

# Choosing How to Build Complex Events

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25Live provides multiple methods to build event relationships, each with its own set of features and benefits.

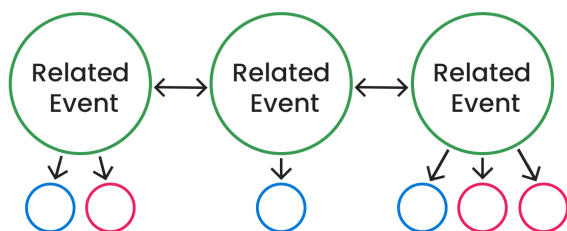
You do not need to build a complex event if your event is simple enough to meet these conditions:

- The event information (Name, Title, Description, Type, etc.) accurately represents the additional occurrence(s) being added
- The occurrence(s) being added can have the same setup, pre-event, post-event, and/or takedown time (if applicable) to the existing event occurrences
- All occurrences can be published to a calendar without fear of oversharing information or creating confusion.
- There is a desire to keep all portions of the event under one reference number.

If your event is more complicated, you can use this information to choose the most appropriate type of event structure. There will be cases where using a combination of approaches might be the best way to meet very specific needs.

## Guide to Complex Event Structures

### Related Events



Occurrences with locations & resources

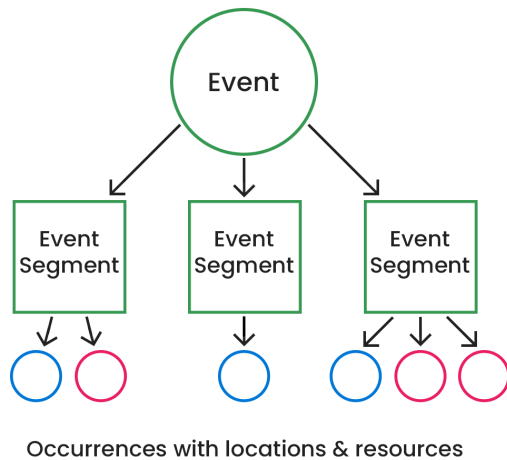
### Create this type of event if...

- The event information (Name, Title, Description, Type, Description, Organization, Custom Attributes, Requirements, Contact Roles, Categories) of the existing event **does not** accurately represent the additional occurrence(s) being added
  - The occurrence being added needs a different setup, pre-event, post-event, and/or takedown time (if applicable) from the existing event occurrences
  - Either the existing event, or the newly created one, should **not** be published to a calendar without fear of oversharing information or creating confusion
  - Confirmation reports are needed for only a portion of the event
  - There is a need to break up invoicing of a series of events based on a date range or other business process related constraint
- The ability to hide a portion of the event (using Object Security) is important

- **Read More:**

- [Creating Related Events](#)
- [Copying Related Events](#)
- [Editing Related Events](#)
- [Removing Event Relationships](#)

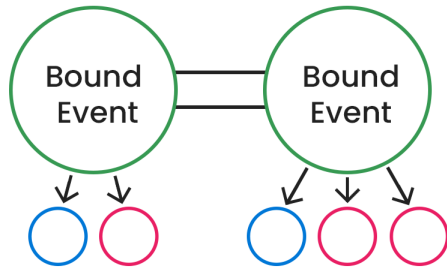
## Event Segments



### Create this type of event if...

- The event information (Name, Title, Description, Type, etc.) accurately represents the additional occurrence being added
- Adding a name to the occurrence(s) will help to further define it (in addition to the event name)
- The occurrence being added needs different setup, pre-event, post-event, and/or takedown times (if applicable) from the existing event occurrences
- All occurrences can be published to a calendar without fear of oversharing information or creating confusion
- There is a desire to keep all portions of the event under one reference number
- *Note: When copying an event with segments, the copy is temporarily stored as a draft. Use caution if your institution disallows drafts.*

## Bound Events



Occurrences with locations & resources

**Create this type of event if...**

- You are importing bound academic classes from your SIS
  - *Note:* These types of event relationships are often created in the SIS and only need editing or management in 25Live
- **Read More:**
  - [Creating Event Bindings](#)
  - [Removing Event Relationships](#)