

# Location Assignments Disappear After Saving

When assigning a location to an event, if the location reservation does not remain after you save the event, please follow the troubleshooting steps below.

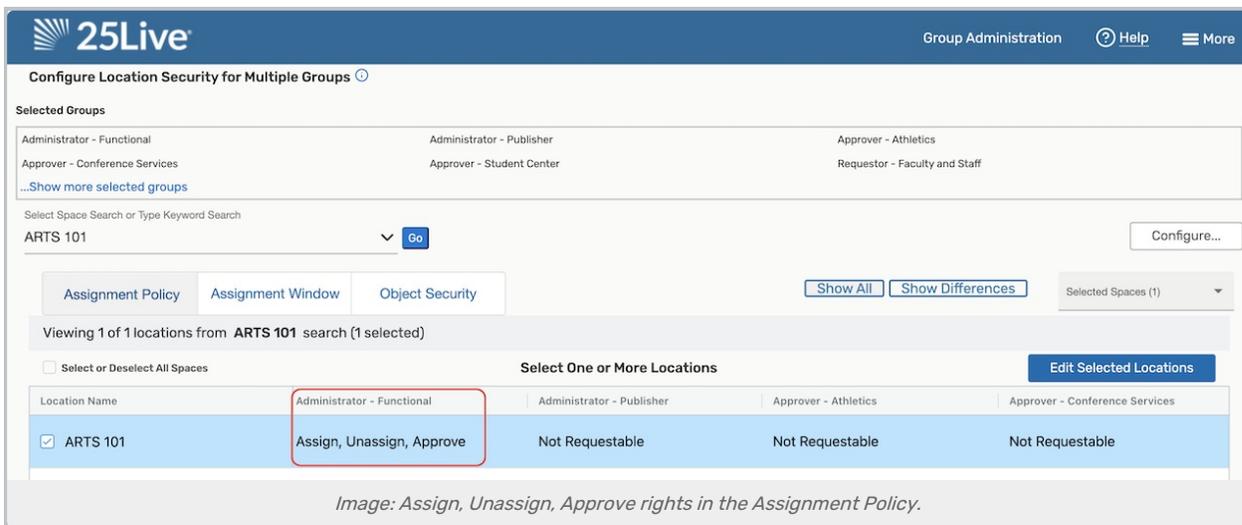
## Troubleshooting Steps

### Check the Event State

Locations and resources can only be assigned to an event if the event's state is **Tentative** or **Confirmed**. If an event is saved as Draft, all assignments will be saved as preferences.

### Check the Assignment Policy

- In order for a location or resource to be assigned to an event, the assignment policy must have at least one security group with permission to [Assign, Unassign, Approve](#) rights for that object. If no group has that right, the assignment will not stick.



- If the assignment policy is correct, note that an event can be saved with a location request pending as a task. If the event form requires a location for an event, that will be satisfied by requesting a room even if you can't directly assign it.

### Check Your Browser

Some older web browsers will not work correctly with our software, causing room information to not save properly. Find our browser support information here: [Support Information for Third Party Applications](#)

If none of these apply to your affected event, please contact [support@collegenet.com](mailto:support@collegenet.com)

