

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's Details page. These are inclusive of, but not limited to:

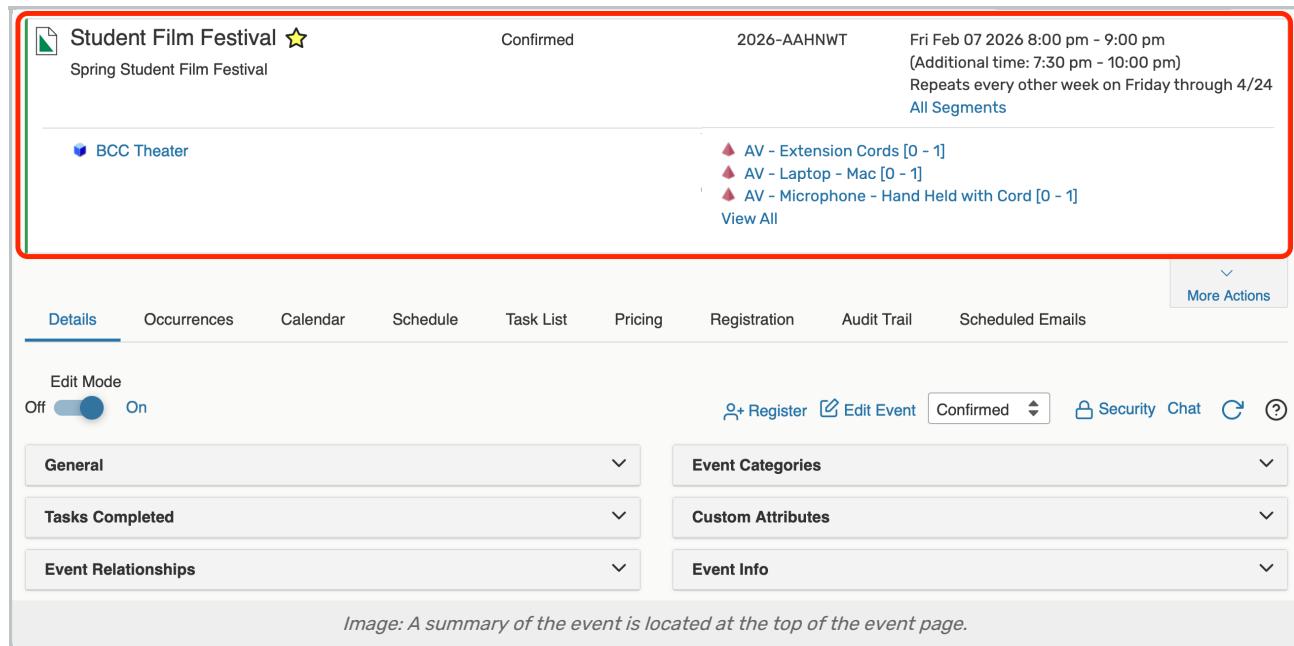
- Object security permissions to view the event, associated locations, and associated resources
- Basic Options: 3.0 *Register for an Event*
- Basic Options: 4.0 *View Pricing on Events*

- 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 'Student Film Festival' event details. The event is 'Confirmed' and has the reference ID '2026-AAHNWT'. It is scheduled for 'Fri Feb 07 2026 8:00 pm - 9:00 pm' with an additional time of '7:30 pm - 10:00 pm'. It repeats every other week on Friday through 4/24. The location is 'All Segments' and the venue is 'BCC Theater'. The resources listed are 'AV - Extension Cords [0 - 1]', 'AV - Laptop - Mac [0 - 1]', and 'AV - Microphone - Hand Held with Cord [0 - 1]'. A 'View All' link is provided. Below the summary, there are tabs for 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', 'Registration', 'Audit Trail', and 'Scheduled Emails'. The 'Edit Mode' is set to 'On'. At the bottom, there are buttons for '+ Register', 'Edit Event', 'Confirmed', 'Security', 'Chat', and a help icon.



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 'Student Film Festival' event details. The event is 'Confirmed' and has the ID '2026-AAHNWT'. It is scheduled for 'Fri Feb 07 2026 8:00 pm - 9:00 pm' with an additional time of '7:30 pm - 10:00 pm'. It repeats every other week on Friday through 4/24, with all segments. The location is 'BCC Theater'. The event has three AV requirements: 'AV - Extension Cords [0 - 1]', 'AV - Laptop - Mac [0 - 1]', and 'AV - Microphone - Hand Held with Cord [0 - 1]'. A 'View All' link is provided. Below the event details are tabs: Details (highlighted with a red box), Occurrences, Calendar, Schedule, Task List, Pricing, Registration, Audit Trail, and Scheduled Emails. A note at the bottom says, 'Image: The tabs you see in 25Live will depend on your system's configurations and your security permissions.'

Details

The 'Details' tab interface includes an 'Edit Mode' toggle (set to 'On'), registration links ('Register', 'Edit Event'), an event state dropdown ('Confirmed'), and various configuration sections: General, Tasks Completed, Event Relationships, Event Categories, Custom Attributes, and Event Info. A note at the bottom says, '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](#).

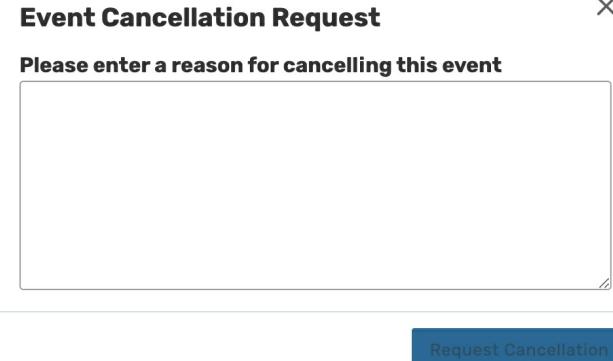


Note: Full Cancellation Rights Require Unassign Permissions

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.



- **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.
- **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/resources, there will also be a Filter by Locations/Resources panel.

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

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.

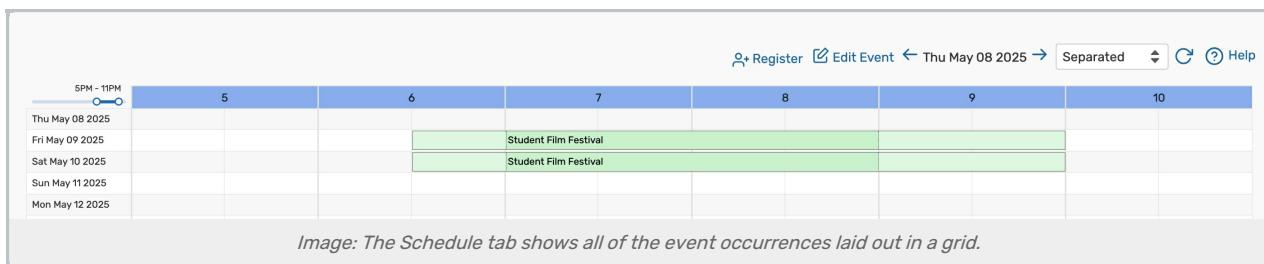
For more information, please see [Working With Calendar Views in 25Live](#).

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.

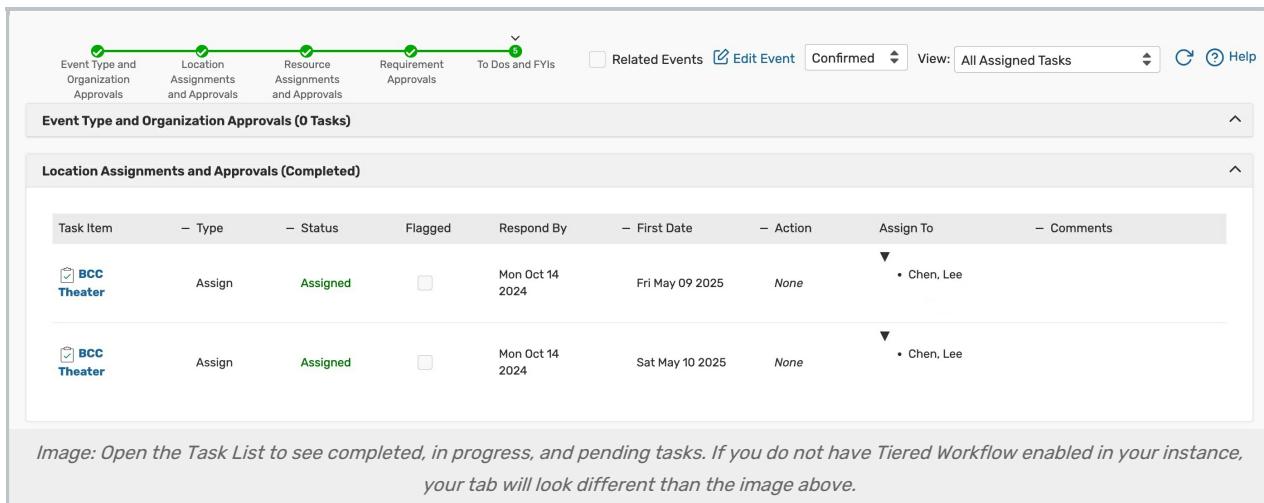
Tiered [Workflow](#) is an automated process that links an event's [tasks](#) together so that they are completed in a predetermined order. This means that some tasks cannot be completed until others have been. Each section of tasks can be expanded and collapsed, and will indicate whether the tasks are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

NON-INVOCED BILLING

ALT. FILM CLUB

STUDENT CENTER

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	<input type="button"/>
Smith, Jane	jane.smith@school.edu	Expressed Interest	<input type="button"/>

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 exports.

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 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](#).

Details	Occurrences	Calendar	Schedule	Task List	Pricing	Registration	Audit Trail	Scheduled Emails										
<p>1 Result</p> <table><thead><tr><th>Type</th><th>Send By</th><th>Subject</th><th>Edit</th><th>Delete</th></tr></thead><tbody><tr><td>Days from Now</td><td>Sat Nov 02 2024</td><td>Your event has been confirmed (2024-AAHNWW)</td><td>Edit</td><td>Delete</td></tr></tbody></table>									Type	Send By	Subject	Edit	Delete	Days from Now	Sat Nov 02 2024	Your event has been confirmed (2024-AAHNWW)	Edit	Delete
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.

The screenshot shows the event details for 'Student Film Festival' (Confirmed, 2026-AAHNWT). It includes the date (Fri Feb 07 2026 8:00 pm - 9:00 pm), additional time (7:30 pm - 10:00 pm), and a note that it repeats every other week on Friday through 4/24. The 'All Segments' link is highlighted with a red box. Below the event details, there is a list of required items: AV - Extension Cords [0 - 1], AV - Laptop - Mac [0 - 1], and AV - Microphone - Hand Held with Cord [0 - 1]. A 'View All' link is also present. At the bottom, there are tabs for Details, Occurrences, Calendar, Schedule, Task List, Pricing, Registration, Audit Trail, and Scheduled Emails. A 'More Actions' button is located on the right, also highlighted with a red box.

Image: Tap More Actions to open additional event options.

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

The screenshot shows the same event details as the previous one, but the 'More Actions' menu is collapsed, showing only the list of required items and the 'View All' link. Below the event details, there is a row of buttons: Edit Event, Copy Event, Related Events, Manage Bindings, Create Task, Print Report, Email Event, Delete Event, Create Event, Edit Ownership, Subscribe, and Collapse. The 'Edit Event' button is highlighted with a red box. A note at the bottom says 'Image: Use the Collapse button to close the More Actions menu.'

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](#).

The screenshot shows the 'Edit Event' dialog box. It has a header with a 'Edit Event' button (highlighted with a red box), a 'Copy Event' button, a 'Related Events' button, a 'Manage Bindings' button, a 'Create Task' button, a 'Print Report' button, an 'Email Event' button, a 'Delete Event' button, a 'Create Event' button, an 'Edit Ownership' button, a 'Subscribe' button, and a 'Collapse' button. The main content area shows a message: 'Student Film Festival (2024-AAHNWW) is not in a related event set'. Below this is a 'Edit Only This Event' button. A note at the bottom says 'Image: If an event is in a related event set, you will also have the option to copy related events.'

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](#).

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](#).

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](#).

Manage Bindings

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

Add Events to Set

Image: Add and remove event bindings from the Manage Bindings section.

Create Task

Create and assign a To Do task.

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

Create Task

Task Name:

Comment:

Assigned To: EDIT

Assigned By: 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 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

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

Email Template

Related Recipients:

- 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.

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.

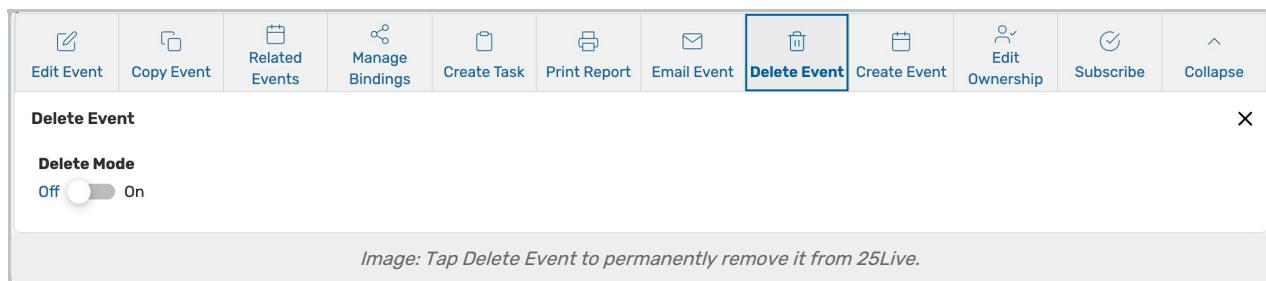
File Insert Table View Format Tools

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

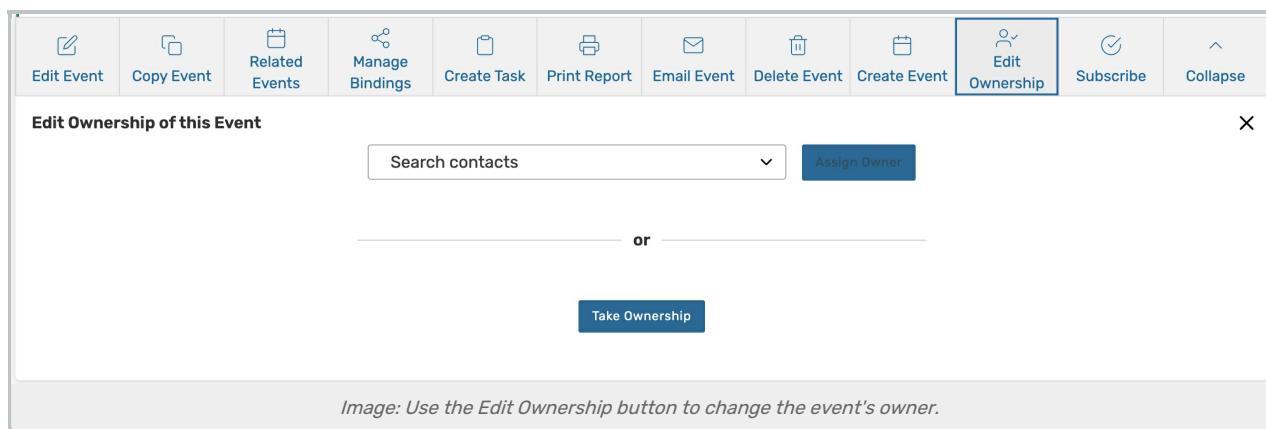
Open a blank event form.

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](#).

