

Editing Events with Multiple Segments

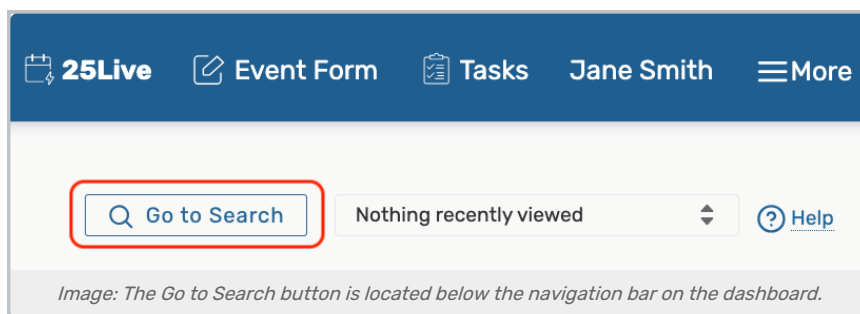
A 25Live event segment is a container for occurrences and their associated locations and resources. Segments provide a flexible method to schedule, view, and manage a complicated event, such as a conference, camp, or game series, that doesn't require nuanced object security or fine-tuned display in calendars. Every event in 25Live has at least one segment, but if you are building a complex event that needs to be divided up, you can add additional event segments.

Segments within an event can have different:

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

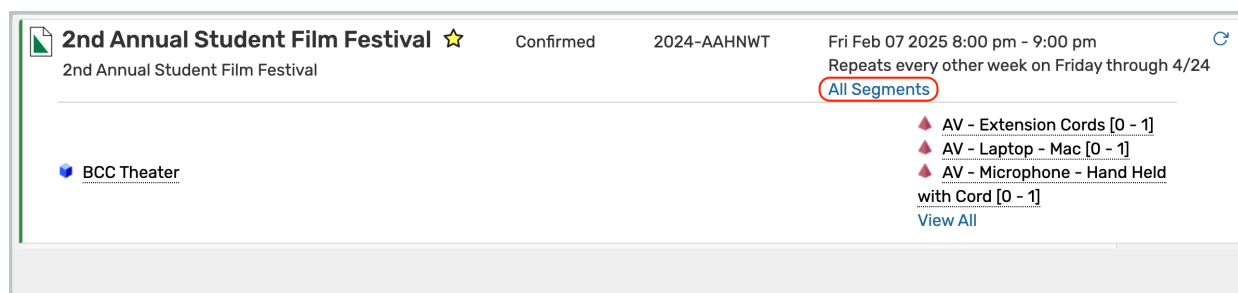
To Edit an Event Using Multiple Segments

1. Search for and Edit the Top Level Event




Use the **Go to Search** button to find the event.

In the [Event Details view](#), you can tell if the event is using segments by whether or not the **All Segments** link displays in the top section of event information.



Use this link to view information about all segments in the event with links to the occurrence locations and resources.

Event Summary




2nd Annual Student Film Festival

2nd Annual Student Film Festival

Confirmed

2025-AAHNT



BCC Theater

- ▲ [AV - Extension Cords \[0 - 1\]](#)
- ▲ [AV - Laptop - Mac \[0 - 1\]](#)
- ▲ [AV - Microphone - Hand Held with Cord \[0 - 1\]](#)

[View All](#)

Fri Feb 07 2025 8:00 pm - 9:00 pm

Repeats every other week on Friday through 4/24

Segment_65221:
Fri Apr 16 2027 8:00 pm - 9:00 pm

Segment_65330:
Fri Apr 30 2027 8:00 pm - 9:00 pm

2. Choose a Segment to Edit and Make Changes

Segments can be edited from the event form or from the Occurrences view of the event.

If editing in the event form, use the dropdown to choose the segment you want to edit and proceed through making your changes as you would a normal event.

Choose a segment to edit

Q Choose a segment to edit

Rsrv_64498

Segment_65221

Segment_65330



Note: Be Sure the Event Segments Option Is On

Ask your 25Live Administrator to turn on **Allow Add/Remove Segments** for your event form configuration in System Settings if you don't see the segment dropdown menu when editing.

If editing a segment from the Occurrences view, expand the segment you want to edit.

Active

Segment #64498

Fri Apr 16 2027

8:00 pm

9:00 pm

BCC Theater

10 resources

Copy

Delete

Add Locations

Add 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

Then, proceed to editing the segment, the same way you would [inline edit an occurrence](#).

3. Optionally Add or Remove Segments

Merged View

Separated View

Copy This Segment

Add a New Segment

Delete This Segment

Expand All

Rsrv_64498

Set For All

Repeats every other week on Friday through 4/24

Date	Start Time	End Time	Additional Details	Actions
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Use the occurrences view to copy, add, and delete segments.