

Viewing Event Details



Security Note

There are several permissions required in [Group Administration](#) to see each piece of data on an event's Details page. These are inclusive of, but not limited to:

- Object security permissions to view the event, associated locations, and associated resources
- Basic Options: 3.0 *Register for an Event*
- Basic Options: 4.0 *View Pricing on Events*
- Basic Options: 8.0 *View Audit Trail on Events*
- Basic Options: 8.0 *View Contacts*
- Basic Options: 10.0 *View Tasks List*
- Basic Options: 14.0 *Send Emails*
- Administrative Options: 3.0 *View and Edit Event Registration*
- Tools Access: 4.0 *Access to LYNX Tool*
- Tools Access: 7.1 *Access to Event Chat*

If you are missing a feature that you believe you should have access to, please contact your 25Live administrator.

Each event in 25Live has its own Details page where you can find all of its data, including the event state, occurrence date(s), scheduling contacts, tasks, relationships with other events, assigned location(s), and more.

At the top, the summary lists the event name, event title, event state, event reference ID, dates (including additional time and repeat occurrences), times, location(s), and resource(s) for the event. Use the star icon (☆) next to the event name to add it to your favorites.

The screenshot shows the top section of an event page in 25Live. A red box highlights the event summary area. The event is titled "Student Film Festival" with a star icon and a sub-title "Spring Student Film Festival". It is confirmed and scheduled for "2026-AAHNTW" on "Fri Feb 07 2026 8:00 pm - 9:00 pm" (Additional time: 7:30 pm - 10:00 pm). It repeats every other week on Friday through 4/24. The location is "BCC Theater". Resources listed include "AV - Extension Cords [0 - 1]", "AV - Laptop - Mac [0 - 1]", and "AV - Microphone - Hand Held with Cord [0 - 1]". Below the summary is a navigation bar with tabs: Details, Occurrences, Calendar, Schedule, Task List, Pricing, Registration, Audit Trail, and Scheduled Emails. There is also an "Edit Mode" toggle (currently On) and buttons for Register, Edit Event, Security, Chat, and a refresh icon. Below the navigation bar are several expandable sections: General, Tasks Completed, Event Relationships, Event Categories, Custom Attributes, and Event Info. A caption at the bottom of the screenshot reads: "Image: A summary of the event is located at the top of the event page."



Tip

Location, resource, organization, contact, and event names are clickable in 25Live. These links will take you to the Details page for each of these objects.

Event Tabs



Mobile Note

In the 25Live mobile application available for iOS, event tabs appear in a dropdown selection list, as shown below.

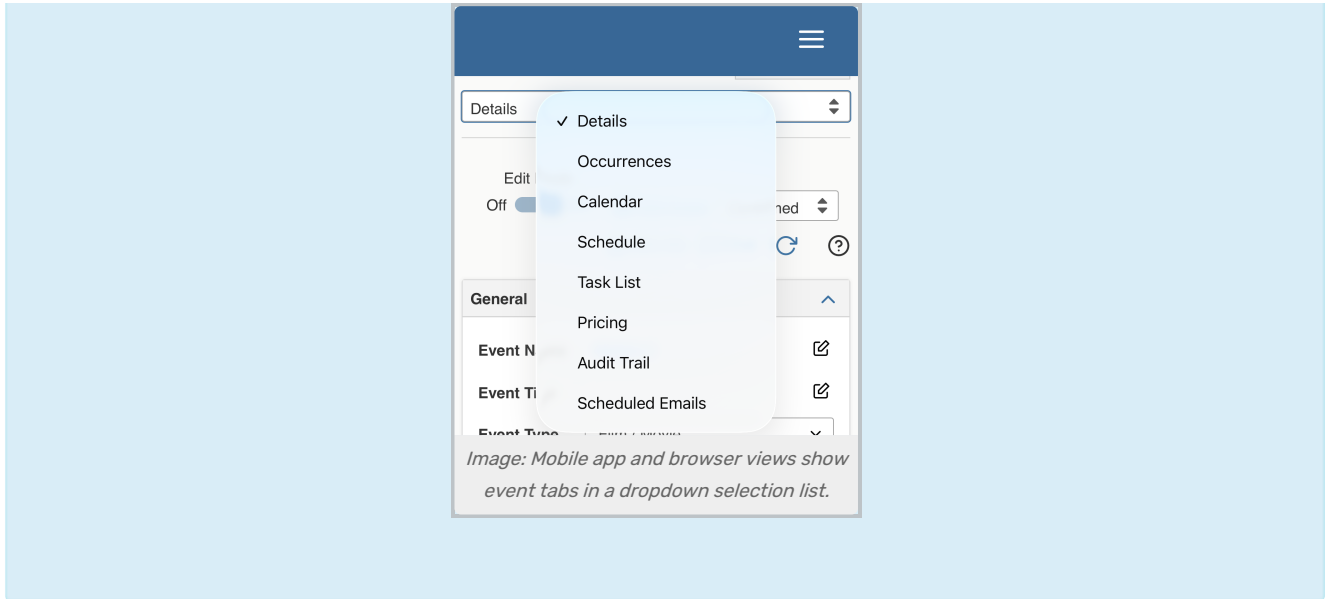


Image: Mobile app and browser views show event tabs in a dropdown selection list.

Below are descriptions of each of the event details tabs and their uses. Please note that what you are able to view on this page will depend on your security settings and configurations. If there are settings you think you should be able to see or edit, please contact your 25Live Administrator.

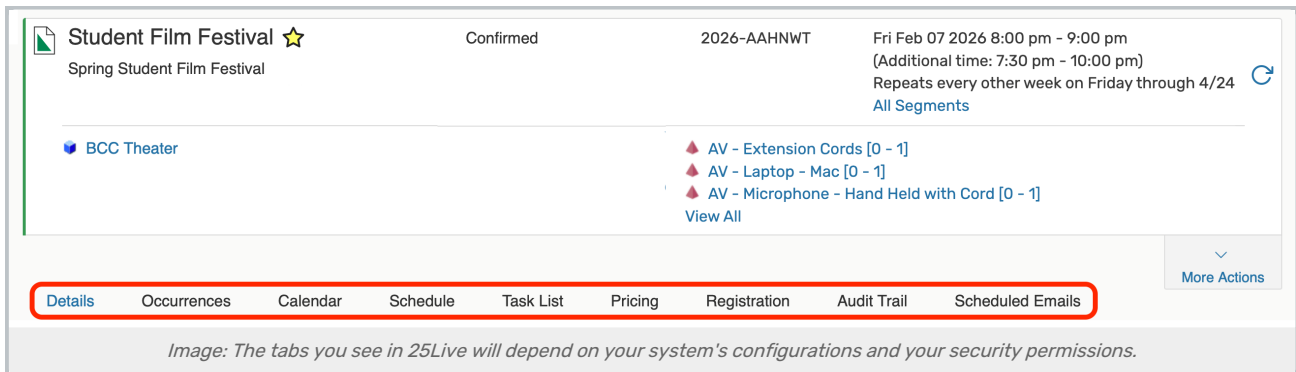


Image: The tabs you see in 25Live will depend on your system's configurations and your security permissions.

Details

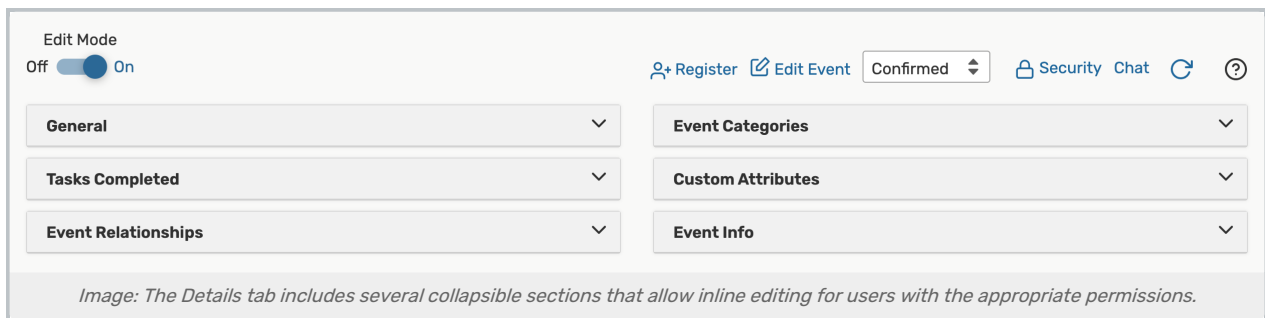


Image: The Details tab includes several collapsible sections that allow inline editing for users with the appropriate permissions.

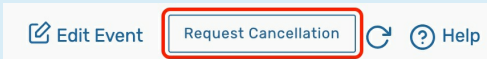
- **Edit Mode** - Set the toggle to **On** to enable [inline editing](#).
- **Register** - Click to [register](#) for this event. If you are already registered, this link will be updated to **View Registration**.
- **Edit Event** - Open this event in the [event form](#).

- *For more about Event States, see [Choosing an Event State](#).*
- **Event State** - Update the event state.
 - Please note that updating the Event State from the Event Details can [trigger Event Save Email scenarios to send](#).



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.)




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 X

Please enter a reason for cancelling this event

Request Cancellation

- **Security** - This link sends you to the [Object Security](#) configuration page for this event in Group Administration.
- **Chat** - Opens an [event chat](#) in [25Live Chat](#) with the event's Scheduler, Requestor, or all members of any contact role.
- **Refresh** - You can refresh the summary using the refresh icon  in the upper-right of the summary area.
- **Help** - Press to be moved to the KnowledgeBase.
- **Silent Save** - Users with [access to this checkbox](#) can select it to prevent event emails from triggering after inline edits are made.
- **Post-Save Actions** - Users with [access to this button](#) and **Silent Save** can select Silent Save to stop *individual* inline edits from triggering emails. Then, once all inline edits are complete, this button can be used to trigger one event email that includes *all* changes.

Additional event information is available in collapsible sections:

- **General** - This section has all of the basic event information; most of it can be inline edited.
 - *For more information on inline editing, see [Inline Editing Event Details](#).*
- **Tasks Completed** - Lists task statistics with a link to "View this event's Task List".
- **Event Relationships** - Lists the related events (if there are any) with links to view those events' details.
- **Event Categories** - Shows the categories associated with the event and an "Add" link for adding more categories.
- **Custom Attributes** - Shows the custom attributes for this event with an "Add a Custom Attribute" option button.
- **Event Info** - Outline of additional event information, including the requirements, owner, creation date, reference, cabinet, and folder.

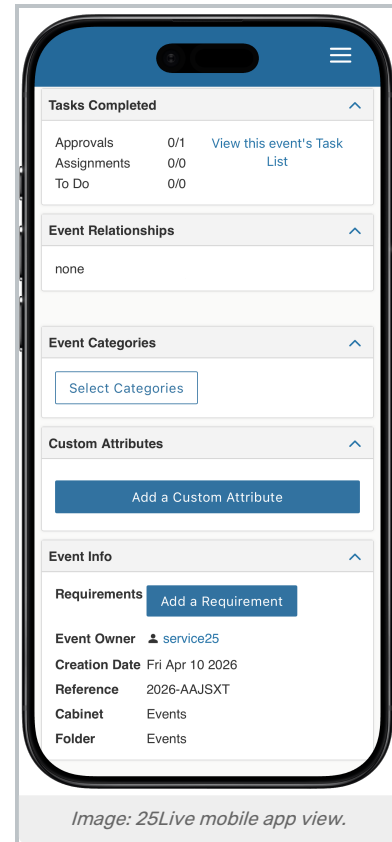


Image: 25Live mobile app view.

For more information, please see [Event Data Overview](#).

Occurrences

The Occurrences tab lists the Date, Start Time, End Time, and Additional Details of each event occurrence. On the left, there are panels for the Event Preferences. If the event has multiple locations/resources, there will also be a Filter by Locations/Resources panel.

For more information, please see [Viewing and Editing Event Occurrences](#).

Event Preferences Edit ^

This event has the following preferences

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]

Filter by Resources ^

Select All Any All

AV - Extension Cords

AV - Laptop - Mac

Event Occurrences

Date	Start Time	End Time	Additional Details
Fri May 09 2025	7:00 pm	9:00 pm	BCC Theater (9 resources)

Sat May 10 2025

Timeline: Pre-Event (6:30 pm), Setup (6:30 pm), Start (7:00 pm), End (9:00 pm), Post-Event (10:00 pm), Takedown (10:00 pm)

BCC Theater
Layout: Theater

- 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]

Image: The Occurrences tab shows the date, time, location(s), and resource(s) for each occurrence.

Calendar

The Calendar tab displays a calendar of occurrences for the event you are viewing.

For more information, please see [Working With Calendar Views in 25Live](#).

Related Events Display Additional Time [Register](#) [Edit Event](#) Sun May 04 2025 - Sat May 10 2025 Weeks: 1 [Help](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 4	5	6	7	8	9	10
					7:00 pm - 9:00 pm Student Film Festival Register BCC Theater	7:00 pm - 9:00 pm Student Film Festival Register BCC Theater

Image: The Calendar tab shows each of the event's occurrences by week.

Schedule

The Schedule tab shows a color-coded block for each event occurrence in the event you are viewing. The blocks are laid out on a grid to highlight the dates and hours that each occurrence takes place. This view is interactive, allowing you to reschedule occurrences right from the grid. Additional time (pre-, setup, post-, takedown) will show in a differing pattern or shade within the event block. This tab may also display the "Show [Waitlist](#)" checkbox when reservations are waiting for an event block.

For more information, please see [Working With Availability Views in 25Live](#).



Task List

In the Task List tab, the details of tasks associated with this event (or related events) are displayed. This view will look different depending on whether your 25Live instance has [Tiered Workflow](#) enabled.

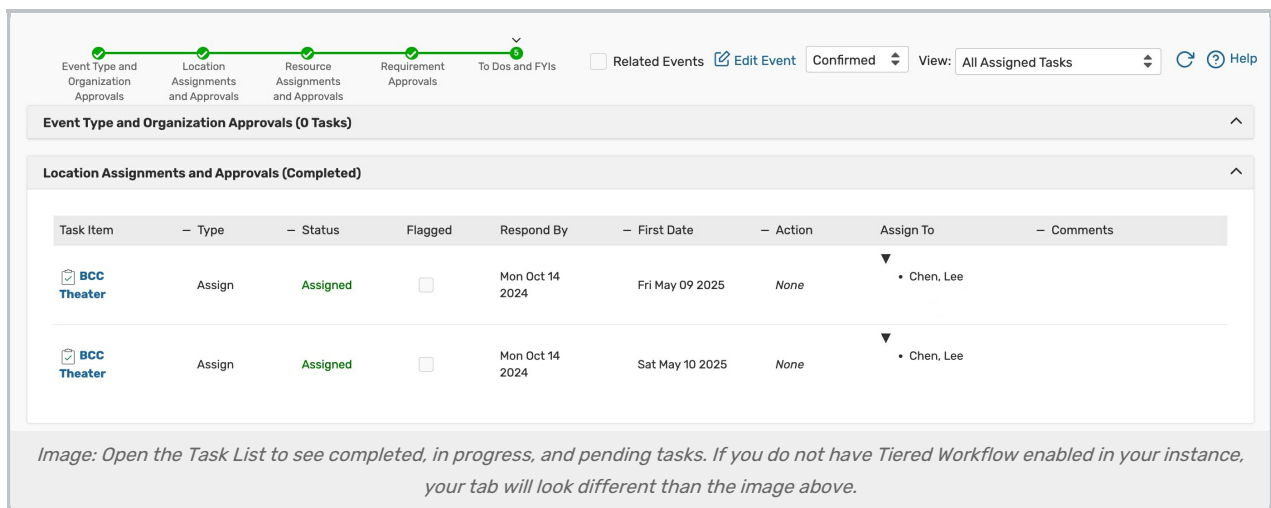
[Tiered Workflow](#) is an automated process that links an event's [tasks](#) together so that they are completed in a predetermined order. This means that some tasks cannot be completed until others have been. Each section of tasks can be expanded and collapsed, and will indicate whether the tasks are completed or pending.

If [Tiered Workflow is not enabled](#) in your instance, a table will display each of the event's tasks, which do not need to be completed in a specific order.

You can use the appropriate action buttons to complete a task:

- **Approve** or **Deny** to complete an approval notification
- **Assign** or **Deny** to complete a location or resource assignment request
- **Complete** or **Ignore** to complete a To Do task

For more information, please see [Viewing Tasks](#), [Tiered Workflow](#), & [Completing Tasks](#).



Pricing

For events that have associated costs, you can use the Pricing tab to make pricing adjustments, export invoices, manage payments, and more.

For more information, please see [Viewing and Modifying Event Pricing](#), [Generating an Invoice](#), & [Managing Payments in 25Live](#).

Pricing Mode Standard Payment

Invoice Activity

2/7 - Film Festival

2/8 - Film Festival

Combine Related Events Hide No-Charge Items Edit Event Confirmed Select Columns Chat

Print Invoice: Select Invoice Refresh this Event's Pricing Create Invoice Print Default Invoice

NON-INVICED BILLING

ALT. FILM CLUB

> Payments

STUDENT CENTER

∨ Payments

ID	Invoice	Create Date	Due Date	Source	Description	Amount	Type	Status	Void
6	2/7 - Film Festival	Mon Oct 14 2024	Mon Oct 14 2024	manual		\$102.50	DEPOSIT	paid	Yes by service25 on Mon Oct 14 2024 because: Incorrect

Image: Open the Pricing tab to see all costs associated with this event.

Registration

For events that allow registration, you can manage attendance information from the Registration tab.

For more information, please see [Registering for an Event in 25Live](#) & [Managing 25Live Event Registrations](#).

To view or add registrants for a specific occurrence, select a date below.

Filter:

Fri May 09 2025 18:30:00 - 22:00:00

Date Fri May 09 2025 18:30:00 - 22:00:00

State Active

Available Attendance 120

Sat May 10 2025 18:30:00 - 22:00:00

Date Sat May 10 2025 18:30:00 - 22:00:00

State Active

Available Attendance 120

Registration for All Occurrences

Add Registrant to All Occurrences

Registrant: Garcia, Eric ☆ Status: Confirmed Add Registrant

All Registrants

Filter:

Name	Email	Status	Delete
Garcia, Eric	eric.garcia@school.edu	Confirmed	Delete
Smith, Jane	jane.smith@school.edu	Expressed Interest	Delete

Image: View and update the event registrants in the Registration tab.

LYNX

If a 25Live event has been imported via the [Series25 LYNX Interface](#), you can use the LYNX tab to suspend SIS imports and exports for the section you are viewing.

For more information, please see [Pausing a Section from the LYNX Tab in 25Live](#).

Pause Section

No Yes

When a section is part of an active import or export extract set, pausing prevents it from updating in 25Live when it is changed in your Student Information System (SIS) and prevents it from updating in your SIS when it is changed in 25Live.

If you un-pause this section, you must re-import it via LYNX to ensure that 25Live reflects what is in your SIS.

Image: The LYNX tab has a Pause Section toggle that can be used to suspend imports and

Audit Trail

The Audit Trail tab displays a sortable table of changes to this event. Tap or click the **Date**, **User**, or **Action** column headings to sort by those columns.

For more information, please see [Viewing an Event's Audit Trail](#).

Date	User	Action	Additional Information
Mon Oct 14 2024 2:41 pm	southcampus.requestor	Create	Created Student Film Festival
Mon Oct 14 2024 2:41 pm	southcampus.requestor	State Change	Initial event state as Tentative
Mon Oct 14 2024 2:42 pm	southcampus.requestor	Email Sent	Your event has been confirmed (2024-AAHNWW)
Mon Oct 14 2024 2:42 pm	southcampus.requestor	Email Content	Your event Student Film Festival has been confirmed. Organization Name: STUDENT CENTER Event Time: 5/9/25, 7:00 PM - 5/10/25, 9:00 PM

Image: Use the Audit Trail to see a record of changes made to this event.

Scheduled Emails

The Schedule Emails tab shows a record of scheduled emails, including those created from the Email Event section of the More Actions menu or from [Event Save Emails](#).

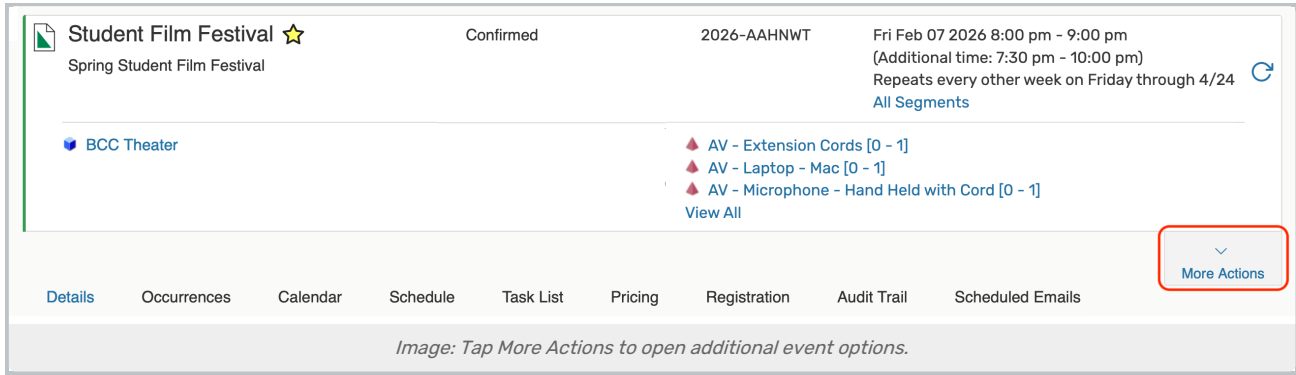
For more information, please see [Saving, Printing, Emailing, and Scheduling Reports](#).

Type	Send By	Subject	Edit	Delete
Days from Now	Sat Nov 02 2024	Your event has been confirmed (2024-AAHNWW)	Edit	Delete

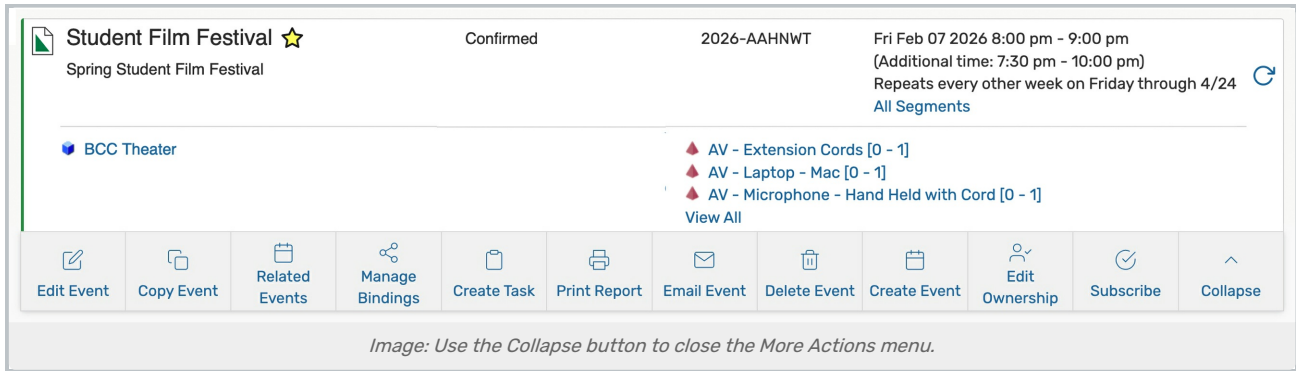
Image: Open the Scheduled Emails section to view the audit trail of emails scheduled through the Email Event

More Actions Menu Options

Expand the **More Actions** menu to see additional actions available for events.



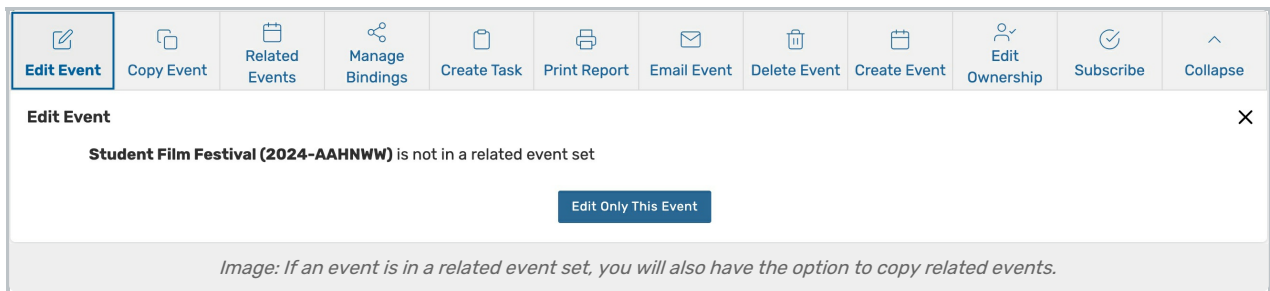
To close the display, tap the **Collapse** button.



Edit Event

Edit this event or related events.

For more information, see [Editing Individual Events With the Event Form](#).



Copy Event

Duplicate this event.

For more information, see [Copying Events & Copying Related Events](#).

Copy Event X

Student Film Festival (2024-AAHWW) is not in a related event set

Select **Related** to create a copy related to this event or a related event set; otherwise, select **Stand-Alone** to create an independent copy.

Related Stand-Alone

Start Date

Occurrence Mapping

Fri May 09 2025 7:00 pm

 9:00 pm

- BCC Theater Baker Classroom Complex - Theater
- 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

Image: Use the Copy Event button to open the event form with a copy of this event's data added.

Related Events

Update this related event set.

For more information, see [Creating Related Events & Editing Related Events](#).

Manage Related Events X

CollegeNET Summer Film Festival is in a related event set

Related Set Name [+ Add Set Name](#)

Name	Title	Reference	Type	Start Date	Start Time	State
CollegeNET Summer Film Festival	CollegeNET Summer Film Festival: Ferris Bueller's Day Off	2027-AAGMRJ	Film / Movie	Fri Jun 26 2027	6:30 pm	Confirmed
CollegeNET Summer Film Festival	CollegeNET Summer Film Festival: Toy Story	2027-AAGMRK	Film / Movie	Fri Jun 19 2027	6:00 pm	Confirmed
CollegeNET Summer Film Festival	CollegeNET Summer Film Festival: Jurassic Park	2027-AAGMRL	Film / Movie	Fri Jun 12 2027	6:00 pm	Confirmed
CollegeNET Summer Film Festival	CollegeNET Summer Film Festival: Wall-E	2027-AAGMRM	Film / Movie	Fri Jun 05 2027	5:30 pm	Confirmed
CollegeNET Summer Film Festival	CollegeNET Summer Film Festival: Back to the Future	2027-AAGMRN	Film / Movie	Fri Jul 03 2027	6:30 pm	Confirmed
CollegeNET Summer Film Festival	CollegeNET Summer Film Festival: Up	2027-AAGMRP	Film / Movie	Fri Jul 10 2027	6:30 pm	Confirmed
CollegeNET Summer Film Festival	CollegeNET Summer Film Festival: The Princess Bride	2027-AAGMRQ	Film / Movie	Fri Jul 17 2027	6:30 pm	Confirmed
CollegeNET Summer Film Festival	CollegeNET Summer Film Festival: Finding Nemo	2027-AAGMRR	Film / Movie	Fri Jul 24 2027	6:30 pm	Confirmed
CollegeNET Summer Film Festival	CollegeNET Summer Film Festival: The Breakfast Club	2027-AAGMRS	Film / Movie	Fri Jul 31 2027	6:30 pm	Confirmed

Page Size:

Image: Add and remove events from a related event set in the Related Events section.

Manage Bindings

Create or edit events that are bound to this one.

For more information, see [Creating Event Bindings & Removing Event Bindings](#).

The screenshot shows a top navigation bar with icons for Edit Event, Copy Event, Related Events, Manage Bindings (highlighted), Create Task, Print Report, Email Event, Delete Event, Create Event, Edit Ownership, Subscribe, and Collapse. Below the navigation bar is a modal window titled "Manage Bindings" with a close button (X). The main content area displays the text "Student Film Festival (2024-AAHWW) is not currently in a bound event set" and a blue button labeled "Add Events to Set". At the bottom of the modal, there is a caption: "Image: Add and remove event bindings from the Mange Bindings section."

Create Task

Create and assign a To Do task.

For more information, see [Creating To Do Tasks](#).

The screenshot shows the same top navigation bar as the previous image, with "Create Task" highlighted. Below it is a modal window titled "Create Task" with a close button (X). The form contains the following fields: "Task Name:" with a text input field; "Comment:" with a larger text area; "Assigned To:" with a dropdown menu showing "service25" and an "EDIT" link; "Due Date:" with a date picker showing "Mon Oct 28 2024"; and "Assigned By:" with the text "service25". A blue "Create" button is located at the bottom right of the modal. At the bottom of the modal, there is a caption: "Image: Use the Create Task button to create a To Do for yourself or another user."

Print Report

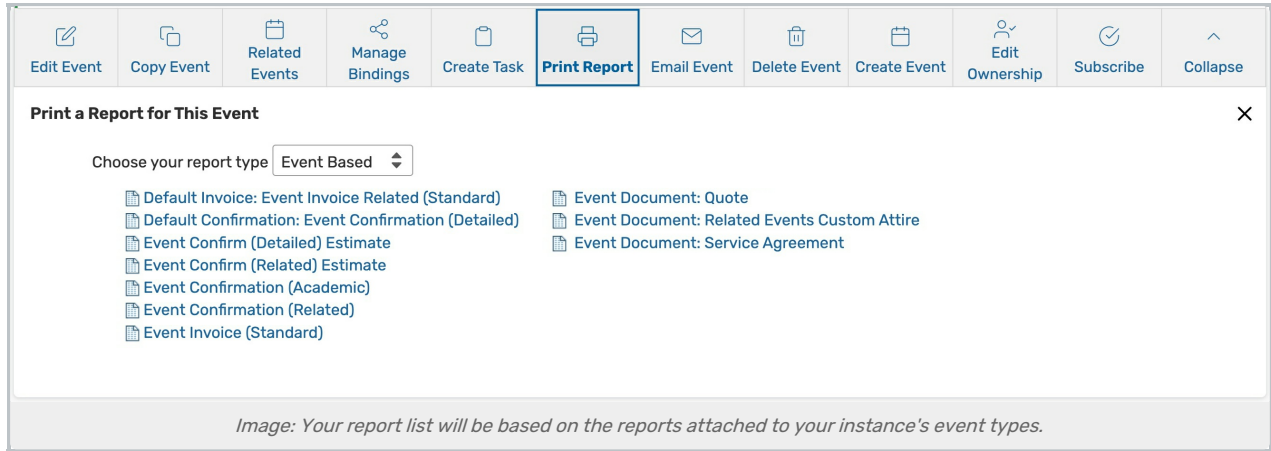
Print a report (including invoices, if one has been defined for the current event type) or a custom document using information from this event.



Note: Setting Default Reports

Administrators can set the default confirmation and invoice reports in [System Settings > Master Definitions > Event Types](#).

For more information, see [Utilizing Custom Documents](#), [Defining a Custom Report](#), & [Adding and Editing Event Types](#).



Print a Report for This Event X

Choose your report type **Event Based**

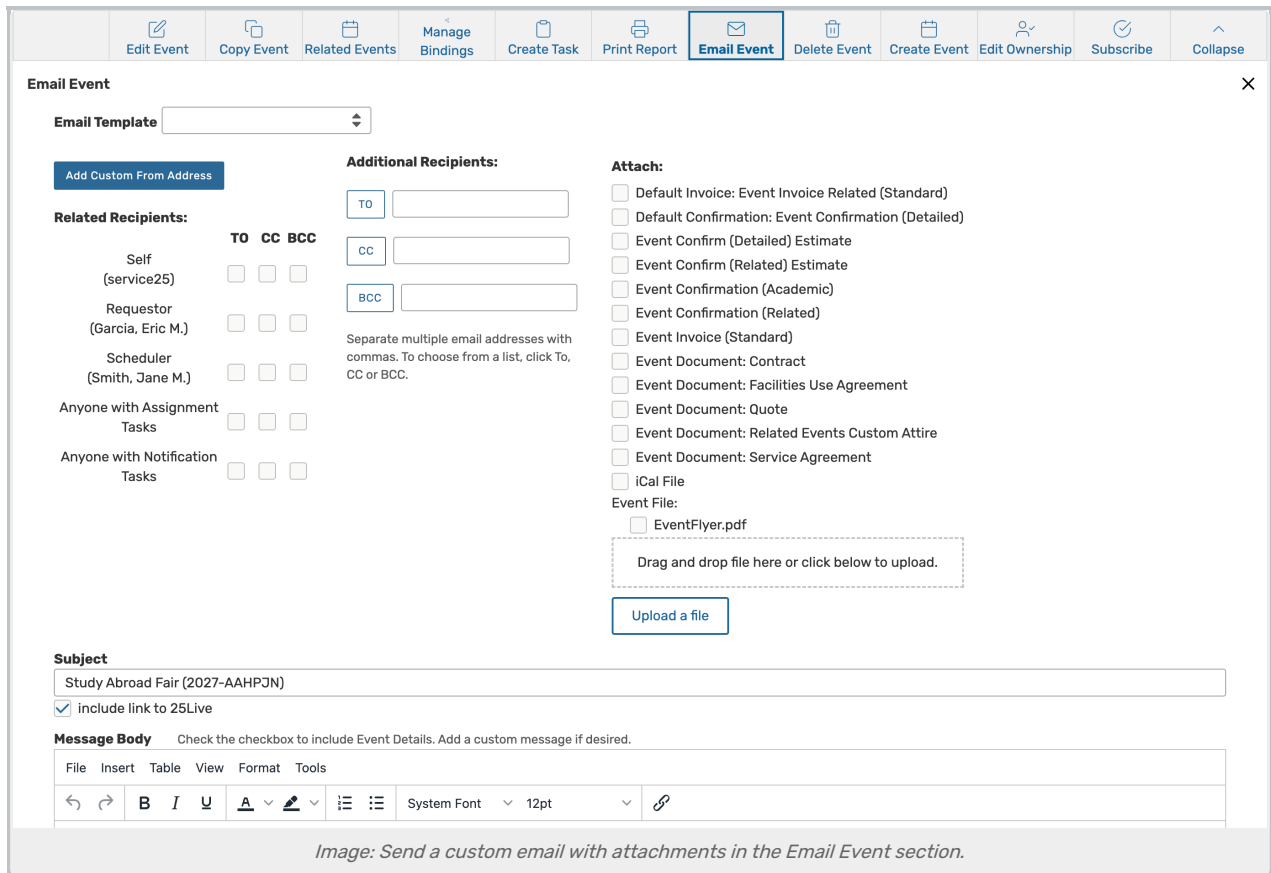
- Default Invoice: Event Invoice Related (Standard)
- Default Confirmation: Event Confirmation (Detailed)
- Event Confirm (Detailed) Estimate
- Event Confirm (Related) Estimate
- Event Confirmation (Academic)
- Event Confirmation (Related)
- Event Invoice (Standard)
- Event Document: Quote
- Event Document: Related Events Custom Attire
- Event Document: Service Agreement

Image: Your report list will be based on the reports attached to your instance's event types.

Email Event

Send event details and attachments via email.

For more information, see [Emailing Event Details](#).



Email Event X

Email Template

Related Recipients:

TO CC BCC

Self (service25)

Requestor (Garcia, Eric M.)

Scheduler (Smith, Jane M.)

Anyone with Assignment Tasks

Anyone with Notification Tasks

Additional Recipients:

TO

CC

BCC

Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.

Attach:

- Default Invoice: Event Invoice Related (Standard)
- Default Confirmation: Event Confirmation (Detailed)
- Event Confirm (Detailed) Estimate
- Event Confirm (Related) Estimate
- Event Confirmation (Academic)
- Event Confirmation (Related)
- Event Invoice (Standard)
- Event Document: Contract
- Event Document: Facilities Use Agreement
- Event Document: Quote
- Event Document: Related Events Custom Attire
- Event Document: Service Agreement
- iCal File

Event File:

EventFlyer.pdf

Drag and drop file here or click below to upload.

Subject

Study Abroad Fair (2027-AAHPJN)

include link to 25Live

Message Body Check the checkbox to include Event Details. Add a custom message if desired.

File Insert Table View Format Tools

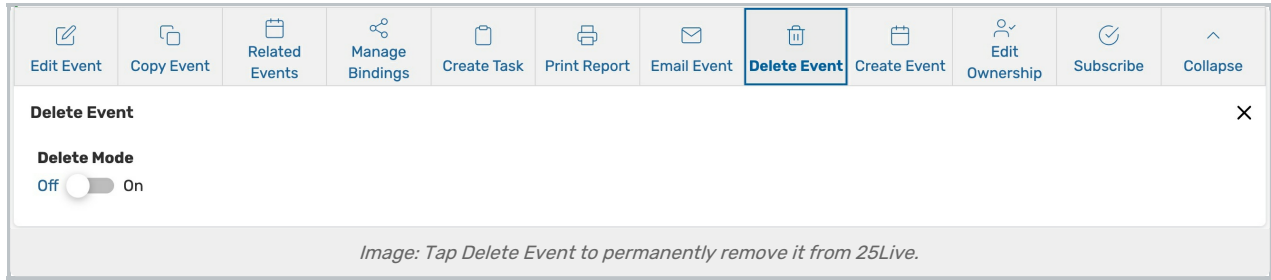
← → **B** *I* U **A** **■** **■** System Font 12pt

Image: Send a custom email with attachments in the Email Event section.

Delete Event

Permanently delete an event.

For more information, see [Deleting Events](#).



Create Event

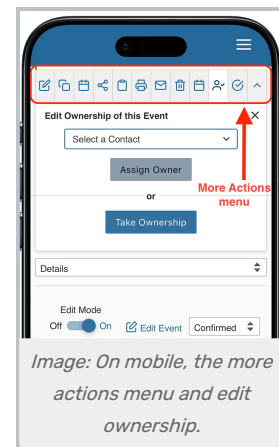
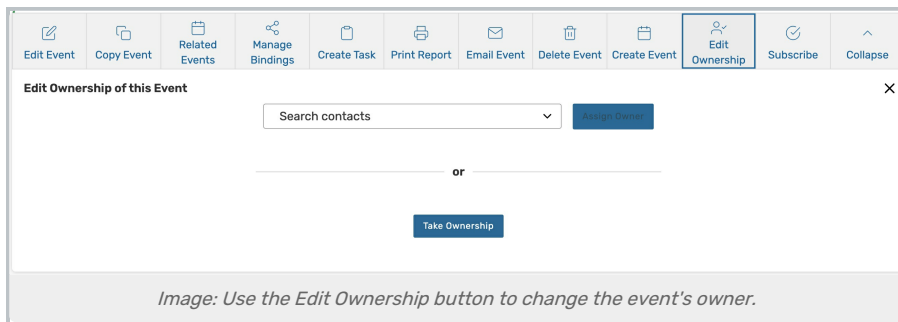
Open a blank event form.

For more information, see [Creating Events With the Event Form](#).

Edit Ownership

Change the event owner to your contact with editing rights.

For more information, see [Editing Ownership of Events](#).



Subscribe

Subscribe to an event calendar feed.

For more information, see [Subscribing to an Event Feed](#).

