

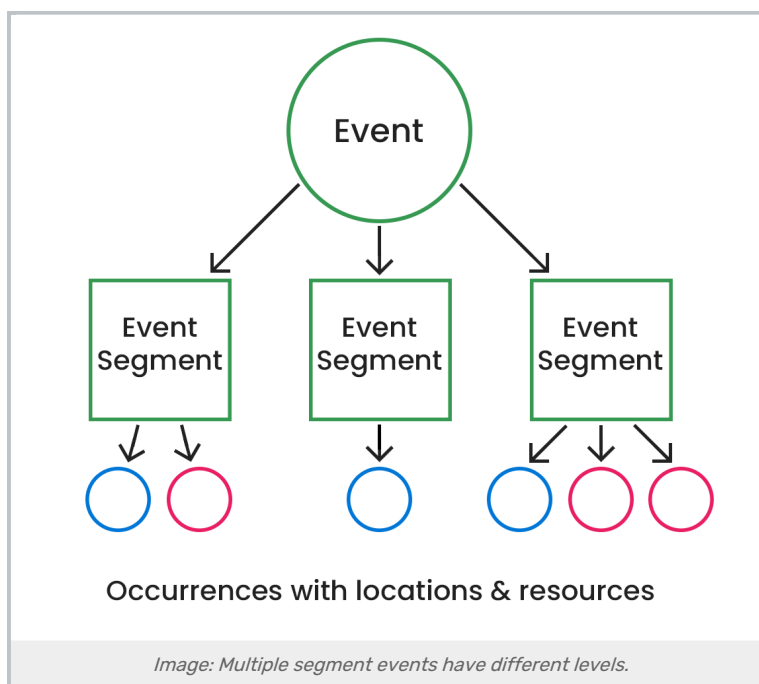
Creating Events With Segments



Tip: Ask an Administrator to Allow Event Segments

To create an event using multiple event segments, the option must be allowed for the event form configuration associated with your username's 25Live security group. Ask your 25Live Administrator to turn on the **Allow Add/Remove Segments** setting in [System Settings](#) if you don't see the **Add Segment** button when editing. See [Creating and Editing Custom Event Form Configurations](#).

Every event in 25Live has at least one segment, but that structure remains hidden in most events. If you are building a complex event that needs to be divided up, you can add additional event segments. A 25Live event segment is a container for occurrences and their associated locations and resources.



This feature is visible in imported events with multiple meeting patterns, and segments provide a flexible method to schedule, view, and manage complicated events, such as conferences, camps, or game series, that don't require nuanced object security or fine-tuned display in calendars.

Segments within an event can have different:

- Setup and takedown times
- Headcounts
- Comments
- Occurrences
- Names

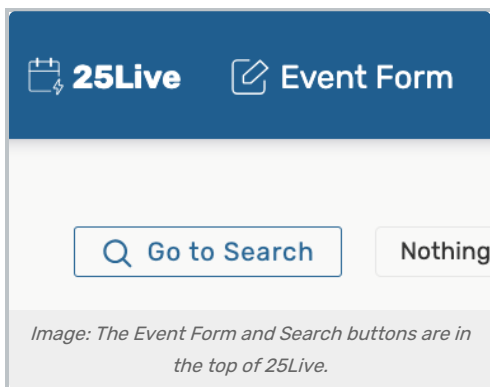



Note: Be Sure Event Segments Are Right for Your Event

25Live offers multiple ways to create complex events. Read the scenarios, benefits, and limitations on [Choosing How to Build Complex Events](#) to determine if using event segments are the appropriate structure for the event you want to create.

To Create an Event With Multiple Segments in the Event Form

1. Search for or Create the Top Level Event



Use the **Search** button to find an existing event. or, if you are starting from scratch, create an event using the **Event Form** button in the top navigation bar or any **Create an Event** icon () displayed in calendar or availability grid views. Once your new event is saved, move to Step 2.



Tip: Copying Events With Segments

When copying an event with segments, the copy is temporarily stored as a draft. Use caution if your institution disallows drafts.

2. Edit Your Top Level Event

The structure you're creating with multiple event segments is of a top-level event with event segments on a level below it. In order to add segments, go to the [Event Details view](#) and use either the **Edit Event** link in the toolbar or the link in the **More Actions** display.

Alternatively, you can add segments using [inline editing on the Occurrences tab](#).

3. Add and Name a New Event Segment

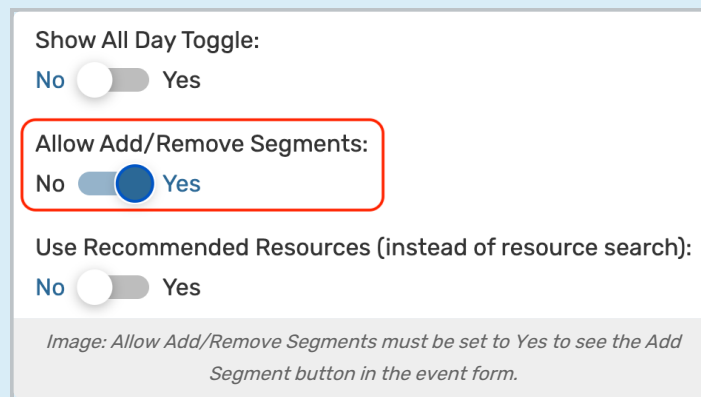
Use the **Add Segment** button to open a new segment with event form fields, then complete the **Segment Name** field (up to 40 characters are allowed).



Note

The **Add Segment** button will only be available if **Allow Add/Remove Segments** is toggled to **Yes** in your

event form's configuration settings.



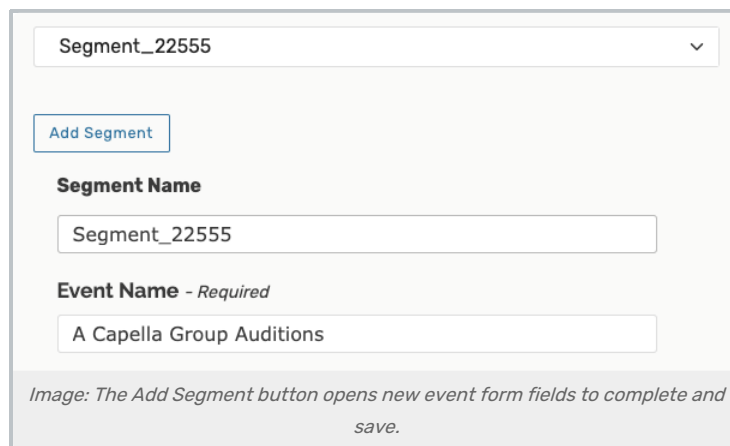
Show All Day Toggle:
No ☐ Yes

Allow Add/Remove Segments:
No ☒ Yes

Use Recommended Resources (instead of resource search):
No ☐ Yes

Image: Allow Add/Remove Segments must be set to Yes to see the Add Segment button in the event form.

4. Complete Event Segment Fields



Segment_22555

Add Segment

Segment Name
Segment_22555

Event Name - Required
A Capella Group Auditions

Image: The Add Segment button opens new event form fields to complete and save.

Adjust any other event form fields you want to differ for this segment. Event segments can have different additional times, headcounts, comments, and occurrences.

5. Save the Event Segment

Be sure to use the **Save** button to return to the Event Details view.



Tip: Editing and Saving Events with Multiple Segments Can Be Done Silently

An administrator can take advantage of the option in the Event Form Configuration to allow saving events with multiple segments silently, without triggering [Event Emails](#) for all segments.

To Add Segments to an Event From the Occurrence View



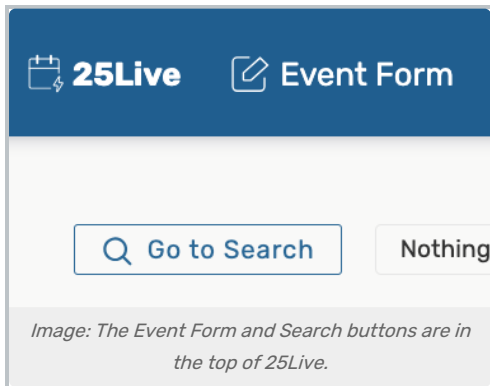
Security Note


Inline editing requires the following permission set to Yes in [Group Administration](#):

- Basic Options: 2.0 *Create and Edit Through the Configurable Events Forms*
- Basic Options: 2.10 *Inline Editing on Event Occurrences*

It is also recommended to include Basic Options: 2.2 *Inline Editing on Event Details* as they are related actions.

1. Search for or Create the Top Level Event



Use the **Search** button to find an existing event. or, if you are starting from scratch, create an event using the **Event Form** button in the top navigation bar or any **Create an Event** icon () displayed in calendar or availability grid views. Once your new event is saved, move to Step 2.



Tip: Copying Events With Segments

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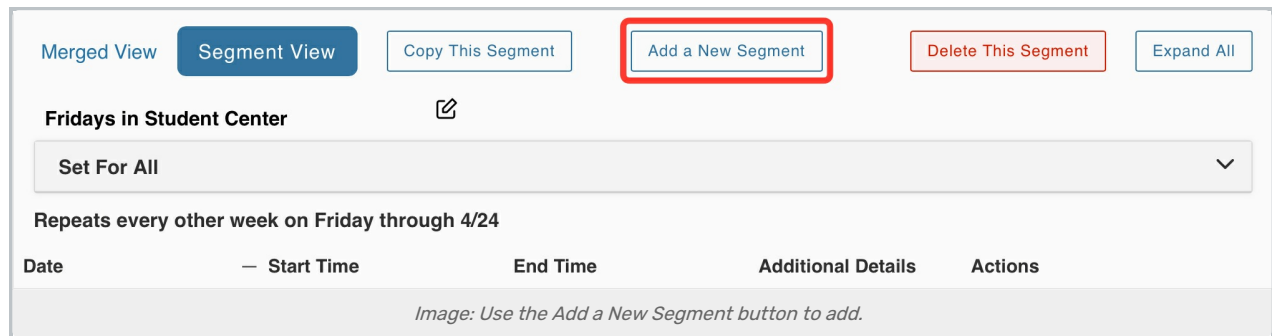
2. Navigate to the Occurrence View

The structure you're creating with multiple event segments is of a top-level event with event segments on a level below it. In order to add segments, go to the Occurrences view of your event.

3. Add a New Event Segment

While in the **Segment View**, use the **Add a New Segment** button to open a new segment with event form fields, then add a name (up to 40 characters are allowed), date, start/end time.

To add a [segment](#) to your event, use the **Add a New Segment** button. Then, enter the name, date, and time information for the new segment.



Merged View Segment View Copy This Segment **Add a New Segment** Delete This Segment Expand All

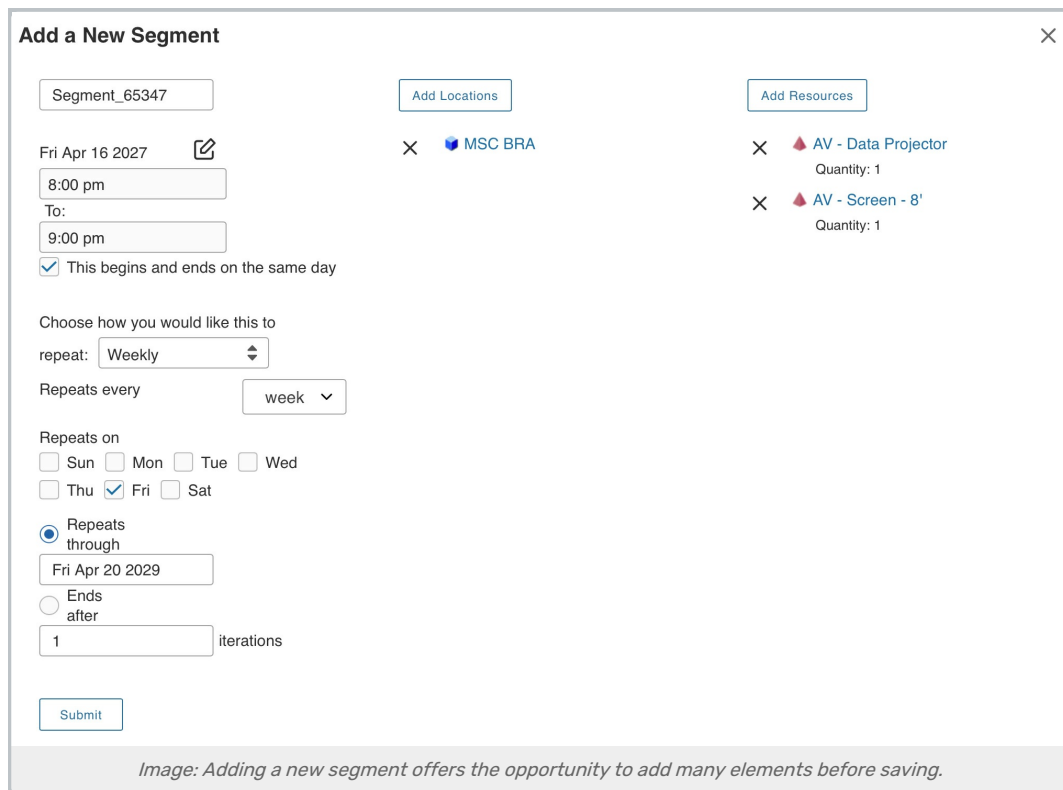
Fridays in Student Center

Set For All

Repeats every other week on Friday through 4/24

Date	Start Time	End Time	Additional Details	Actions
<i>Image: Use the Add a New Segment button to add.</i>				

You can also add locations, resources, and [repeating patterns](#) to your new segment.



Add a New Segment

Segment_65347 Add Locations Add Resources

Fri Apr 16 2027 8:00 pm To: 9:00 pm

☒ This begins and ends on the same day

Choose how you would like this to repeat: Weekly

Repeats every week

Repeats on Sun Mon Tue Wed Thu ☒ Fri Sat

☒ Repeats through Fri Apr 20 2029

☐ Ends after 1 iterations

Submit

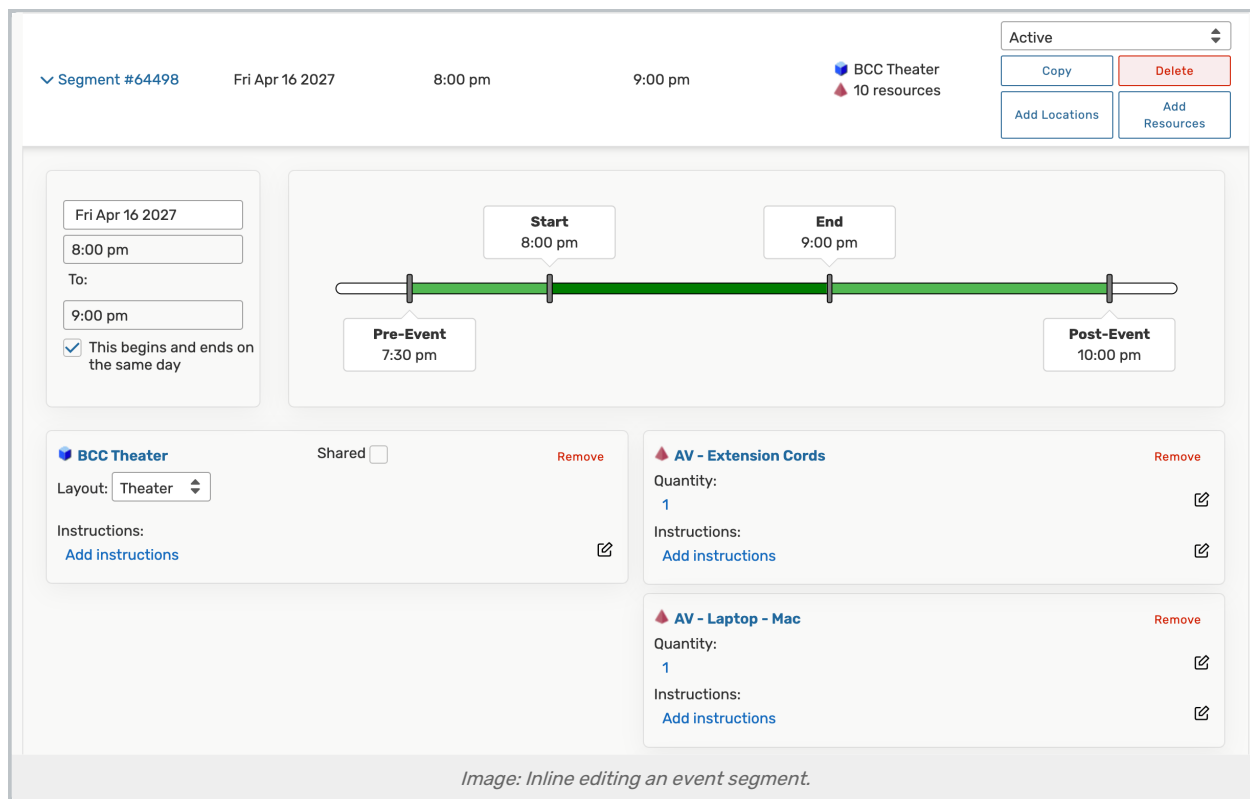
Image: Adding a new segment offers the opportunity to add many elements before saving.

Use the **Submit** button to save.

You may also use the **Copy This Segment** button to copy a segment. When copying, you may change the name, start date and time, repeating patterns, locations, and resources. You will also be able to choose the **Occurrence Mapping options** for repeating segments.

4. (Optional) Make Additional Edits

Other segment information, such as location layouts and comments, can be updated just like you would an occurrence. Simply, find your new segment in the list below Event Occurrences, expand it, and make updates.



Active

Copy Delete

Add Locations Add Resources

Segment #64498 Fri Apr 16 2027 8:00 pm 9:00 pm BCC Theater 10 resources

Fri Apr 16 2027

8:00 pm

To:

9:00 pm

☒ This begins and ends on the same day

Start 8:00 pm

End 9:00 pm

Pre-Event 7:30 pm

Post-Event 10:00 pm

BCC Theater

Layout: Theater

Instructions: Add instructions

Shared ☐ Remove

AV - Extension Cords

Quantity: 1

Instructions: Add instructions

Remove

AV - Laptop - Mac

Quantity: 1

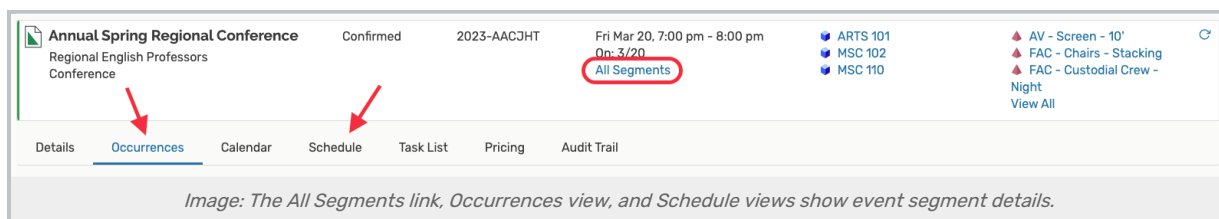
Instructions: Add instructions

Remove

Image: Inline editing an event segment.

Viewing Segments in Event Details

Use the **All Segments** link in the top section of event information to view information about all segments in the event with links to the occurrence locations and resources.



Annual Spring Regional Conference Confirmed 2023-AACJHT Fri Mar 20, 7:00 pm - 8:00 pm On: 3/20 All Segments ARTS 101 MSC 102 MSC 110 AV - Screen - 10' FAC - Chairs - Stacking FAC - Custodial Crew - Night View All

Details Occurrences Calendar Schedule Task List Pricing Audit Trail

Image: The All Segments link, Occurrences view, and Schedule views show event segment details.

The **Occurrences** view allows you to scroll through all event segment and occurrence details. Switch to the **Separated** view to see the list organized by headers for the segment names.

In the Event Details **Schedule** view you can adjust the hours display to be able to get an overview of each event segment and how they relate to one another. You can also drag and drop segment occurrences to change their date and time.