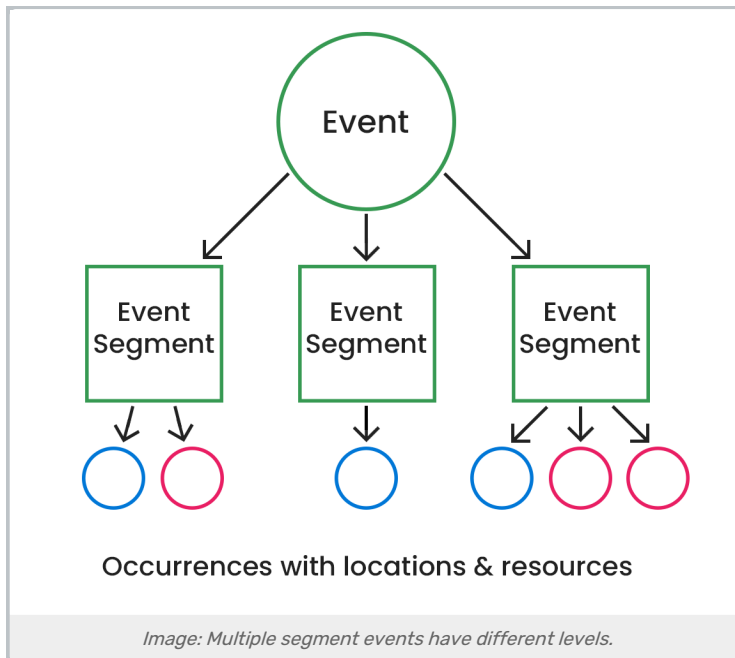


## Creating Events With Segments



### 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

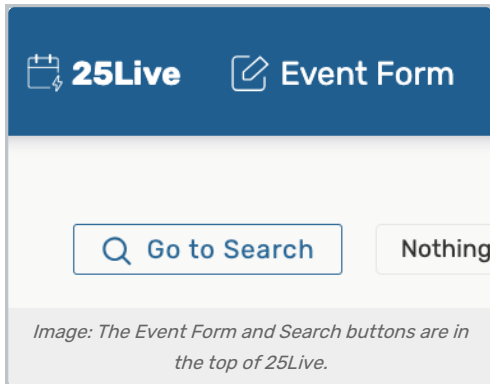



### Note: Be Sure Event Segments Are Right for Your Event

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 Using Multiple Segments

### 1. Search for or Create the Top Level Event



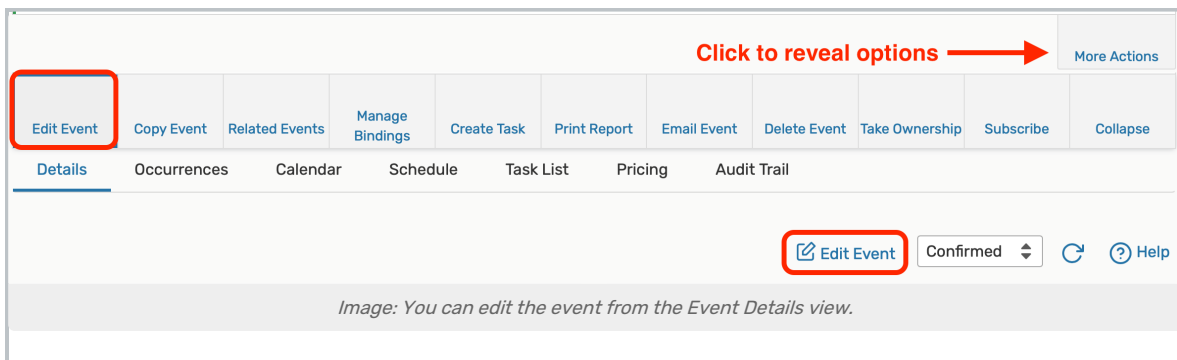
If you already have an event you wish to add multiple segments to, use the **Search** button to find the event. If you are starting from scratch, create an event using the **Event Form** button in the top navigation bar or any **Create an Event** icon (  ) displayed in calendar or availability grid views.



#### 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

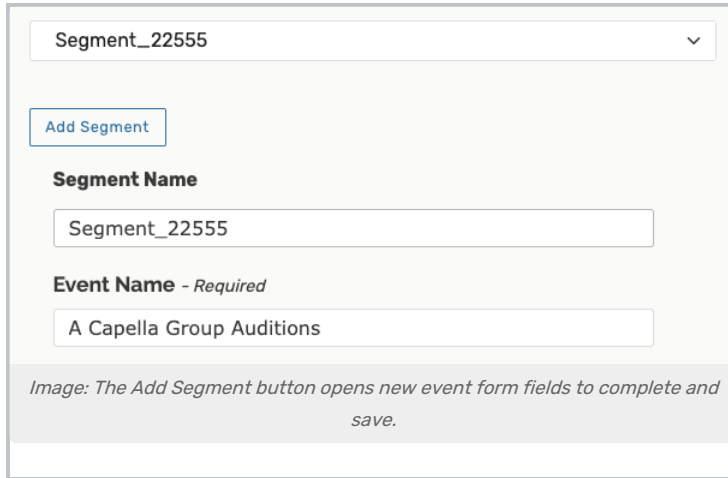


The structure you're creating with multiple event segments is of a top-level event with event segments on a level below it. In order to add segments, go to the [Event Details view](#) and use either the **Edit Event** link in the toolbar or the link in the **More Actions** display.

### 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).

#### 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

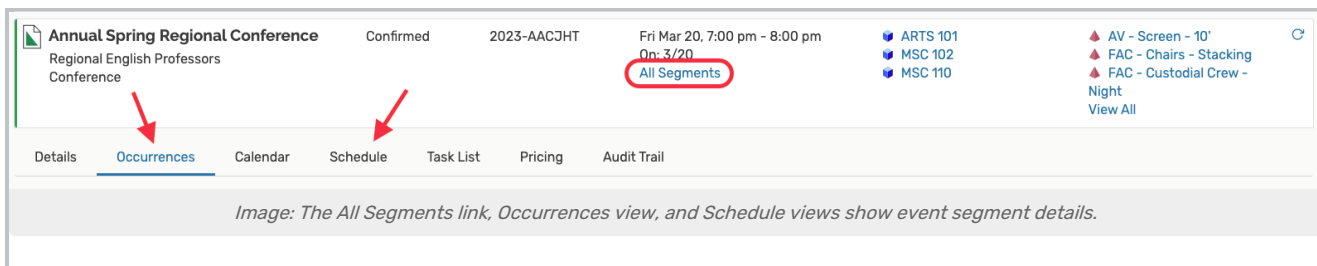
Be sure to use the **Save** button to return to the Event Details view.



#### 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.

### Viewing Segments in Event Details




Annual Spring Regional Conference Confirmed 2023-AACJHT Fri Mar 20, 7:00 pm - 8:00 pm 0n: 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.*

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.

The **Occurrences** view allows you to scroll through all event segment and occurrence details. Using the Settings icon (  ), you can also switch to the Separated view, which is organized by headers for the segment names.

**Event Occurrences**

Segment	Date	Start Time	End Time	Additional Details
1 preceding occurrence				
<b>Thu May 07 (Conference Registration)</b>				
<div style="display: flex; justify-content: space-between;"> <div> <p><b>Start</b></p> <p>9:00 am</p> </div> <div style="flex-grow: 1; border-top: 2px solid green; border-bottom: 2px solid green;"></div> <div> <p><b>End</b></p> <p>12:00 pm</p> </div> </div>				
<ul style="list-style-type: none"> <li>MSC 102 Layout: Circle</li> <li>MSC 110 Layout: Circle</li> </ul>				<ul style="list-style-type: none"> <li>AV - Screen - 10' [Quantity: 1]</li> <li>FAC - Chairs - Stacking [Quantity: 50]</li> <li>FAC - Custodial Crew - Night [Quantity: 1]</li> <li>FS - Food Service Requested [Quantity: 1]</li> </ul> <p><i>Instructions:</i> Catering Service has been notified of your request for catering at your event. No order from the catering menu is required at this time.</p>
<b>Spring Conf. Workshop</b>	Fri May 08	10:00 am	11:00 am	<ul style="list-style-type: none"> <li>ARTS 101</li> <li>SC - Table - Round - 10' [1]</li> </ul>

*Image: The Segment column shows the segment name in the combined view.*

	10	11	12	1	2	3	4	5	
FRI Dec 3									
SAT Dec 4	Game 2:		Game 3:			Game 4:			

*Image: The Schedule view feature's drag and drop editing options.*

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. See [Viewing Event Details](#).