

## Registering for an Event in 25Live

25Live allows users within the application to register for events. Users with appropriate permissions can view, add, and edit registrants (See [Managing 25Live Event Registrations](#)).



### Security Note

To allow users to register for events, update the following permission for their security group(s) in [Series25 Group Administration](#):

**Basic: 3.0 Register for an Event** set to **Yes**.

## How to Register For An Event

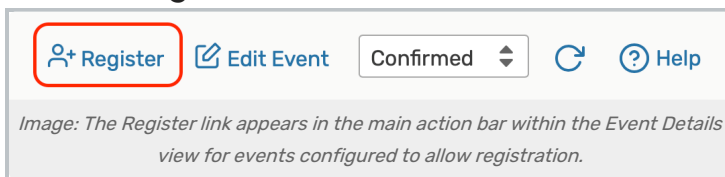
### 1. Go to the Event Details Or Calendar

Tapping or clicking the name of any event will bring you to its [details view](#). You can [search for an event](#) or look for it as part of your [starred items](#) on your home dashboard.

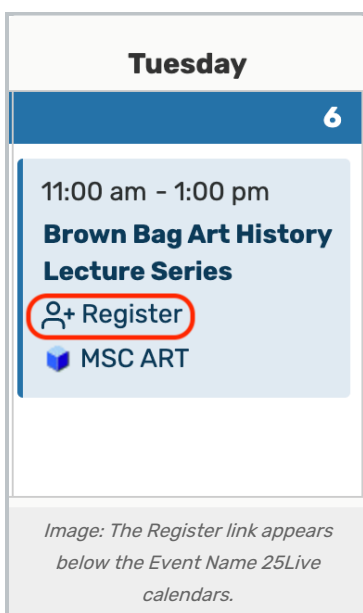
**OR**

Navigate to a 25Live calendar that lists your event.

### 2. Use the Register Link



*Image: The Register link appears in the main action bar within the Event Details view for events configured to allow registration.*

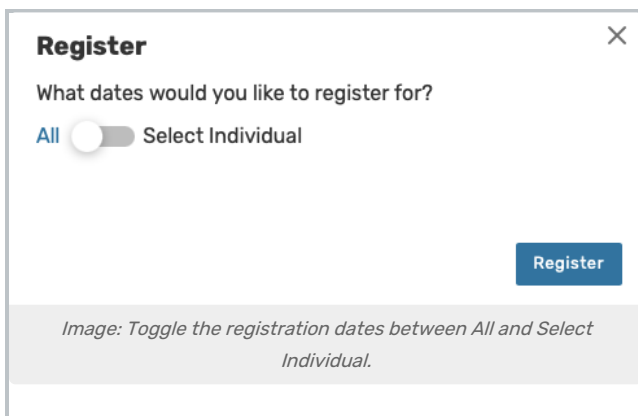


*Image: The Register link appears below the Event Name 25Live calendars.*

Tap or click the **Register** link.

If the event has one occurrence, a confirmation will be displayed.

Otherwise, you will be prompted to select which occurrences you'd like to register for.



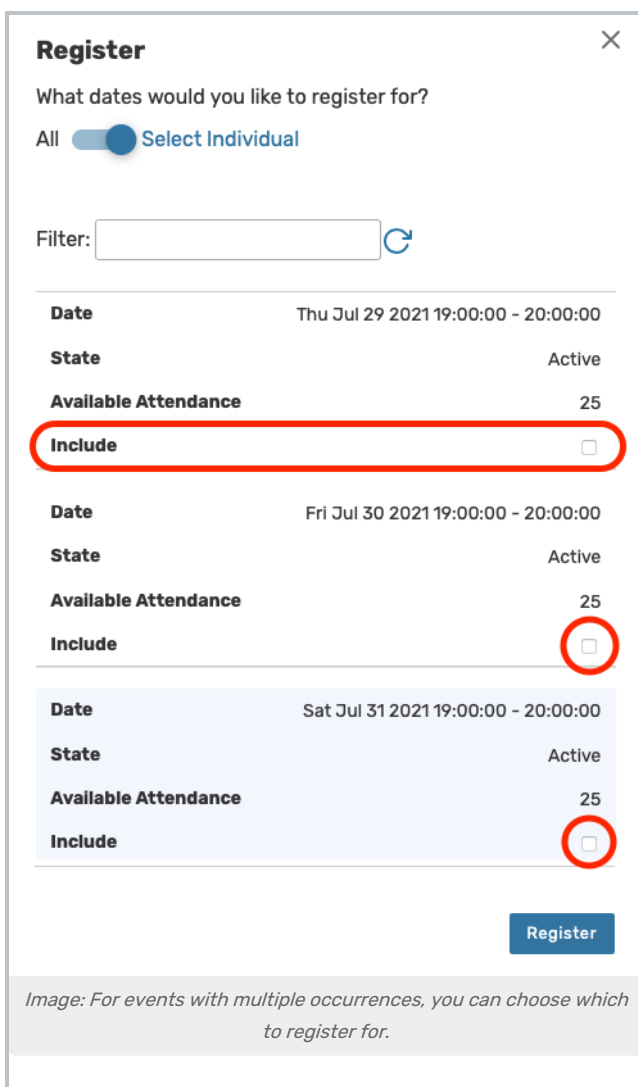
**Register** [X]

What dates would you like to register for?

All ☐ Select Individual

**Register**

*Image: Toggle the registration dates between All and Select Individual.*



**Register** [X]

What dates would you like to register for?

All ☒ Select Individual

Filter:  [Refresh]

<b>Date</b>	Thu Jul 29 2021 19:00:00 - 20:00:00
<b>State</b>	Active
<b>Available Attendance</b>	25
<b>Include</b>	<input type="checkbox"/>

<b>Date</b>	Fri Jul 30 2021 19:00:00 - 20:00:00
<b>State</b>	Active
<b>Available Attendance</b>	25
<b>Include</b>	<input type="checkbox"/>

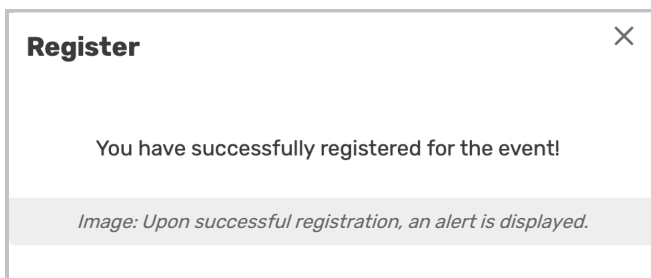
<b>Date</b>	Sat Jul 31 2021 19:00:00 - 20:00:00
<b>State</b>	Active
<b>Available Attendance</b>	25
<b>Include</b>	<input type="checkbox"/>

**Register**

*Image: For events with multiple occurrences, you can choose which to register for.*

You can choose to register for **All** or only **Select Individual** occurrences. Use the **Filter** search box to narrow down

occurrences. Check the **Include** box for any occurrence you want to register for, then tap or click the **Register** button.



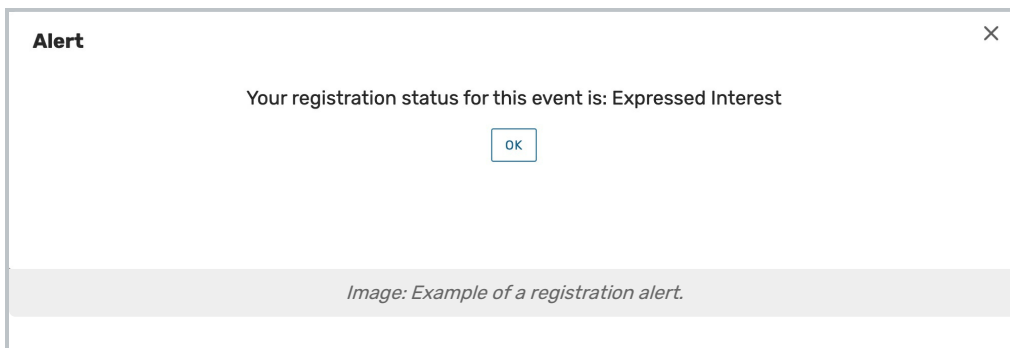
## Viewing Your Registration Status

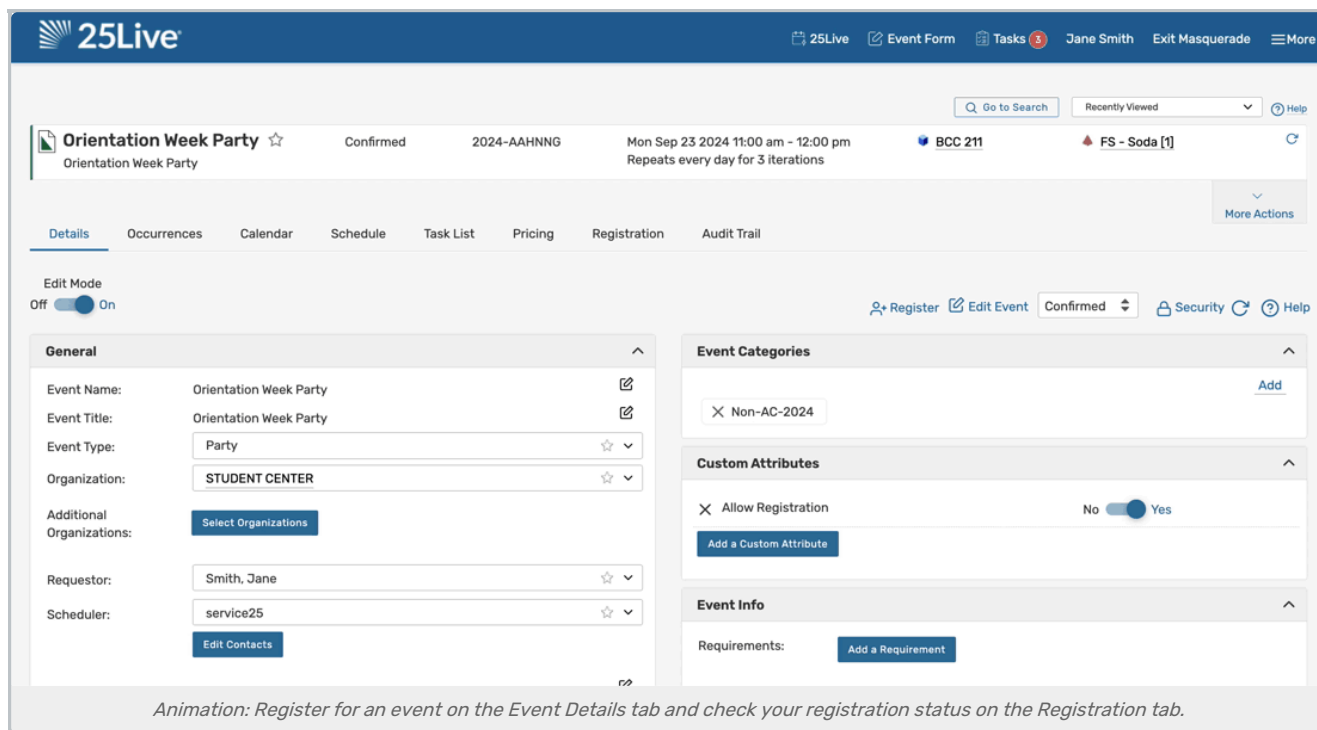
Once you have registered for an event, the **Register** button will be replaced with a **View Registration** button.

To view your registration status, click **View Registration**.



An alert will pop up with your current status.





**25Live** 25Live Event Form Tasks 3 Jane Smith Exit Masquerade More

Go to Search Recently Viewed Help

**Orientation Week Party** ☆ Confirmed 2024-AAHNGG Mon Sep 23 2024 11:00 am - 12:00 pm Repeats every day for 3 iterations BCC 211 FS - Soda [1]

Details Occurrences Calendar Schedule Task List Pricing Registration Audit Trail More Actions

Edit Mode Off On

Register Edit Event Confirmed Security Help

**General**

Event Name: Orientation Week Party

Event Title: Orientation Week Party

Event Type: Party

Organization: STUDENT CENTER

Additional Organizations: Select Organizations

Requestor: Smith, Jane

Scheduler: service25

Edit Contacts

**Event Categories**

Non-AC-2024 Add

**Custom Attributes**

Allow Registration No Yes

Add a Custom Attribute

**Event Info**

Requirements: Add a Requirement

Animation: Register for an event on the Event Details tab and check your registration status on the Registration tab.

If the **Register** link is not available on an event you think should allow registration, ask an administrator to check to see that the **Allow Registration** custom attribute is available for the event (based on the Event Type) and is set to **Yes**.