Updating the Event Type on an Existing Event

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Consequences of Updating the Event Type

Updating the event type on an existing event can have a number of cascading effects due to other event elements that get tied to event types such as...

- Custom Attributes
- Requirements
- Categories
- Contact Roles
- Routing (depending on your cabinet structure)

Updating the event type on an existing event is not recommended in order to avoid incorrect event details for any of these components.

Preventing Users from Updating the Event Type

To avoid the potential consequences noted above, you may want to prevent users from being able to change the event type on events. There are a few ways to do this, but the recommended method is to set separate event forms for editing and creating events in [Group Administration](#).

Image: Event Form Presentation in Group Administration allows you to set up one form for creating events and another form for editing events.

When configuring the editing form in 25Live, set the **Event Type** field to a Visibility Level of **View Only** OR **Not Visible**.

Image: The Event Type visibility can be set to View Only OR Not Visible for users that shouldn't edit event types.

> **Note: Default Event Type**
>
> Even if the event type field is **Not Visible** for an event form configuration, you will still be required to choose a **Default Event Type**. This will not impact events that already have an event type.
>
> **Default Event Type:**
>
> | Select from Types ⌄ | Remove |

How to Update an Event Type in 25Live

If you've considered the potential repercussions and would still like to update the event type in 25Live, you can update the Event Type using inline editing or through the event form.

Inline Editing

1. Go to the event's **Details** page in 25Live
2. Click the **Event Type** dropdown and select the new event type from the list

Event Form

1. Go to the event's **Details** page in 25Live
2. Click **Edit Event**
3. Click the **Event Type** dropdown and select the new type from the list