

Removing Event Relationships



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.

To Remove Events From a Related Event Set and Cancel Relationships

1. Access the Manage Related Events Window

With one of the events open in the details view on the Events tab, select **Manage Related Events** from the **More Actions** menu.

Edit Event

Copy Event

Related Events

Manage Bindings

Create Task

Print Report

Email Event

Delete Event

Create Event

Edit Ownership

Subscribe

Collapse

Manage Related Events

Resume Advice Seminar (2025-AAHPBP) is in a related event set

Add Events to Set

Remove Events from Set

Name	Title	Reference	Type	Start Date	Start Time	State
Career Fair	Career Fair	2025-AAHPBN	Fair	Fri Mar 07 2025	12:00 pm	Confirmed
Resume Advice Seminar	Resume Advice Seminar	2025-AAHPBP	Fair	Fri Mar 07 2025	4:00 pm	Confirmed

Image: Related Events section in the More Actions menu.

OR

Select **Manage Relationships** in the **More Event Options** immediately after saving a new or edited event

2. Use the Remove Events from Set Button

In the **Manage Related Events** window, the title informs you if this event is in a related event set. To remove events (and remove relationships), use the **Remove Events from Set** button.

Manage Related Events ×

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Image: Remove Events from Set button on the Manage Related Events screen.

3. Select the Events You Want to Remove

Check the box next to the event(s) you want to remove from the related set, then use the **Remove Selected** button.

A refreshed list of all the remaining events in the set displays, or if there are no other related events, the subtitle informs you that this event is not in a related event set

4. Close the Manage Related Events Window

Close the window, or click the **Remove Events from Set** button to remove 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](#).