

Removing Event Relationships

To Remove Events From a Related Event Set and Cancel Relationships

1. Access the Manage Related Events window.

With one of the events open in the Details view, choose "Manage Related Events" from the More Actions menu

OR

Select "Manage Relationships" in "More Event Options" immediately after saving a new or edited event.

2. Click the "Remove Events from Set" button.

In the Manage Related Events window, the title informs you if this event is in a related event set. To remove events (and remove relationships), click the "Remove Events from Set" button.



3. Select the events you want to remove.

Check the box next to the event(s) you want to remove from the related set, then click the "Remove Selected" button.

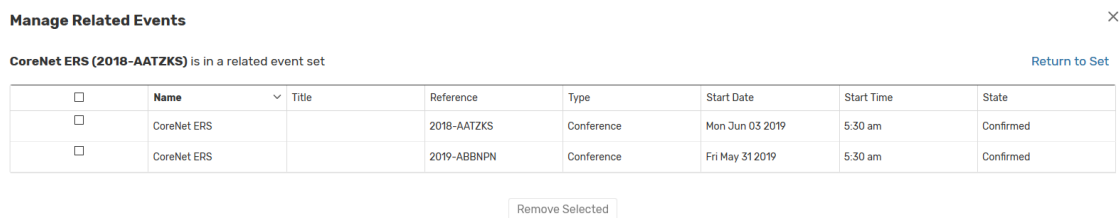


Image: Use the Manage Related Events window to remove related events.

A refreshed list of all the remaining events in the set displays, or if there are no other related events, the subtitle informs you that this event is not in a related event set.

4. Close the Manage Related Events window, or click the "Remove Events from Set" button to remove additional events.

NOTE: Bound Events

Another type of relationship is between "bound" events which must have the same location assignment(s); these are usually for academic courses such as cross-listed or combined sections. An event requestor creating non-academic events should not use the Manage Bindings feature.