

# Creating Event Relationships

With appropriate security permissions, you can create relationships among a set of events. Use this functionality to track related events in whatever way is meaningful to you. The relationship among events doesn't affect any of the event data. You can relate events to create a new event set or add an event to an existing set from two places in 25Live Pro:

- From the summary of More Event Options displayed when you finish creating or editing an event

OR

- When you're viewing an open event

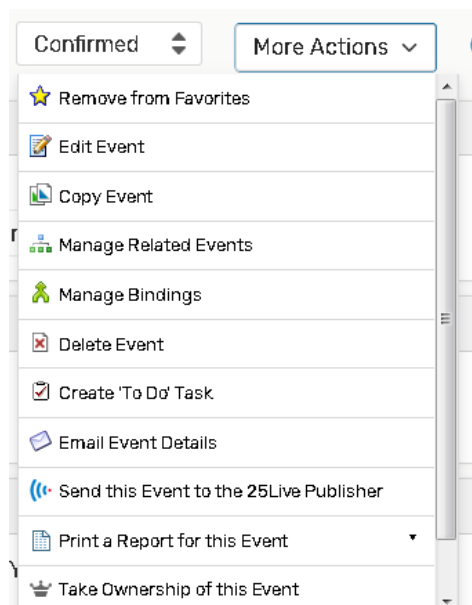
## Event Relationships are Reciprocal

Each relationship you establish with another event is reciprocal, and additional relationships created relate all the events in a set to one another, which is shown when managing relationships from any of the events in that set.

## To Create or Add Events to a Related Event Set

### 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 as shown below, or select "Manage Relationships" in "More Event Options" immediately after saving a new or edited event.



*Image: Select Manage Related Events from the More Actions menu in the Event Details.*

## 2. Click the "Add Events to Set" button.

In the Manage Related Events window, the title informs you if this event is in a related event set.

Manage Related Events ⌕

A Cappella Performance (2014-AABFMN) is in a related event set						
Name	Title	Reference	Type	Start Date	Start Time	State
A Cappella Performance		2014-AABFMN	Performance - Other	Mon Oct 17	5:00 pm	Confirmed
Chamber Music, Violin and Voice	Chamber Music, Violin and Voice	2016-AABFSJ	Performance - Concert	Fri Apr 15	7:30 pm	Tentative

*Image: Use the Manage Related Events window to add new related events.*

To add events to a set or to create a new set, click the “Add Events to Set” button.

Close	Add Events to Set	Remove Events from Set
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## 3. Find the events you want to relate.

Use the keyword search field to find events you wish to relate to the current event or set.

## 4. Select the events you want to relate.

In the search results list, check the box of each of the events you want to add to the set, then click the "Add Selected" button.

You don't need to search for and select all members of a set to add a new event to it.

For long search result sets, use the “Next,” “Last,” and other pagination controls at the bottom of the list to view additional pages of results and adjust the number of results on the page. The “Show Selected” button can also be used to more conveniently review only the events you have checked in the list before adding to your related event set.

A complete list of all events in the related events set displays after successfully adding events to the set.

## 5. Close the Manage Related Events window, or click the “Add Events to Set” button to add 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.