

Viewing Event Details

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Security Note

There are several permissions required in [Group Administration](#) to see each piece of data on an event 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](#)

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 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 'Student Film Festival' event details page. At the top, there is a search bar and a 'Recently Viewed' dropdown. The event summary includes the name 'Student Film Festival' with a star icon, the state 'Confirmed', the reference ID '2024-AAHNWW', and the date and time 'Fri May 09 2025 7:00 pm - 9:00 pm'. Below this, the location 'BCC Theater' is listed. A list of resources is shown: 'AV - Extension Cords [1]', 'AV - Laptop - Mac [1]', and 'AV - Microphone - Hand Held with Cord [1]'. A 'View All' link is provided for the resources. The page has several tabs: 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', 'Registration', 'Audit Trail', and 'Scheduled Emails'. The 'Details' tab is active. There is an 'Edit Mode' toggle set to 'On'. At the top right, there are links for 'Register', 'Edit Event', a status dropdown set to 'Confirmed', 'Security', and 'Help'. Below these are several expandable sections: 'General', 'Event Categories', 'Tasks Completed', 'Custom Attributes', 'Event Relationships', 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

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.

The screenshot shows the top section of the 25Live interface. At the top right, there is a search bar with 'Go to Search' and a 'Recently Viewed' dropdown menu. Below this, the event details are displayed: 'Student Film Festival' with a star icon, 'Confirmed' status, '2024-AAHWW' code, and 'Fri May 09 2025 7:00 pm - 9:00 pm' with a refresh icon. The location is 'BCC Theater'. A list of AV equipment is shown: 'AV - Extension Cords [1]', 'AV - Laptop - Mac [1]', and 'AV - Microphone - Hand Held with Cord [1]', with a 'View All' link. At the bottom, a row of tabs is visible: 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', 'Registration', 'Audit Trail', and 'Scheduled Emails'. A 'More Actions' dropdown is on the right.

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

Details

The screenshot shows the 'Details' tab interface. At the top left, there is an 'Edit Mode' toggle switch set to 'On'. To the right, there are links for 'Register', 'Edit Event', a dropdown menu currently set to 'Confirmed', and links for 'Security', 'Refresh', and 'Help'. Below these are several collapsible sections: 'General', 'Tasks Completed', 'Event Relationships', 'Event Categories', 'Custom Attributes', and 'Event Info'. Each section has a downward arrow indicating it can be collapsed.

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.)

 Edit Event    Help

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

Please enter a reason for cancelling this event

- **Security** - This link sends you to the [Object Security](#) configuration page for this event in Group Administration.
- **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.

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.

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/resource, there will also be a Filter by Locations/Resources panel.

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

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	7:00 pm	9:00 pm	BCC Theater (9 resources)

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

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 [Refresh](#) [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.

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.

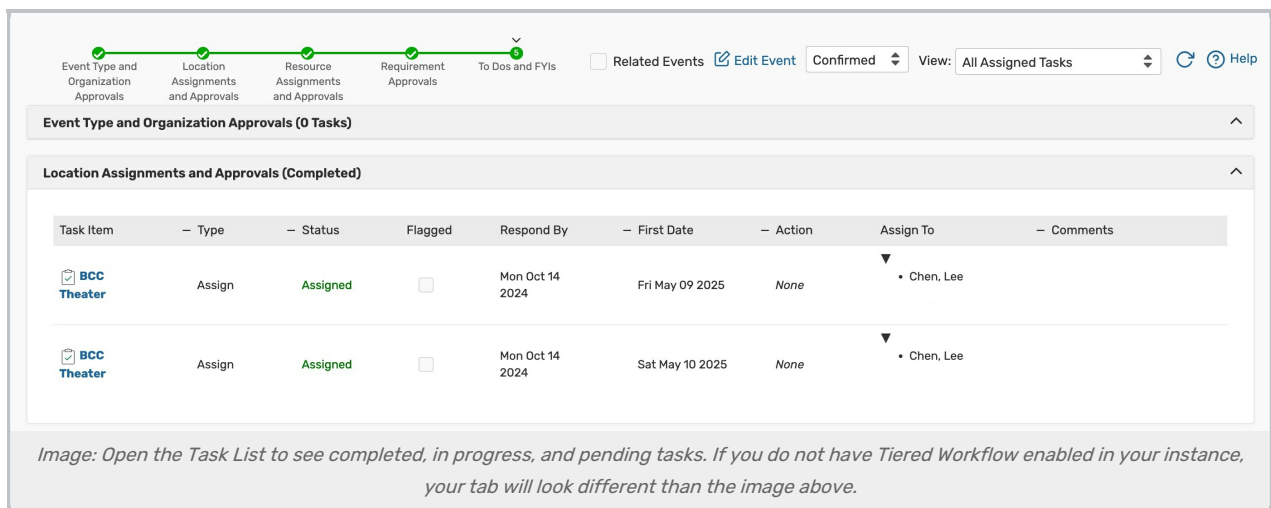
[Tiered Workflow](#) is an automated process that links an event's [tasks](#) together so that they are completed in a predetermined order. This means that some tasks cannot be completed until others have been. Each section of tasks can be expanded and collapsed and will indicate whether the task are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

Summary

Pricing Date: Mon Oct 14 2024

Print Invoice

Print Default Invoice

Update All Items to Rate Group:

Choose a Rate Group: Refresh this Event's Pricing

Line Item View Occurrence View

STUDENT CENTER

Item	List Price	Adjustments	Price	Taxes	Total	Charge To	Rate Schedule	Rate Group	Debit Account	Credit Account
AV - Extension Cords	\$0.00	+ Add	\$0.00		\$0.00	STUDEN		Co-Spon	CS .:	.
AV - Laptop - Mac	\$30.00	+ Add	\$30.00		\$30.00	STUDEN	Laptop Rental	Co-Spon	CS .:345678	.123456
AV - Microphone - Hand Held with Cord	\$32.50	+ Add	\$32.50		\$32.50	STUDEN	Microphone Equipment	Co-Spon	CS .:345678	.123456
AV - Overhead Projector	\$30.00	+ Add	\$30.00		\$30.00	STUDEN	Small AV Equipment	Co-Spon	CS .:345678	.123456

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: [Refresh]

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: [Refresh]

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](#).

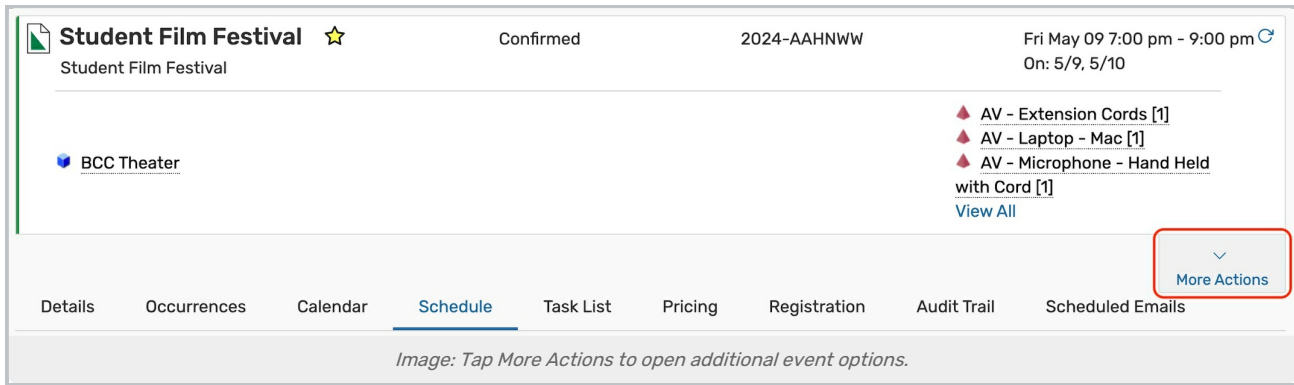
For more information, please see [Saving, Printing, Emailing, and Scheduling Reports](#).

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

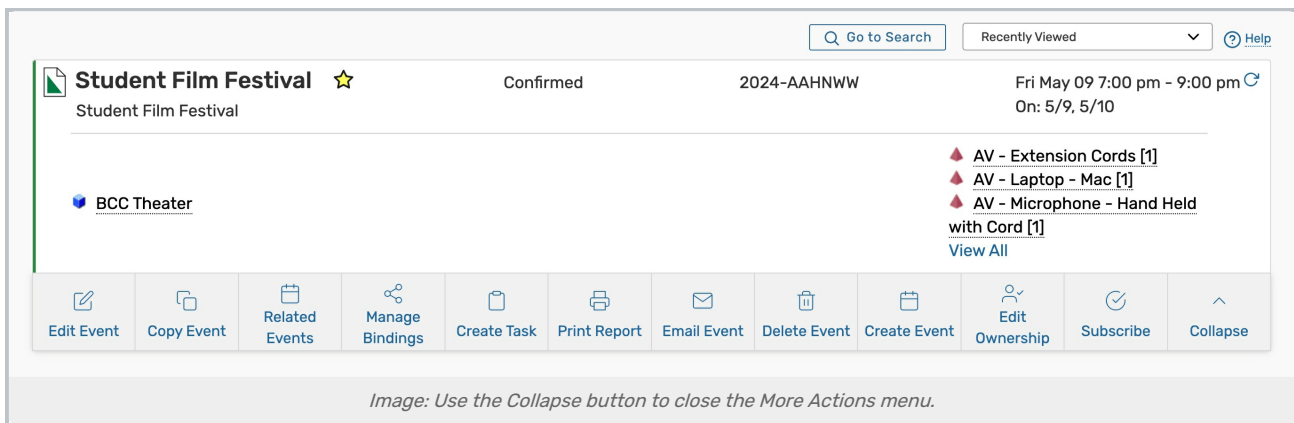
Image: Open the Scheduled Emails section to view the audit trail of emails scheduled through the Email Event

More Actions Menu Options

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



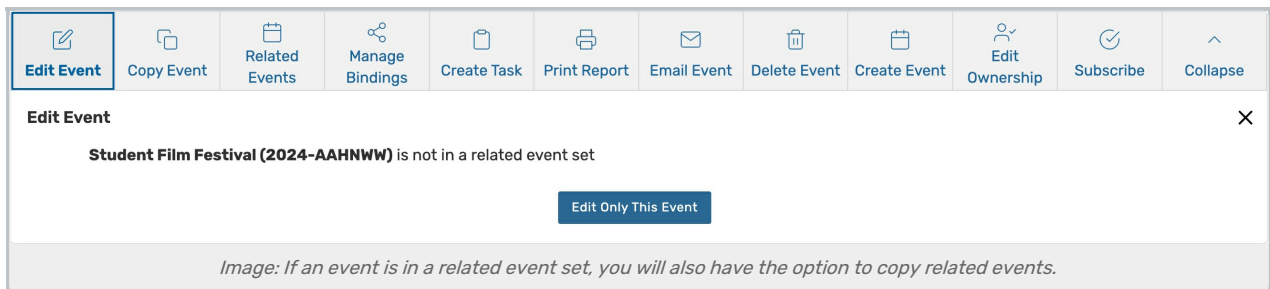
To close the display, tap the **Collapse** button.



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	BCC Theater Baker Classroom Complex - Theater
	9:00 pm	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

Student Film Festival (2024-AAHWW) is in a related event set

Name	Title	Reference	Type	Start Date	Start Time	State
2nd Annual Student Film Festival	2nd Annual Student Film Festival	2024-AAHWW	Film / Movie	Fri Feb 07 2026	7:30 pm	Confirmed
Student Film Festival	Student Film Festival	2024-AAHWW	Film / Movie	Fri May 09 2025	6:30 pm	Confirmed

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 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 bar, the 'Manage Bindings' section is open, displaying the text: 'Student Film Festival (2024-AAHWW) is not currently in a bound event set'. A blue button labeled 'Add Events to Set' is positioned below this text. At the bottom of the panel, a caption reads: '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 'Create Task' form. The navigation bar is identical to the previous screenshot, with 'Create Task' highlighted. The form contains the following fields: 'Task Name:' with a text input box; 'Comment:' with a larger text area; 'Assigned To:' with a dropdown menu showing 'service25' and an 'EDIT' link; and 'Due Date:' with a date picker set to 'Mon Oct 28 2024'. The 'Assigned By:' field is pre-filled with 'service25'. A blue 'Create' button is located at the bottom right of the form. A caption at the bottom reads: '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 custom document using information from this event.



Note: Setting Default Reports

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

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

[Edit Event](#)
[Copy Event](#)
[Related Events](#)
[Manage Bindings](#)
[Create Task](#)
[Print Report](#)
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[Delete Event](#)
[Create Event](#)
[Edit Ownership](#)
[Subscribe](#)
[Collapse](#)

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](#).

[Edit Event](#)
[Copy Event](#)
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Email Event X

Email Template

Add Custom From Address

Related Recipients:

	TO	CC	BCC
Self (service25)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requestor (Garcia, Eric)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler (Chen, Lee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Assignment Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Notification Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Upload a file

Subject

Include link to 25Live

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

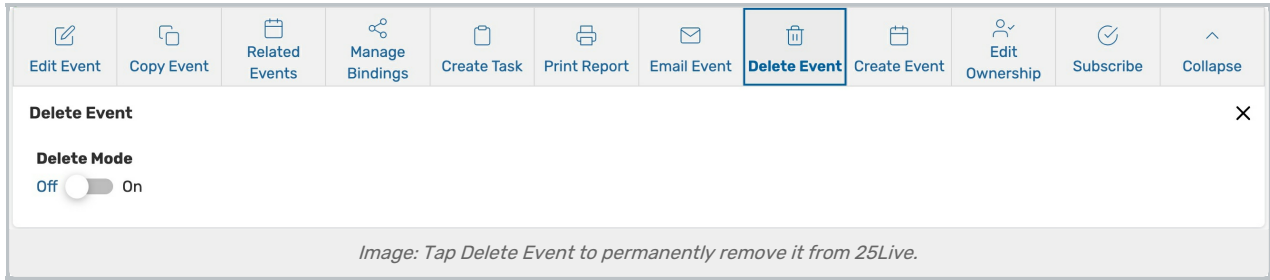
File Insert Table View Format Tools

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

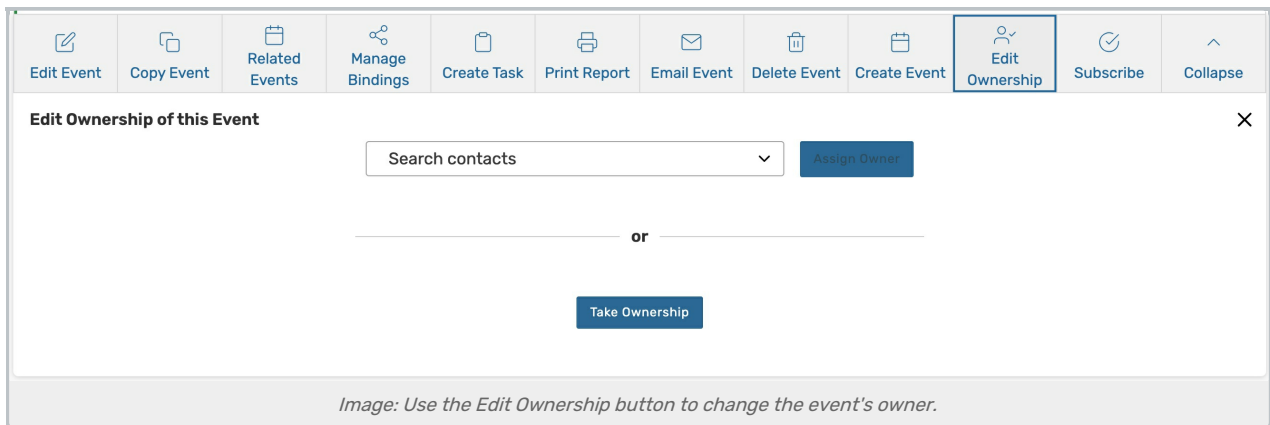
Open a blank event form.

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](#).

Edit Event	Copy Event	Related Events	Manage Bindings	Create Task	Print Report	Email Event	Delete Event	Create Event	Edit Ownership	Subscribe	Collapse
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Subscribe to this Event ×

View Atom feed

View iCal feed

To import the iCal into Microsoft Outlook, click to download, then "Upload from file". To stay subscribed to changes on the events, right-click to copy the feed URL and add a new calendar via "Subscribe from web". See this Microsoft Outlook [support page](#) for more details (and note that "Turn on shared calendar improvements" in advanced Microsoft Account settings must first be disabled).

Image: Subscribe to an event feed.