

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](#).

Event Restrictions

Event Form Configuration

1. What **Event Form Configuration** will the Security Group have when **Creating an Event**?

Plain Default

View or Edit Configuration in Pro

2. Do you want to select a **Default Scheduler** for events **created by this security group**?

☒ No Default Scheduler (use requestor as scheduler) / Rules-based Scheduler

☐ Use Selected Location's Associated Scheduler (when applicable)

☐ Default Scheduler

3. Do you want to configure your own **Creation Success Message**?

File Edit View Format

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4. What **Event Form Configuration** will the Security Group have when **Editing an Event**?

Plain Default

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**.

...	Event Title	Display Name: <input type="text" value="Event Title for Published C."/>	Visibility Level: <input type="text" value="Editable"/>	<input type="checkbox"/> Auto Open Help Message
		Help Message: The Event Title will replace the Event name (above) on all published calendars on the Andrea University website. Grammar, punctuation, and clarity matter!		
...	Event Type	Display Name: <input type="text" value="Event Type"/>	Visibility Level: <input type="text" value="Required"/>	<input type="checkbox"/> Auto Open Help Message
		Help Message: Select the Event Type that best describes the event.		
...	Primary Organization	Display Name: <input type="text" value="Primary Organization for tr"/>	Visibility Level: <input type="text" value="Required"/>	<input type="checkbox"/> Auto Open Help Message
		Help Message: Select the Organization responsible for the event from the list of favorite organizations, or search by organization name. Note: If the search does not return the expected result, try limiting the search term to a key word in the organization name (ex admissions, club, team).		



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