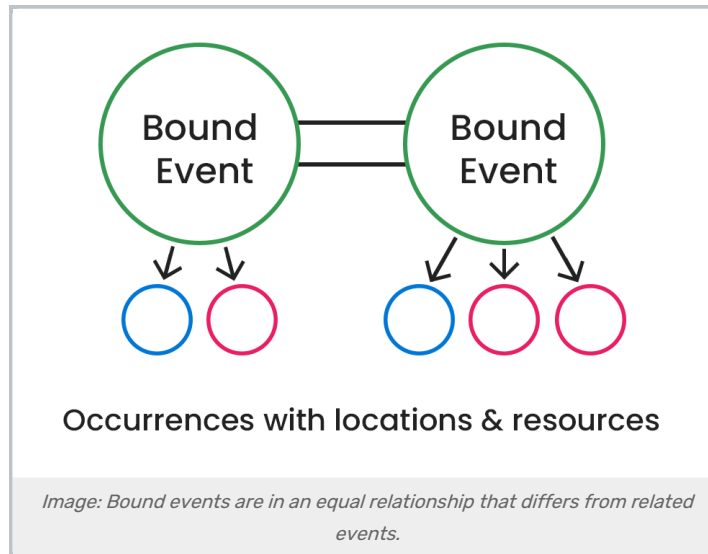


## Creating Event Bindings

Last Modified on 10/28/2022 3:12 pm PDT



### 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.

If you're the event Scheduler, you can bind an event to other events. Events that are "bound" must have the same location(s) assigned, although they may occur at the same, or different, dates/times.

The following rules govern bound events:

- All occurrences of all events in a bound event set must be assigned the same location(s), regardless of dates or times.
- If you create a binding relationship between your events, then all location assignments to one event should automatically also be made to the other event upon subsequent updates.
- Changing the assigned location of an event in a bound set automatically changes the location assignment of all other members of the set to that same location.



### Info: Other Kinds of Bound Events

The instructions below describe how to manually bind events using 25Live Pro. To learn more, see [LYNX Data Binding Overview](#). Cross-listed or combined sections coming into 25Live from your SIS via the

Series25 LYNX Interface are automatically bound by the system on import.

You can bind events by choosing **Manage Bindings** from either of two places in 25Live:

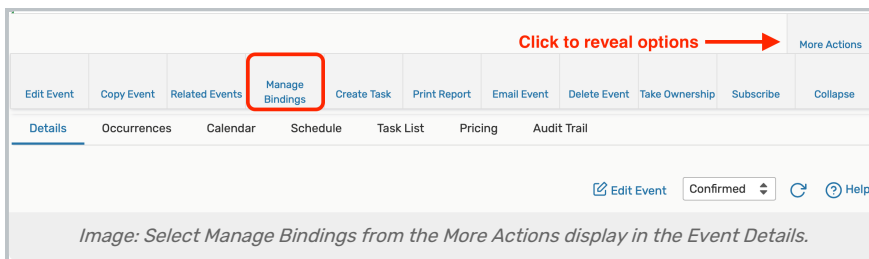
- From the summary of More Event Options displayed when you finish creating or editing an event in the Event Form (if you have appropriate security permissions)
  - **OR**
- From the More Actions menu for an open event

Bound events are displayed in the left-hand column in the Details view of the event.

## To Create or Add Events to a Bound Event Set

### 1. Access the Manage Bound Events Window

With one of the events open in the details view on the Events tab, choose **Manage Bindings** from the **More Actions** display, or select **Manage Bindings** in **More Event Options** immediately after saving a new or edited event.



### 2. Use the Add Events to Set Button

In the **Manage Bound Events** window, the title informs you if this event is in a bound event set. To add events to the set or create a new set, use the **Add Events to Set** button.

### 3. Find the Events You Want to Bind

Use the keyword search field to find events you wish to bind to the current event or set.

### 4. Select the Events You Want to Bind

In the search results list, check the box of each event you wish to add to the set, then use the **Add Selected** button.



#### Tip: Select What You Need

You don't need to search for or select all members of a set to add a new event to it.

**Manage Bound Events** ✕

**Junior Violin Recital (2022-AABFSO)** is in a bound event set

Primary	Name	Title	Reference	Type	Profile Name	Start Date	Start Time	State
<input type="radio"/>	A Cappella Performance		2022-AABFMN	Performance - Other	Performance	Mon Oct 17	5:00 pm	Confirmed
<input type="radio"/>	Chamber Music, Violin and Voice	Chamber Music, Violin and Voice	2022-AABFSJ	Performance - Concert	None	Fri Apr 15	7:30 pm	<i>Tentative</i>
<input type="radio"/>	Junior Recital, Violin		2022-AABFSH	Performance - Concert	None	Mon Feb 15	8:00 pm	Confirmed
<input type="radio"/>	Junior Violin Recital	Junior Violin Recital	2022-AABFSO	Performance - Concert	None	Mon Apr 01	4:00 pm	Confirmed

*Image: Use the Manage Bound Events window to add new bound events.*

For long search result sets, use the **Next**, **Last**, and other pagination controls at the bottom of the list to view additional pages of results and adjust the number of results on the page. The **Show Selected** button can also be used to more conveniently review only the events you have checked in the list before adding to your related event set. A complete list of all events in the related events set will display after successfully adding events to the set.

## 5. Close the Window

Close the **Manage Bound Events** Window, or use the **Add Events to Set** button to add additional events.



### Note: Related Events

Another type of relationship -- between "related" events that don't have to have the same location assignment(s) but you want to relate for other reasons -- is also displayed in event details. To learn more, see [Creating Related Events](#).