The 25Live Related Events Option
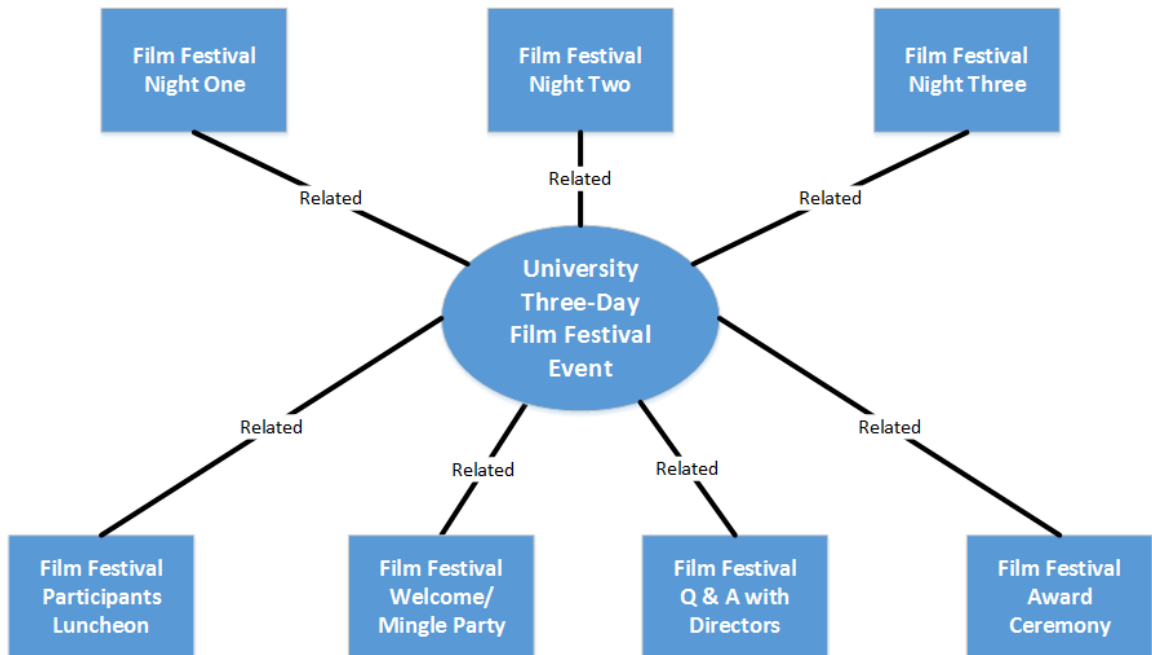
25Live's Manage Related Events functionality lets you specify that certain events are related by "content" in a way that is significant to your school's business practices, but not enforced by the system – for example, a Conference, a Film Festival, or your Homecoming. The relationship among related events does not affect the data, but enables you to manage events as a grouping for actions like copying or editing all or some of the events in the relationship, viewing all related events in the Calendar view of a single event in the relationship, or including all related events in a single Invoice report.

Related Events Example

Imagine that your institution produces a large film festival every December. The main event in the example is the University Three-Day Film Festival, which has several events related to it. After creating the main event, you create the other events, and then "Relate" them to the main event.

Events with a relationship to the main event might include:

- Three nights of film screenings
- A luncheon for the film submission participants
- An evening welcome/mingle party for participants, attendees, and university festival personnel
- A Q & A with film directors
- A film award ceremony

Managing Related Events

Once Events are set up, they can then be related (or the relationship removed) as needed. There are several methods for managing related events within 25Live.

Manage Related Events When Viewing an Event

One method can be performed from any view of an event open on the Events tab.

1. Click "More Actions" in the navigation bar and choose "Manage Related Events" from the drop-down list as shown below.

   > **Note**: The look of your 25Live environment and the options available to you, may be different from what you see below. The 25Live user interface available to you depends on your group's security permissions and configuration settings unique to your institution.

A "Manage Related Events" dialog box displays and allows you to locate and relate events to the current event, or to remove events that no longer need to be part of the relationship.

2. From this dialog box, you can go to the "Find Events to Relate" section and:

    - Select event(s) from a drop-down list containing recently viewed events

    - Select events from starred events

    - Search for events

    Note: You can also end event relationships in the Managed Related Events dialog box. Just click "Remove?" next to any event that no longer belongs in the relationship.

3. Once you locate and select the event or events you want, click the "Relate" button beside it.

4. After you have related one or more events, click the "Finished" button. You can see the new event relationship listed under "Related Events," on the Details subtab, as highlighted below.

Manage Relationships Link

You can also relate events following a successful save when creating or editing an event in the Event Wizard.

1. As seen in the graphic below, under the "More Event Options" heading, one of the listed choices is "Manage Relationships." Selecting this option displays the "Manage Related Events" dialog box discussed in the above section.

2. Use it to add or remove event relationships as directed above.

The advantage to relating events in the Event Wizard is that you can relate all events that are currently open in the wizard in a single action, via Manage Relationships. As shown below, the open event (*The Films of Mabel Normand*) can be easily linked to an open event (*The Films of F. Richard Jones*) by clicking the "Relate" button. Should you have several events open in the Wizard, they too would be listed and available to be linked quickly via a Relate button.
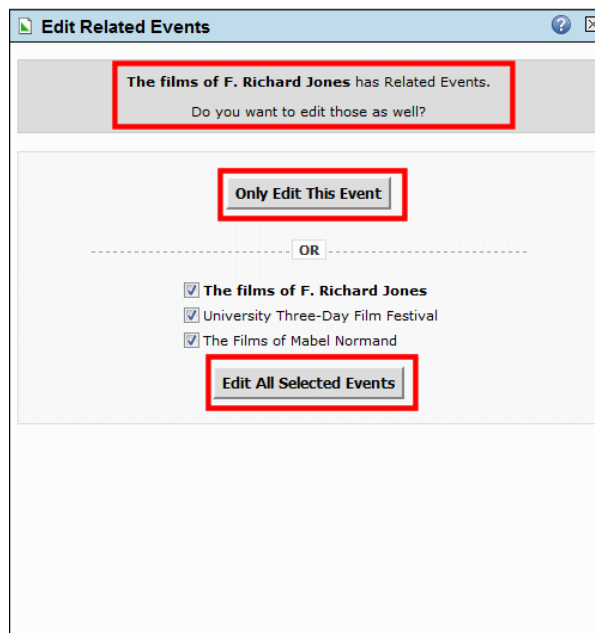
Editing Events and Relationships

When you edit an event that is related to other events, you may also want to edit some or all of the other events in the relationship. 25Live automatically offers you the following options:

- Edit just the event you selected

- Select the related events you want to edit, along with the current event

- Edit all of the related events at once

In the following example, *The Films of F. Richard Jones* is open for editing, and if you select the related event, *The Films of Mabel Normand*, the edits you make to the *Jones* event will also be reflected in the *Normand* event.

The same thing is true if you view an event in the calendar and check the Show Related Events box. You are able to view an event, along with related events in the calendar, and to select and then edit related events if needed.

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