence to all selected occurrences:'. Below this are three checkboxes: 'Apply All', 'Fri Oct 10 2025 (6:00 pm - 9:00 pm)', and 'Sat Oct 11 2025 (6:00 pm - 9:00 pm)'. The 'Apply All' checkbox is selected.

## Add Locations and Resources

Use the **Add Locations** and **Add Resources** buttons on the occurrence to add locations and resources to your

occurrence.

Date	Start Time	End Time	Additional Details	Actions
<a href="#">&gt; Tue Sep 09 2025</a>	5:00 pm	6:30 pm	MSC 102	Active Copy Delete Add Locations Add Resources

In the **Locations Search** window, select Reserve or Reserve Available on the locations you'd like to add to the selected occurrence. Filter the location results by selecting a search, hiding conflicts, and enforcing headcounts.

Locations Search

☐ Auto-Load Starred

☒ Hide Conflicts

☒ Enforce Headcount

☐ Show Location Satisfactions

Your Starred Locations

Your Starred Locations

Reset

Search

Add Selected Locations

	Name	Title	Default Capacity	Availability	Conflict Details	Building	
<input type="checkbox"/>	Reserve	ARTS 111	Davis Arts Center Classroom	374	1 / 1	None	Davis Arts Center
<input checked="" type="checkbox"/>	Reserve	BALLROOM I	Hilton Ballroom I	300	1 / 1	None	-
<input checked="" type="checkbox"/>	Reserve	BCC 203	Baker Classroom Complex - Room 203	36	1 / 1	None	Baker Classroom Complex
<input type="checkbox"/>	Reserve	BCC 615	Baker Classroom Complex - Room 615	30	1 / 1	None	Baker Classroom Complex
<input type="checkbox"/>	Reserve	HSC 108	Highland Science Center - Room 108	35	1 / 1	None	-

In the **Resources Search** window, select **Reserve** on the resources you'd like to add to the selected occurrence. Filter the results by selecting a search.

Resources Search				
<input type="checkbox"/> Auto-Load Starred				
Your Starred Resources	Your Starred Resources	Reset	Search	
Add Selected Resources				
Add	Name	Quantity Available	Conflict Details	
<input checked="" type="checkbox"/> 1	Reserve AV - Blu-ray Player	2 / 2	None	
<input checked="" type="checkbox"/> 2	Reserve AV - Laptop - Mac	15 / 15	None	
<input type="checkbox"/> 1	Reserve AV - Laptop - PC	15 / 15	None	
<input type="checkbox"/> 1	Reserve AV - Microphone - Hand Held with Cord	5 / 5	None	
<input type="checkbox"/> 1	Reserve AV - Microphone - Lapel	2 / 2	None	

Image Caption

Edit Locations and Resources

On the occurrences table, expand the occurrence data by using the date's link to see the locations and resources reserved.

Date	Start Time	End Time	Additional Details	Actions
<a href="#">&gt; Fri Feb 07 2025</a>	8:00 pm	9:00 pm	BCC Theater 10 resources	Active <a href="#">Copy</a> <a href="#">Delete</a> <a href="#">Add Locations</a> <a href="#">Add Resources</a>

From here you can update location layouts, update location instructions, remove locations, update resource quantities, update resource instructions, view capacity, edit attendance, and remove resources. Please note that if you update the layout on a location assignment, the current instructions will be replaced by the default layout instructions. Additionally, you have the option to share a location as you can on the event form.

**BCC Theater**  
Layout: Theater  
Capacity: 200  
Attendance: 0  
Instructions: [Add instructions](#)

Shared ☐  
[Remove](#)

**AV - Extension Cords**  
Quantity: 1  
Instructions: [Add instructions](#)

[Remove](#)

**AV - Laptop - Mac**  
Quantity: 1  
Instructions: [Add instructions](#)

[Remove](#)

### Change Occurrence Date and Time

To update the date and time fields in the occurrence details, click or tap into each field then make a selection. For multi-day occurrences, uncheck the box to allow the occurrence to span midnight. You may not edit an existing occurrence then change its date/time to match an existing occurrence.

Date	Start Time	End Time	Additional Details	Actions
<a href="#">&gt; Fri Feb 07 2025</a>	8:00 pm	9:00 pm	BCC Theater 10 resources	Active <a href="#">Copy</a> <a href="#">Delete</a> <a href="#">Add Locations</a> <a href="#">Add Resources</a>

Fri Feb 07 2025

8:00 pm

To:

9:00 pm

☒ This begins and ends on the same day

Start 8:00 pm

End 9:00 pm

Pre-Event 7:30 pm

Post-Event 10:00 pm

### Update Additional Time

To update the [Additional Time](#) for the event, enter a number into the **Days**, **Hours**, and **Minutes** fields under the **Setup**, **Pre-Event**, **Post-Event**, and **Takedown** time sections.



Additional Time

Reservation Start:  
Sat May 10 2025 6:30 pm

Reservation End:  
Sat May 10 2025 10:00 pm

Reservation Duration:  
3 Hours, 30 Minutes

Setup Time

0 Days 0 Hours 0 Minutes

Pre-Event Time

0 Days 0 Hours 30 Minutes

Post-Event Time

0 Days 1 Hours 0 Minutes

Takedown Time

0 Days 0 Hours 0 Minutes

Edit Comments

You can edit occurrence-level comments using the **Occurrence Comments** field for each occurrence.

If the event uses [event segments](#), you may also edit **Segment Comments** under that heading.

Add a New Occurrence with Copy

Use the **Copy** button on an occurrence to add another occurrence to your event.

Date	Start Time	End Time	Additional Details	Actions
> Fri Feb 07 2025	8:00 pm	9:00 pm	BCC Theater 10 resources	Active Copy Delete Add Locations Add Resources

In the **Copy Occurrence** window you can update the occurrence date, time, locations, location layouts, location instructions, resources, resource quantities, and/or resource instructions. You may copy an occurrence and set the copy to the same date/time as the original occurrence, but you may not edit an existing occurrence then change its date/time to match an existing occurrence.

Copy Occurrence

Fri Feb 07 2025

8:00 pm

To:

9:00 pm

☒ This begins and ends on the same day

Start

8:00 pm

End

9:00 pm

Pre-Event

7:30 pm

Post-Event

10:00 pm

Warning: You have overlapping occurrences. Consider adjusting occurrence dates or durations.

BCC Theater

Shared

Remove

Layout: Theater

Instructions:

Add instructions

AV - Extension Cords

Remove

Quantity: 1

Instructions:

Add instructions

AV - Laptop - Mac

Remove

Quantity: 1

Instructions:

Add instructions

AV - Microphone - Hand Held with Cord

Remove

Quantity: 1

Instructions:

Add instructions

Update the Occurrence State

Use the dropdown menu under Actions update the occurrence state. Typically, the dropdown will only include the Active and Cancelled states. (Allowing you to cancel your occurrences).

- Cancelled occurrences will have a strike through the occurrence text.

Date	Start Time	End Time	Additional Details	Actions
> Fri Feb 07 2025	8:00 pm	9:00 pm	<div><div>BCC Theater</div><div>10 resources</div></div>	<div>Active</div> <div><div>Copy</div><div>Delete</div><div>Add Locations</div><div>Add Resources</div></div>

If your occurrence date lines up with a [folder constraint](#) or a [LYNX date exception](#), you will also see one or more of the following states:

- Warning** - This occurrence has encountered a folder warning constraint.
- Exception** - This occurrence has encountered a folder exclusion constraint or a LYNX date exception.
  - Exception occurrences will have a strike through the occurrence text
- Override** - This state overrides the Exception state.

Delete an Occurrence

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Use the **Delete** button on an occurrence to permanently remove it from your event. Then press **Yes** on the confirmation window to save your change.

Date	— Start Time	End Time	Additional Details	Actions
<a href="#">&gt; Fri Feb 07 2025</a>	8:00 pm	9:00 pm	<div>BCC Theater</div> <div>10 resources</div>	<div>Active</div> <div>Copy</div> <div>Add Locations</div> <div><b>Delete</b></div> <div>Add Resources</div>

## Add a New Segment

To add a [segment](#) to your event, use the **Segment View** then the **Add a New Segment** button. Then, enter the name, date, and time information for the new segment.

[Merged View](#)
[Segment View](#)
[Copy This Segment](#)
[Add a New Segment](#)
[Delete This Segment](#)
[Expand All](#)

**Fridays in Student Center**

Set For All

Repeats every other week on Friday through 4/24

Date	— Start Time	End Time	Additional Details	Actions
<i>Image: Use the Add a New Segment button to add.</i>				

You can also add locations, resources, and [repeating patterns](#) to your new segment.

### Add a New Segment

Fri Apr 16 2027

8:00 pm
To:
9:00 pm

☒ This begins and ends on the same day

Choose how you would like this to repeat:
Weekly
Repeats every
week
Repeats on
☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Fri ☐ Sat
☒ Repeats through
Fri Apr 20 2029
☐ Ends after
1 iterations

X MSC BRA

X AV - Data Projector
Quantity: 1
X AV - Screen - 8'
Quantity: 1

*Image: Adding a new segment offers the opportunity to add many elements before saving.*

Use the **Submit** button to save.

## Copy a Segment to Create a New Segment

You may also use the **Copy This Segment** button to copy a segment. When copying, you may change the name, start date and time, repeating patterns, locations, and resources. You will also be able to choose the **Occurrence Mapping options** for repeating segments.

## Editing Occurrences in the Event Form



### Warning: These Customizations Can Be Lost

Adjusting an event's initial occurrence date/time may remove the individual occurrence customizations described here as well as existing location and/or resource assignments. Keep this in mind when [Editing Events](#).

## Manage All Occurrences

Update individual occurrence information in the event form by opening the **Manage Occurrences** display in the event date and time section of the event form.

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

**Repeating Pattern**

May 2025						
S	M	T	W	T	F	S
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

**Manage Occurrences**

In the All Date Occurrences window you can see all of the occurrences on the event. Use the following buttons to filter the occurrence list:

- **Include Only Missing Locations** - Only show occurrences that don't have locations requested or reserved.
- **Include Only Missing Resources** - Only show occurrences that don't have resources requested or reserved.
- **View Included** - Only show occurrences that are marked **Include in Search** in location and resource searches.
  - By unchecking the **Include in Search** checkboxes in the list of occurrences, you can remove an occurrence from your location search to help find locations without conflicts for that date and time.
- **View All** - Return to the default view that shows all event occurrences.

### All Date Occurrences

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

Include Only Missing Locations

Include Only Missing Resources

View Included

+ Add Occurrence

Include In Search	Dates	Times	Extra Times	Comment	State	Locations	Resources	Remove
<input checked="" type="checkbox"/>	Fri May 09 2025	<div>7:00 pm</div> <div>9:00 pm</div>	<div>Pre-Event Time - May 9, 6:30 PM</div> <div>Post-Event Time - May 9, 10:00 PM</div>		Active	<div>PL BCC</div> <div>BCC Theater</div>	<div>View Resources</div>	Remove
<input checked="" type="checkbox"/>	Sat May 10 2025	<div>7:00 pm</div> <div>9:00 pm</div>	<div>Pre-Event Time - May 10, 6:30 PM</div> <div>Post-Event Time - May 10, 10:00 PM</div>		Active	<div>PL BCC</div> <div>BCC Theater</div>	<div>View Resources</div>	Remove

Close

The table shows all of the occurrences attached to the event and has the following columns:



- **Include in Search** - By unchecking the *Include In Search* checkboxes in the list of occurrences, you can remove an occurrence from your location and resources searches to help find locations and resources without conflicts for that date and time.
- **Dates** - Displays the date of the occurrence.
- **Times** - Displays the occurrence start and end time—not including any additional time. Click into the text boxes to select new times.
  - If you choose an invalid time (such as an end time that precedes the start time), your change will be reset to the original value.
- **Extra Times** - Displays the Pre-Event, Post-Event, Setup, and Takedown times for the event. To edit these values, you'll need to use the Additional Time section of the event form.
- **Comment** - Displays occurrence comments. Click into the text box to add or update the comment.
- **State** - Shows whether the occurrence is Active or Cancelled. Use the dropdown to change the state.
- **Locations** - Shows the list of locations for the selected occurrence. Use the X button to remove a location from the occurrence. To add additional locations to an occurrence, you'll need to add them in the Locations section of the event form.
- **Resources** - Shows the list of resources for the selected occurrence. Use the X button to remove a resource from the occurrence. To add additional resources to an occurrence, you'll need to add them the Resources section of the event form.
- **Remove** - Tap the Remove button to permanently delete an occurrence.

Use the **Add Occurrence** button beside the filters to add additional occurrences.

If you make any changes, use the **Close** button to save.

## Locations and Resource Occurrences

Use the **View Occurrences** button to edit the occurrence details of a location or resource assignment.


**BCC Theater** Baker Classroom Complex - Theater **Capacity: 200** 

Remove
View Occurrences

The following columns are displayed on the table:

- **Date** - Shows the date of an occurrence. Use the **Set For All** row to make updates for all occurrences.
- **Time** - Displays the occurrence start and end time—not including any additional time.
- **Issues** - Displays conflict data.
- **Included** - When checked, the location or resource that you are viewing will be included on the occurrence. Check or uncheck the box to update this value.

**BCC Theater**
×

Date	Time	Issues	Included	Shared	Layout	Instructions	Attendance
<b>Set For All</b>			<input type="checkbox"/>	<input type="checkbox"/>	<div></div>	<div></div>	<div></div>
<b>Fri May 09 2025</b>	7:00 pm - 9:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Theater (200) <div></div>	<div></div>	0
<b>Sat May 10 2025</b>	7:00 pm - 9:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Theater (200) <div></div>	<div></div>	0

Close

- **Shared** (*Locations only*) - When checked, the location can be [shared](#) with any other event during the time of the selected occurrence. Check or uncheck the box to update this value.
- **Layout** (*Locations only*) - Displays the selected layout for the occurrence. Use the dropdown menu to change the layout.
- **Instructions** - Displays the location or resource instructions for the occurrence. Use the text box to update the instructions.
- **Attendance** (*Locations only*) - Shows the attendance number for the occurrence. This value is for tracking only and does not connect to other features in 25Live, such as Registration. Use the text box to update this value.

**AV - Extension Cords**
×

Date	Time	Issues	Included	Instructions	Quantity	Available
<b>Set For All</b>			<input type="checkbox"/>	<div></div>	<div></div>	
<b>Fri May 09 2025</b>	7:00 pm - 9:00 pm		<input checked="" type="checkbox"/>	<div></div>	1	15/15
<b>Sat May 10 2025</b>	7:00 pm - 9:00 pm		<input checked="" type="checkbox"/>	<div></div>	1	15/15

Close

- **Quantity** (*Resources only*) - Displays the selected resource's quantity for the occurrence. Use the text box to

update the resource quantity.

- **Available** (*Resources only*) - Shows how many of the selected resource are not reserved out of the stock total.

If you make any changes, use the **Close** button to save.

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