

# Bound Events vs Shared Location Assignments

Typically, events should not take place in the same place at the same time. This is commonly referred to as "double-booking" and 25Live is built to prevent it. But, occasionally, there are exceptions where multiple events need to be in the same room. For these case, you have two options: binding events or sharing spaces.



**Note: Double-booking classes from your SIS**

This article is concerned with event scheduling in 25Live. If you're looking for instructions on class scheduling through LYNX, please see [LYNX Data Binding Overview](#).

## Bound Events

When events are bound, any location assignment or unassignment made to one event will be automatically applied to all linked events. Bound events must all take place at the same location, and that location must be assigned to every date if the events have multiple dates. Unlike shared locations, when locations are assigned to the bound group, those locations are no longer available for events outside of the group.

You can bind events together in 25Live through the Event Details page, through **More Actions > Manage Bindings**.

Edit Event

Copy Event

Related Events

Manage Bindings

Create Task

Print Report

Email Event

Delete Event

Create Event

Edit Ownership

Subscribe

Collapse

Manage Bindings

X

Student Film Festival (2024-AAHNNW) is not currently in a bound event set

Add Events to Set

Image: Add and remove event bindings from the Manage Bindings section of the More Actions menu on any event.

For more information, please see [Creating Event Bindings](#).

## Shared Location Assignments



When events are configured to allow their location(s) to be shared, any other event will be able to book that same location during the time of the original event. Unlike bound events, events that are sharing a location do not update one another when location assignments change.



**Tip: Permanently Shared Locations**

An administrator can make any location permanently shared (meaning it will always be available for any number of events). For more information, please see [Permanently Sharing a Location](#).

You can share an event's location by pressing **View Occurrences** under the location assignment in the event form and checking the **Shared** box.

 **BCC Theater** Baker Classroom Complex - Theater **Capacity: 200** 

[Remove](#) [View Occurrences](#)

*Image: Click View Occurrences to expand the occurrence details.*

**BCC Theater** ×

Date	Time	Issues	Included	Shared	Layout	Instructions	Attendance
<b>Set For All</b>			<input type="checkbox"/>	<input type="checkbox"/>	<div></div>	<div></div>	<div></div>
<b>Fri May 09</b>	7:00 pm - 9:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Theater (200) <div></div>	<div></div>	0
<b>Sat May 10</b>	7:00 pm - 9:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Theater (200) <div></div>	<div></div>	0

Close

*Image: Check the Shared box to allow any other event to reserve this location during the same date/time.*