

Creating a Complex Event in 25Live

Step One – Create the event shell

Recommended to name it something simple and generic like “Homecoming” or “Future Cities”

Add the event to your Starred Events – this will make it easy to relate the additional events to the shell event

Step Two – Create additional events

Do this by copying your event shell – use the Copy This Event feature. See handout for additional details and screen shots.

Remember to rename the event (remove the words “Copy of”)

Recommended to have the additional events start with the same word as your event shell (i.e. Homecoming – Fac/Staff vs Students Basketball Game or Future Cities – Breakout Sessions)

Step Three – Relate the Events – this can be done in one of two ways:

- 1) Click “More Actions” in the navigation bar and choose “Manage Related Events” from the drop-down list. 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. Go to “Find Events to Relate” and select the events you’d like to relate (you can select more than one at a time). See handout for additional details and screen shots.
- 2) Use the “Manage Relationships” link found under the “More Event Options” heading at the end of the Event Wizard. Selecting this option displays the “Manage Related Events” dialog box which can be used to add or remove event relationships.

The advantage to relating events in the Event Wizard is that you can relate all events that are currently open in one single action.

Step Four – Viewing Confirmation Reports

You can print/send a single concise confirmation by using the Event Confirmation (Related) report – this will include all related events (i.e. Homecoming)

You can print/send individual Event Confirmation (Detailed) – this will be only the sub-event you have open (Homecoming – Fac/Staff vs Students Basketball Game)

Step Five – Editing Events and Relationships

You can edit just one part of the larger event (i.e. Homecoming – Fac/Staff vs Students Basketball Game), you can edit several of the related events at once or you can edit all of the related events at one time