

Editing Ownership of Events

Every event in 25Live has an owner. By default, the owner of the event is the first person to save it using the Tentative or Confirmed [Event State](#).



Tip: Requesters and Ownership

A requestor who creates and submits a Draft event will not be the owner by default. The first 25Live user (usually a scheduler) who changes the Event State from Draft to Tentative or Confirmed is the owner.

Being the owner of an event gives you special permissions. As the owner, you can [edit the event](#) regardless of your user's security permissions. As an administrator or user with appropriate permissions, this feature can be useful when selectively controlling editing permissions to allow event requestors to still be able to edit their event until the event is approved/confirmed.

Setting Up: Required Security Permissions

After confirmation, schedulers and/or administrators may wish to prevent requestors from further editing an event. So, they need permissions that will allow them to assign or take ownership.

25Live Group Administration

Search by Group: Enter Keyword X Find Group By: Contact Search for a Contact

Viewing 30 of 30 groups (2 selected)

Select One or More Groups

Group Name	Description
<input checked="" type="checkbox"/> Administrator - Functional	Copy of the Administrator - System (-1) group without override or cabinet/folder delete rights. No X25 admin rights.
<input checked="" type="checkbox"/> Administrator - Publisher	
<input type="checkbox"/> Administrator - South Campus	No override or cabinet/folder delete rights. Full access to south campus objects.
<input type="checkbox"/> Administrator - System (-1)	Full control and overrides on everything.
<input type="checkbox"/> Approver - Athletics	Based on Template - Scheduling - Advanced. Full control over athletic events, advanced search functionality, Reports Access, st

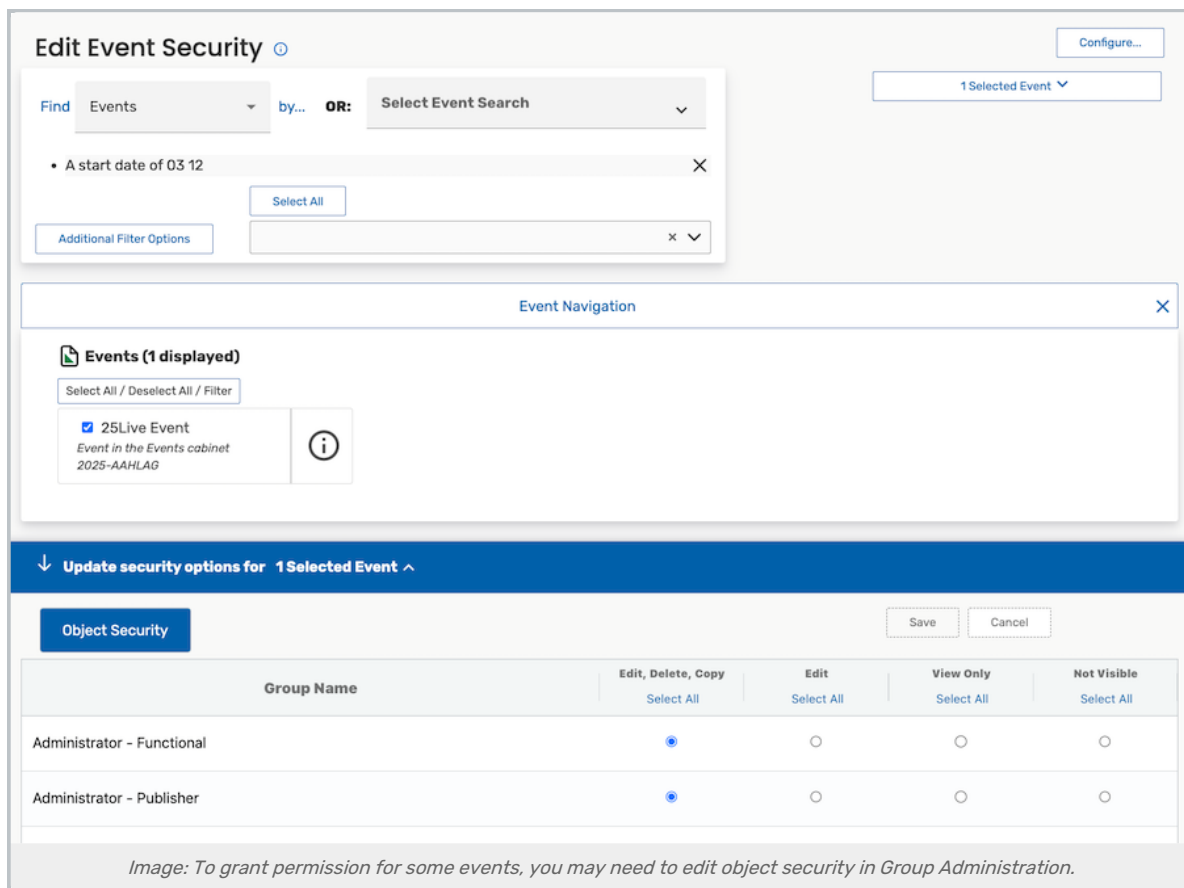
Image: Select the group(s) to grant permission to, then tap Configure > Event Security.



In the [Series25 Group Administration](#) tool, select the group(s) you want to grant permissions to in the main view. Use the **Configure...** button to select **Security**.

In the **Configure Security...** view, make sure [the following setting](#) is toggled to **Yes**:

- Administrative: 8.0 *Set Event Object Security*



Edit Event Security

Find by... OR:

• A start date of 03 12

Select All

Additional Filter Options

Event Navigation

Events (1 displayed)

Select All / Deselect All / Filter

☒ 25Live Event
Event in the Events cabinet
2025-AAHLA

Update security options for 1 Selected Event

Object Security

Save Cancel

Group Name	Edit, Delete, Copy Select All	Edit Select All	View Only Select All	Not Visible Select All
Administrator - Functional	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administrator - Publisher	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Image: To grant permission for some events, you may need to edit object security in Group Administration.

In some instances, you may also need to grant full [Object Level Security permissions for the event](#) in Group Administration.

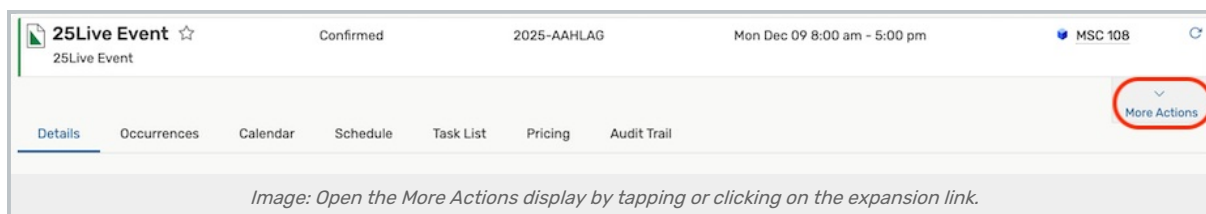
- In [Group Administration](#), select the group(s) and click **Configure... Event Security**
- Locate and select the event
- Set the Object Security to **Edit, Delete, Copy**
- **Save**

How To Edit Ownership of an Event

1. Find and/or Use the Link to Access the Event

[Use the Search](#) to find the event you want to edit ownership of, then tap or click the link to view the [Event Details](#).

2. Open the More Actions Display



25Live Event ☆ Confirmed 2025-AAHLA Mon Dec 09 8:00 am - 5:00 pm MSC 108

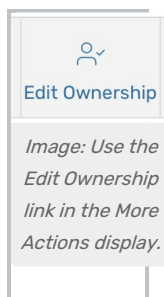
Details Occurrences Calendar Schedule Task List Pricing Audit Trail

More Actions

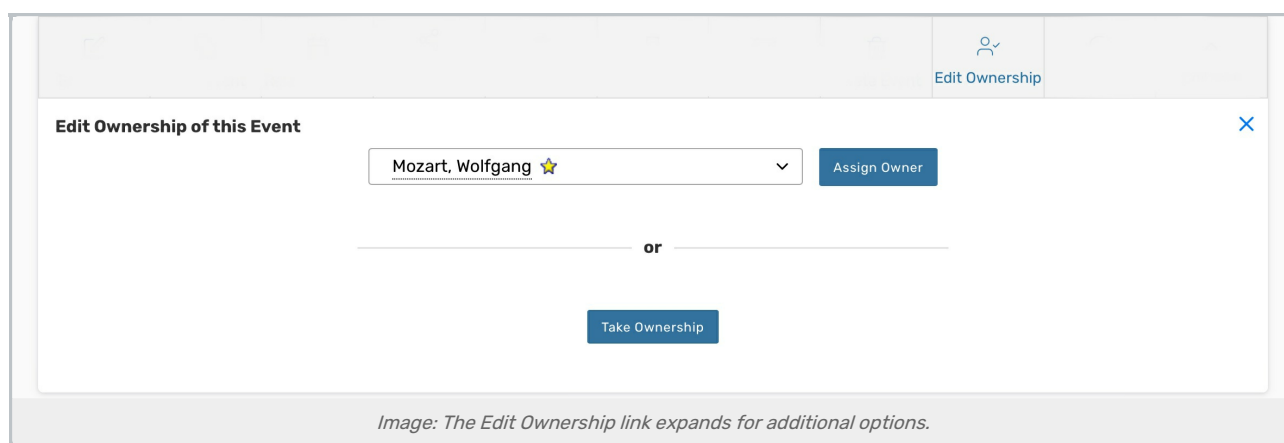
Image: Open the More Actions display by tapping or clicking on the expansion link.

Use the **More Actions** link to expand all of the options available for the event.

3. Use the Edit Ownership Link



The **Edit Ownership** link in the options will open an expanded display with options to:



- Search for and select a contact, then use the **Assign Owner** button to grant ownership to the contact
- Use the **Take Ownership** button to change the event owner to your contact with editing rights