

Editing Related Events



Security Note

In order to create and edit events as a group, you'll need to enable the following setting in [Series25 Group Administration](#):

Basic: *2.1 Manage Event Relationships and Binding.*

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.


When you edit an event in a related event set, you're given the option of editing just the current event or selecting any/all events in the relationship for editing. If you choose the latter, a new tab is created for each event you're editing.



Note:

To learn about event editing restrictions, see [Editing Events](#).

You can edit related events from any of the places in 25Live where you edit any event, for example:

- From the dashboard page, when you select the edit  icon for a starred event that has content relationships
- Wherever you can right-click an event name to choose **Edit Event** from a drop-down menu of options
- When you have an event open and use either the **Edit Event** link or the **More Actions** menu option to open the event in full editing mode.



Tip: Showing Related Events

You can expand a Calendar view of an event to show all its content-related events. Select **Show Related Events** in the event view navigation bar.

To Edit Related Events

1. Access the Edit Function

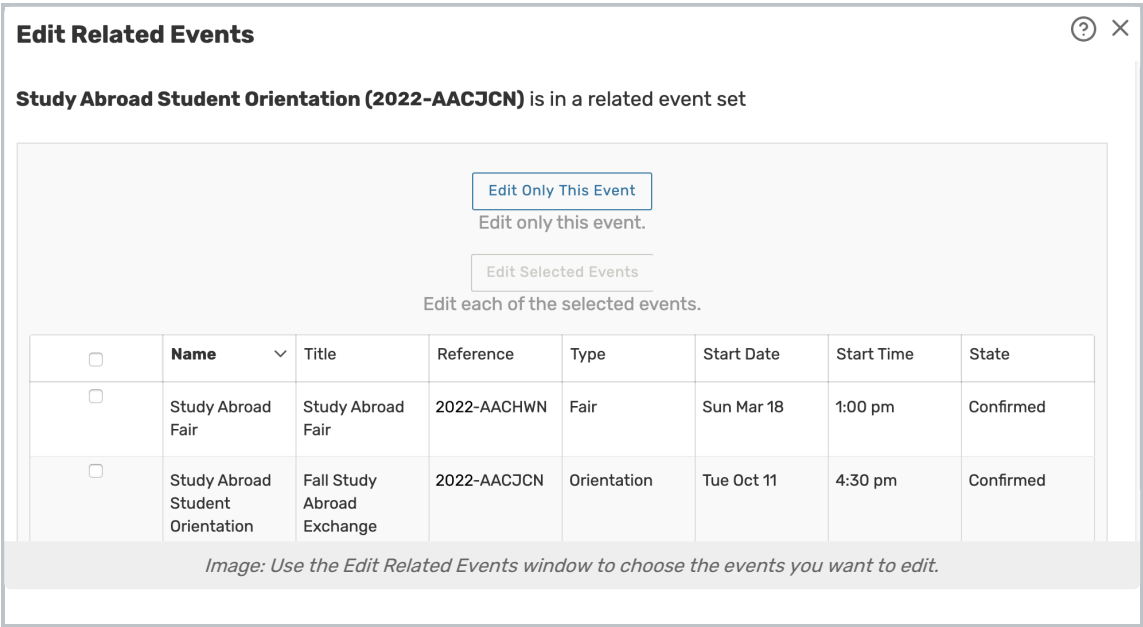
For any of the events in the relationship, choose the option that lets you [edit the event](#).

2. Choose What You Want to Edit

You have two choices in the "Edit Related Events" window that's displayed:

- **Edit Only This Event:** Opens the event.

- **Edit Selected Events:** After you select the related events you want to edit, open the reservation request form with each selected event on a separate tab, ready for editing.

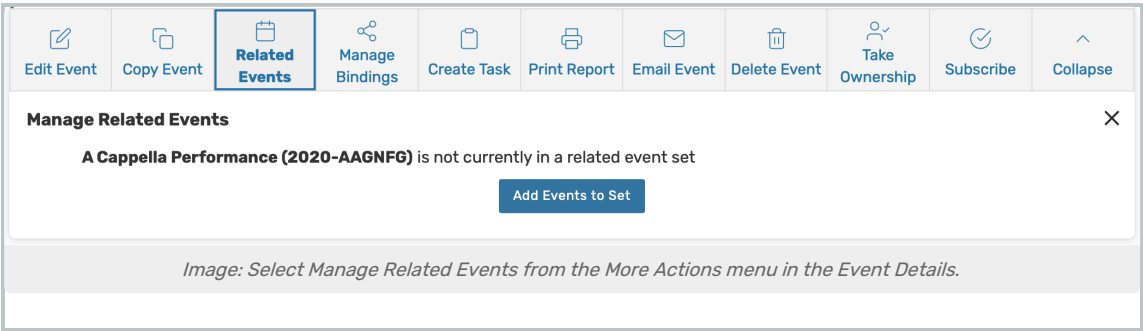


3. Edit and Save Each Event

To learn how to edit events, see [Editing Events](#).

To Remove Events From a Related Set

1 Open 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.

2. Use the Remove Events From Set Button

25Live lets you know if this event is in a related event set. To remove events, use the **Remove Events from Set** button to enter the selection view.

3. Select the Event(s) to Remove

Manage Related Events

A Cappella Performance (2020-AAGNFG) is in a related event set

Return to Set

	Name	Title	Reference	Type	Start Date	Start Time	State
<input type="checkbox"/>	A Cappella Performance	A Cappella Performance	2020-AAGNFG	Performance - Other	Fri Jan 08 2021	5:00 pm	Confirmed
<input checked="" type="checkbox"/>	ARHS 510 01 24193 2022AMSP	Medieval Art & Culture	2021-AAGNVX	Section	Tue Jan 11 2022	5:30 pm	Confirmed
<input type="checkbox"/>	Community Concert	Community Concert	2021-AAGXFH	Performance - Concert	Wed Jan 20 2021	7:00 am	Confirmed
<input type="checkbox"/>	Community Concert	Community Concert	2021-AAGXFL	Performance - Concert	Mon Sep 27 2021	7:00 am	Confirmed

Remove Selected

Image: Select the event(s) then use the Remove Selected button.

You will see a list of events in the related set. Check the checkboxes to select the event(s) you want to remove, then use the **Remove Selected** button.