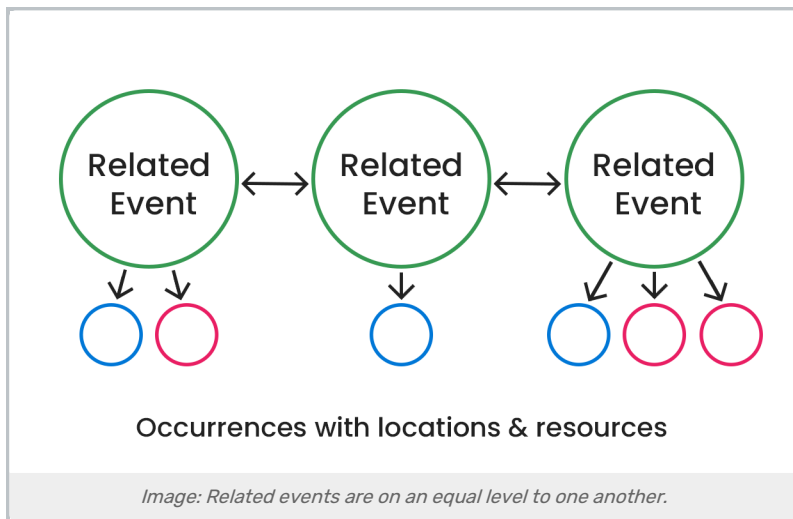


Creating Related Events



25Live's Manage Related Events functionality lets you specify that certain events are related in a way that is significant to your school's business practices – for example, a Conference, a Film Festival, or Homecoming. The relationship among related events does not affect the data, but enables you to manage events as a group for actions like copying or editing all or some of the events, viewing all related events in the Calendar view of a single event in the relationship, or including all related events in a single report.

With appropriate security permissions, you can manage relationships among a set of events. Use this functionality to track related events in whatever way is meaningful to you.



Security Note

In order to create and edit events as a group, you'll need to enable the setting: Basic: 2.1 *Manage Event Relationships and Binding* in the Basic Options tab of [Series25 Group Administration](#).

Additionally, remember that even though they're in a group, related and bound events are still separate objects with their own object security. Make sure you have appropriate [permissions](#) to view and edit them, the same as you would any other event.

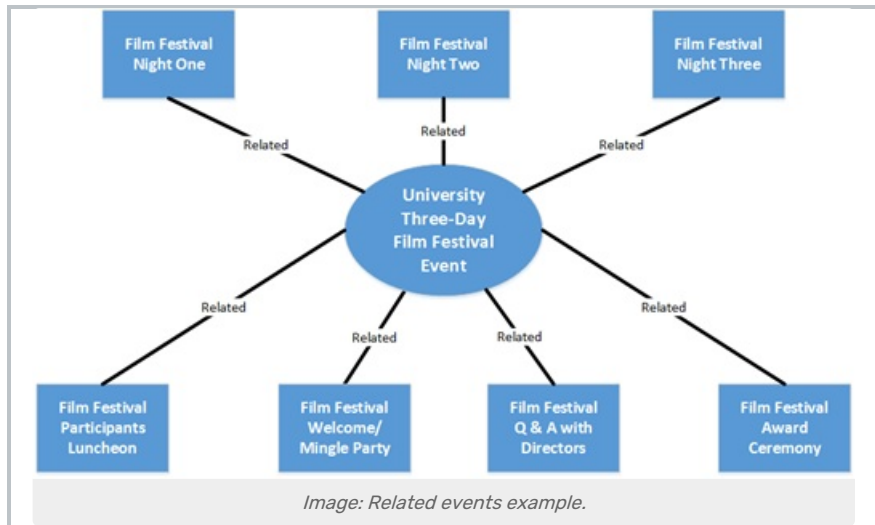
Related Events Example

Suppose your institution produces a large film festival every December. The main event in the example is the University Three-Day Film Festival, which has several events related to it. After creating the main event, you create other events and then "Relate" them to the main event.

Events with a relationship to the main event might include:

- Three nights of film screenings

- A Q & A with film directors
- A film award ceremony



To Create or Add Events to a Related Event Set

You can relate events to create a new event set or add an event to an existing set from two places in 25Live:

- From the summary of More Event Options displayed when you finish creating or editing an event

OR

- When you're viewing an open event



Reminder: Event Relationships are Reciprocal

Each relationship you establish with another event is reciprocal, and additional relationships created relate all the events in a set to one another, which is shown when managing relationships from any of the events in that set.

1. Access the Event Details

Click or tap on the event's name in any view to see the event's details.

2. Use the More Actions Display to Access Related Events

With one of the events open in the details view, choose **Related Events** from the **More Actions** display.



Other Methods for Creating Related Events

The [Event Form](#) has an option at the end to **Create Another Related Event** or **Create A Related Copy of This Event** before saving your event.

When you copy an event that is related to other events, you will see an option to **Copy and Relate** which allows you to create a copy and relate it back to the original event or the original related event set.

2. Use the Add Events to Set Button

In the **Manage Related Events** display, you're informed if this event is in a related event set. To add events to a set or to create a new set, use the **Add Events to Set** button.

3. Find the Events You Want to Relate

Use the keyword search field or filter dropdown to find events you wish to relate to the current event or set.

4. Select and Add the Events You Want to Relate

In the search results list, check the box of each of the event(s) you want to add to the set, then use the **Add Selected** button.



Tip: Searching is Simple

You don't need to search for and select all members of a set to add a new event to it. Just choose the events you want to add.

For long search result sets, use the **Next**, **Last**, and other pagination controls at the bottom of the list to view additional pages of results and adjust the number of results on the page. The **Show Selected** button can also be used to more conveniently review only the events you have checked in the list before adding them to your related event set.

A complete list of all events in the related events set displays after successfully adding events to the set.

5. Close the Manage Related Events Display

Close the window, or use the **Add Events to Set** button to add additional events.



Note: Bound Events

Another type of relationship -- between "bound" events that must have the same location assignment(s); for example, cross-listed or combined sections -- is also displayed in event details. To learn more, see [Creating Event Bindings](#).