

## 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](#)
- Tools Access: 7.0 [Access to CRM Tool](#)
- Tools Access: 8.1 [Access to Event Chat](#)

If you are 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, a summary bar includes the event name 'Student Film Festival' with a star icon, the state 'Confirmed', the reference ID '2026-AAHPJR', and the date/time 'Fri Apr 10 2026 6:00 pm - 9:00 pm' with a refresh icon. Below this, it says 'Spring Student Film Festival' and 'Repeats every day for 2 iterations'. The location 'BCC Theater' is listed on the left, and resources 'AV - Extension Cords [1]', 'AV - Laptop - Mac [1]', and 'AV - Microphone - Hand Held with Cord [1]' are listed on the right with a 'View All' link. Below the summary bar are tabs for 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', 'Registration', 'Audit Trail', and 'Scheduled Emails'. The 'Details' tab is active. Below the tabs, there is an 'Edit Mode' toggle set to 'On', and buttons for 'Register', 'Edit Event', 'Confirmed' (dropdown), 'Security', 'Chat', 'Manage Attendees', and a help icon. Below these are expandable sections for 'General', 'Event Categories', 'Tasks Completed', 'Custom Attributes', 'Event Relationships', and 'Event Info'. A caption at the bottom reads: 'Image: A summary of the event is located at the top of the event page.'

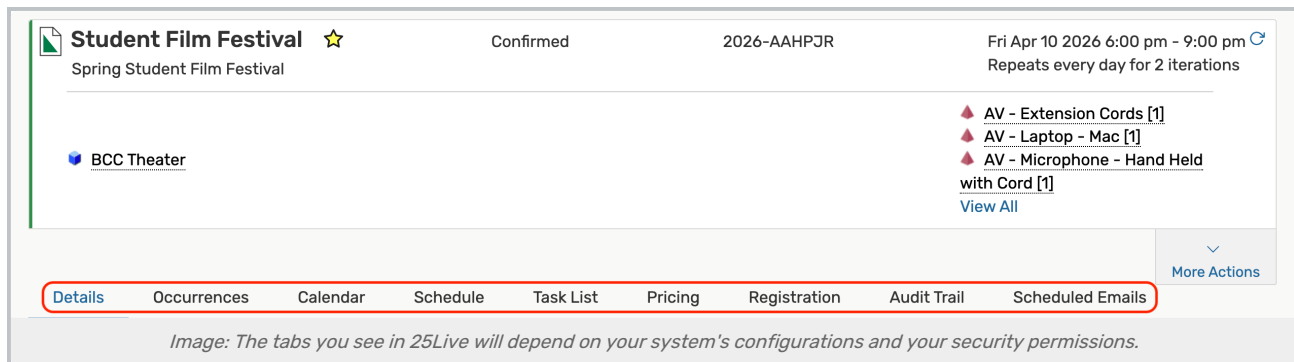


### Tip

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

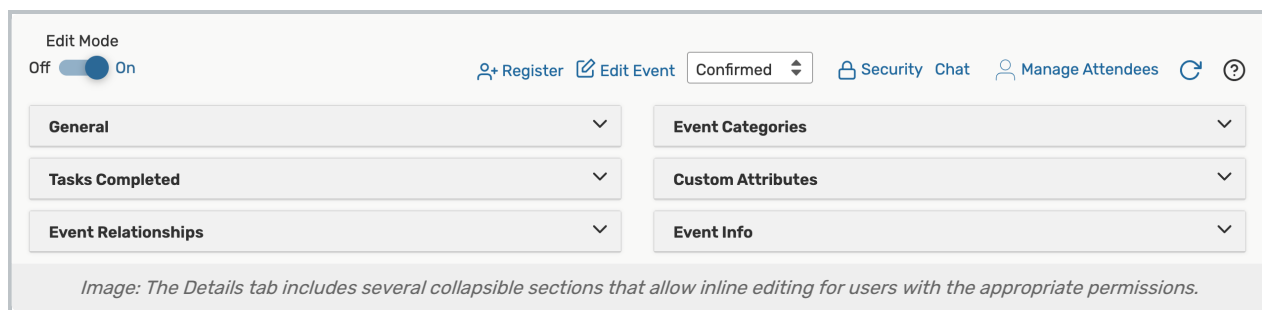
Below are descriptions of each of the event details tabs and their uses. Please note that what you are able to view on this page will depend on your security settings and configurations. If there are settings you think you should be able to see or edit, please contact your 25Live Administrator.



The screenshot shows the event details for "Student Film Festival" (Spring Student Film Festival) at BCC Theater. The event is confirmed and scheduled for Fri Apr 10 2026 from 6:00 pm to 9:00 pm, repeating every day for 2 iterations. A list of AV requirements is shown: AV - Extension Cords [1], AV - Laptop - Mac [1], and AV - Microphone - Hand Held with Cord [1]. A "View All" link is provided. Below the event information is a horizontal tab bar with the following tabs: Details, Occurrences, Calendar, Schedule, Task List, Pricing, Registration, Audit Trail, and Scheduled Emails. The "Details" tab is currently selected and highlighted with a red box. A "More Actions" button is visible on the right side of the tab bar.

*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 of the event details page. At the top, there is an "Edit Mode" toggle set to "On". To the right of the toggle are links for "Register", "Edit Event", and a dropdown menu showing "Confirmed". Further right are links for "Security", "Chat", "Manage Attendees", and a refresh icon. Below these links are several collapsible sections: "General", "Event Categories", "Tasks Completed", "Custom Attributes", "Event Relationships", 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  Request Cancellation   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

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 [StandOut Classroom](#).
- **Manage Attendees** - Allows you to create a new [CRM pool](#) in the [Customer Relationship Management \(CRM\)](#) tool.
- **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 Preferences

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

Setup 6:30 pm

Start 7:00 pm

End 9:00 pm

Takedown 10:00 pm

6:30 pm Pre-Event

10:00 pm Post-Event

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
					<div>7:00 pm - 9:00 pm Student Film Festival Register BCC Theater</div>	<div>7:00 pm - 9:00 pm Student Film Festival Register BCC Theater</div>

←

→

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

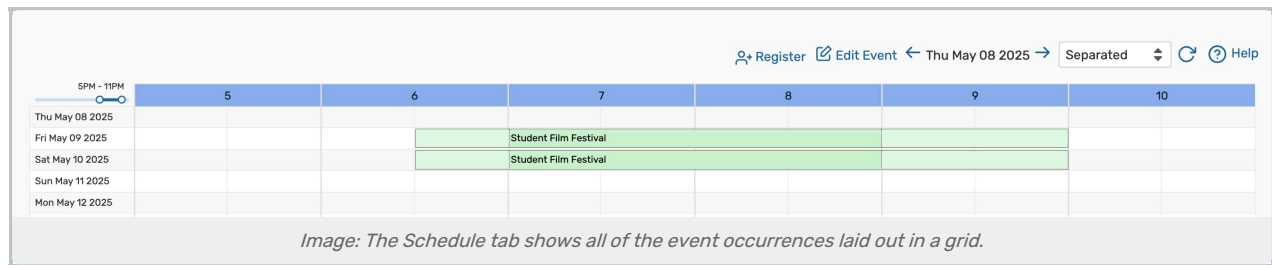
Schedule

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](#).

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## 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.

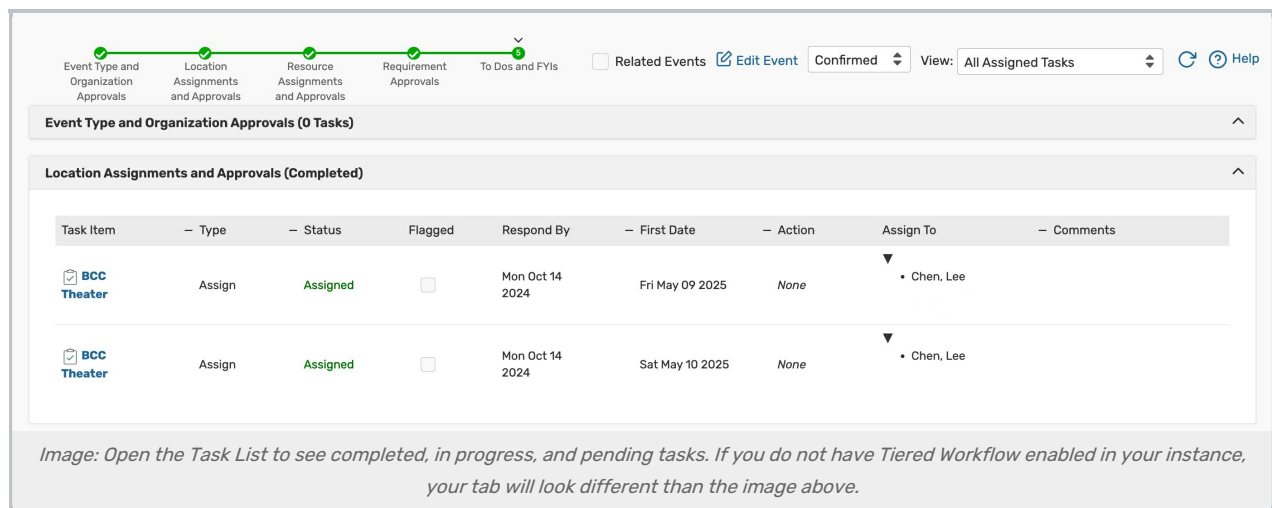
[Tiered Workflow](#) is an automated process that links an event's [tasks](#) together so that they are completed in a predetermined order. This means that some tasks cannot be completed until others have been. Each section of tasks can be expanded and collapsed and will indicate whether the task are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

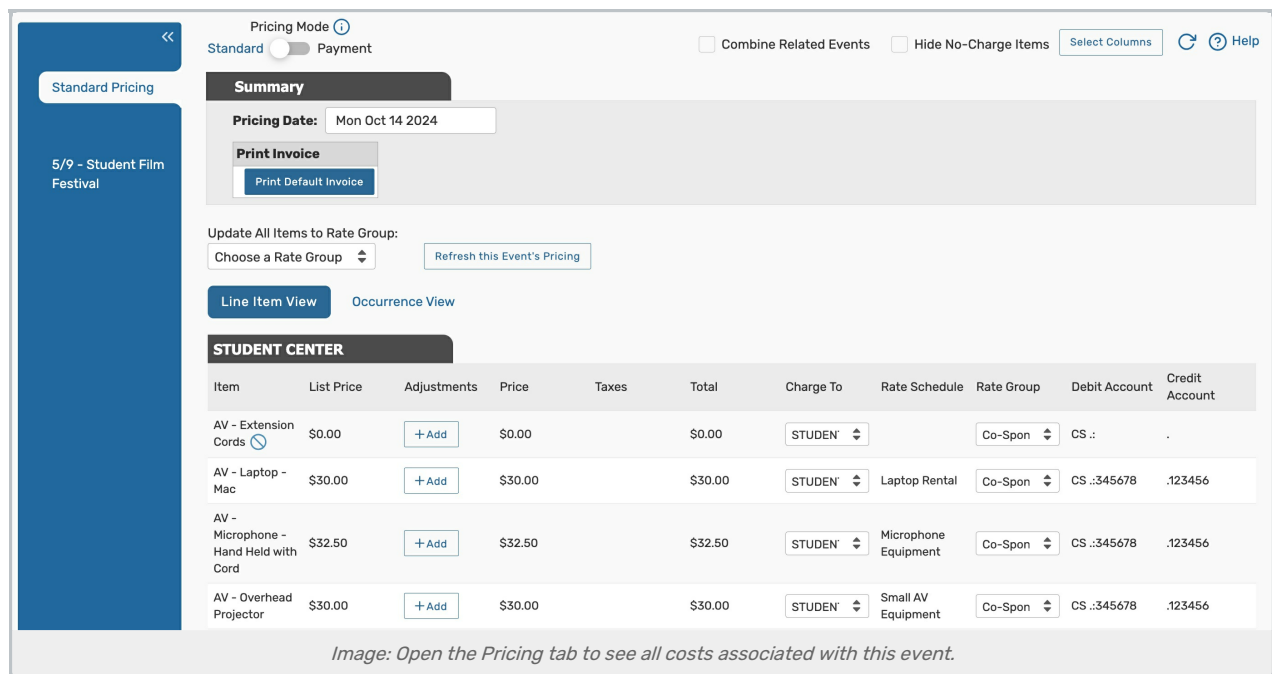
For more information, please see [Viewing Tasks](#), [Tiered Workflow](#), & [Completing Tasks](#).



## 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](#).



Pricing Mode Standard Payment ☐ Combine Related Events ☐ Hide No-Charge Items [Select Columns](#) [Help](#)

**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**

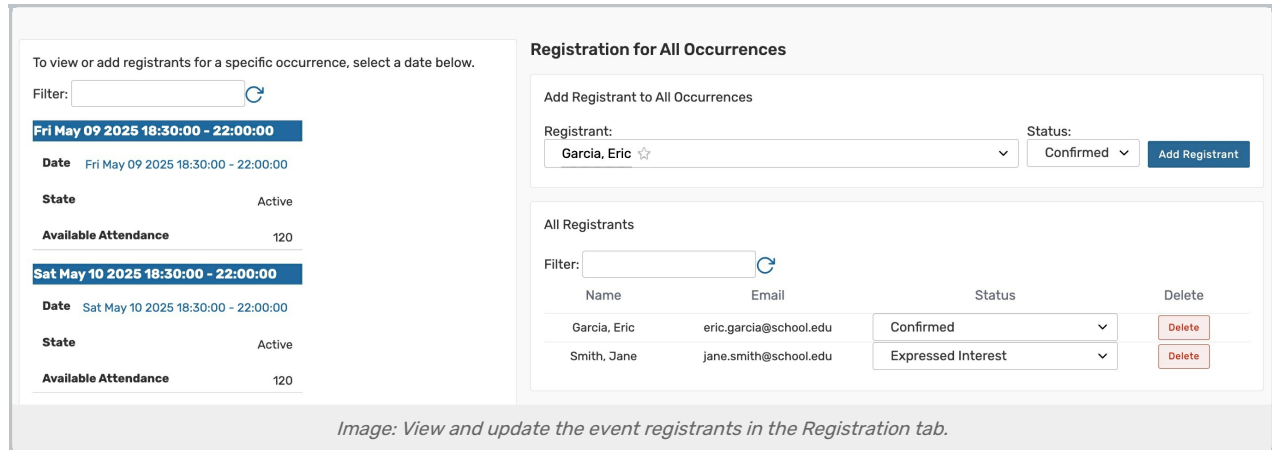
Item	List Price	Adjustments	Price	Taxes	Total	Charge To	Rate Schedule	Rate Group	Debit Account	Credit Account
AV - Extension Cords	\$0.00	<a href="#">+ Add</a>	\$0.00		\$0.00	STUDEN		Co-Spon	CS .:	.
AV - Laptop - Mac	\$30.00	<a href="#">+ Add</a>	\$30.00		\$30.00	STUDEN	Laptop Rental	Co-Spon	CS .:345678	.123456
AV - Microphone - Hand Held with Cord	\$32.50	<a href="#">+ Add</a>	\$32.50		\$32.50	STUDEN	Microphone Equipment	Co-Spon	CS .:345678	.123456
AV - Overhead Projector	\$30.00	<a href="#">+ Add</a>	\$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	<a href="#">Delete</a>
Smith, Jane	jane.smith@school.edu	Expressed Interest	<a href="#">Delete</a>

*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](#).

55 Matching Audit Records

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 <b>Student Film Festival</b> has been confirmed. <b>Organization Name:</b> 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](#).

DetailsOccurrencesCalendarScheduleTask ListPricingRegistrationAudit TrailScheduled Emails

1 Result


Type	Send By	Subject	Edit	Delete
Days from Now	Sat Nov 02 2024	Your event has been confirmed (2024-AAHNWW)	<a href="#">Edit</a>	<a href="#">Delete</a>

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.





## Student Film Festival

Student Film Festival




Confirmed

2024-AAHNWW

Fri May 09 7:00 pm - 9:00 pm

On: 5/9, 5/10



BCC Theater

- AV - Extension Cords [1]
- AV - Laptop - Mac [1]
- AV - Microphone - Hand Held with Cord [1]

[View All](#)

Details

Occurrences

Calendar

Schedule


Task List

Pricing

Registration

Audit Trail


Scheduled Emails



More Actions

*Image: Tap More Actions to open additional event options.*

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




Student Film Festival

Student Film Festival


Confirmed


2024-AAHNWW


Fri May 09 7:00 pm - 9:00 pm  
On: 5/9, 5/10



BCC Theater

 AV - Extension Cords [1]

 AV - Laptop - Mac [1]

 AV - Microphone - Hand Held with Cord [1]

[View All](#)

Edit Event

Copy Event

Related Events

Manage Bindings

Create Task

Print Report

Email Event

Delete Event

Create Event

Edit Ownership

Subscribe

Collapse

*Image: Use the Collapse button to close the More Actions menu.*

## Edit Event

[Edit this event or related events.](#)

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

Edit Event

Copy Event

Related Events

Manage Bindings

Create Task

Print Report

Email Event

Delete Event

Create Event

Edit Ownership

Subscribe

Collapse

Edit Event

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

Edit Only This Event

Image: If an event is in a related event set, you will also have the option to copy related events.

## Copy Event

Duplicate this event.

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

Edit Event

Copy Event

Related Events

Manage Bindings

Create Task

Print Report

Email Event

Delete Event

Create Event

Edit Ownership

Subscribe

Collapse

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

Fri May 09 2025

Occurrence Mapping

One-to-one

Copy Only This Event

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](#).

Edit Event

Copy Event

Related Events

Manage Bindings

Create Task

Print Report

Email Event

Delete Event

Create Event

Edit Ownership

Subscribe

Collapse

Manage Related Events

X

CollegeNET Summer Film Festival

is in a related event set

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

Add Events to Set

Remove Events from Set

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

< 1 >

Page Size: 100

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](#).

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Edit EventCopy EventRelated EventsManage BindingsCreate TaskPrint ReportEmail EventDelete EventCreate EventEdit OwnershipSubscribeCollapse

Manage Bindings

Student Film Festival (2024-AAHNNW)

 is not currently in a bound event set

Add Events to Set

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](#).

Edit EventCopy EventRelated EventsManage BindingsCreate TaskPrint ReportEmail EventDelete EventCreate EventEdit OwnershipSubscribeCollapse

Create Task

Task Name:

Comment:

Assigned By:

service25

Assigned To:

EDIT

X

 service25

Due Date:

Mon Oct 28 2024

Create

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

Email Event

Delete Event

Create Event

Edit Ownership

Subscribe

Collapse

Print a Report for This Event

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

Related Events

Manage Bindings

Create Task

Print Report

Email Event

Delete Event

Create Event

Edit Ownership

Subscribe

Collapse

Email Event

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 M.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler (Smith, Jane M.)	<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

Event File:

EventFlyer.pdf

Drag and drop file here or click below to upload.

Upload a file

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

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↷

↶

↷

System Font

12pt

✍

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

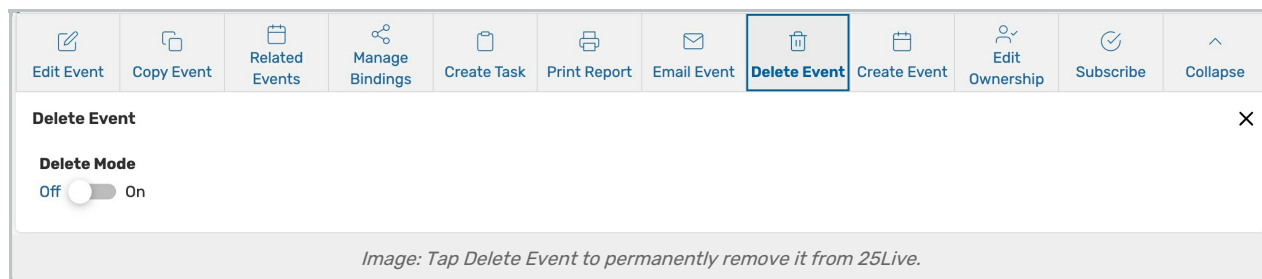
## Delete Event

Permanently delete an event.

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

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## Create Event

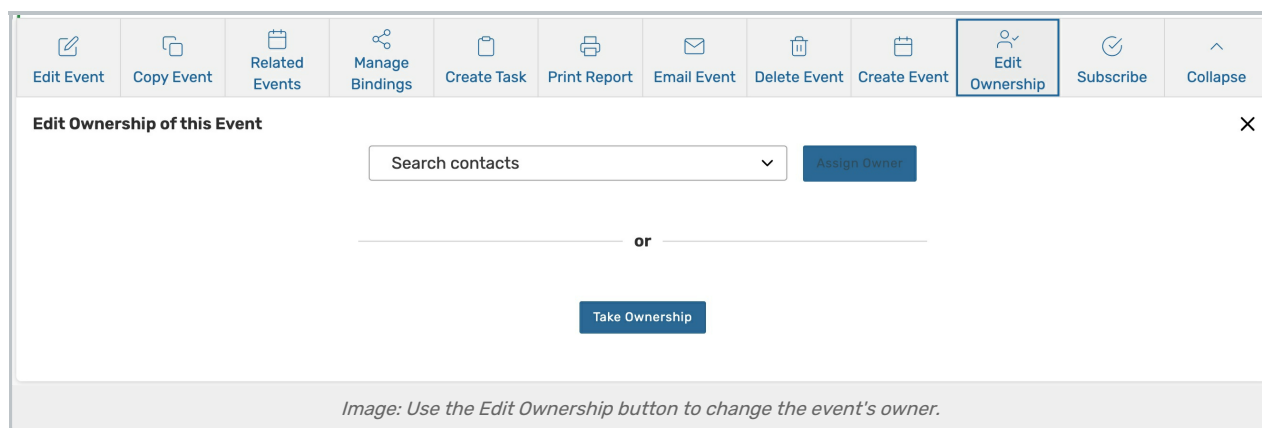
Open a blank event form.

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.](#)

