

Copying Related Events

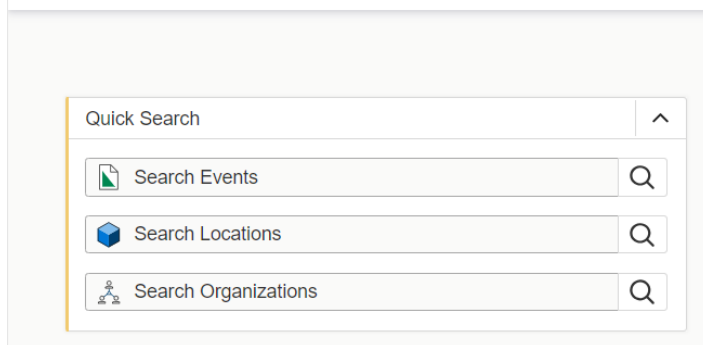
You can copy related events in 25Live if they will be happening again on a different date or because your new event is similar to another event and you want to save some time filling out the Event Form.

Sign in to 25Live at <https://25live.collegenet.com/pro/bu> using your personal BU login and Kerberos password.

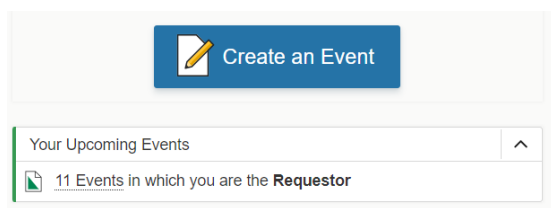
To copy related events, follow the steps outlined in this guide.

Step 1: Find the Event to be Copied

Find the event you want to copy by searching for it via its unique reference number or by keyword in the event name. Use the event search in the **Quick Search** feature on the 25Live dashboard to find your event with either option.

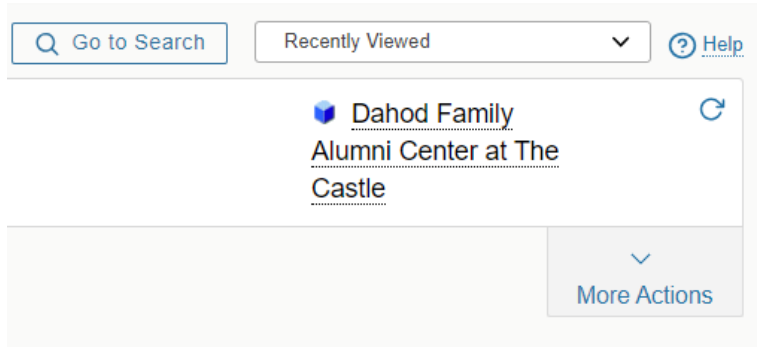


You can also find your event by clicking on the link in the **Your Upcoming Events** section on the 25Live dashboard. If you haven't customized your dashboard, this section will be below the **Create an Event** button. If you have requested events, there will be a number before the word "events" and this is a clickable link that will return a list of your events.

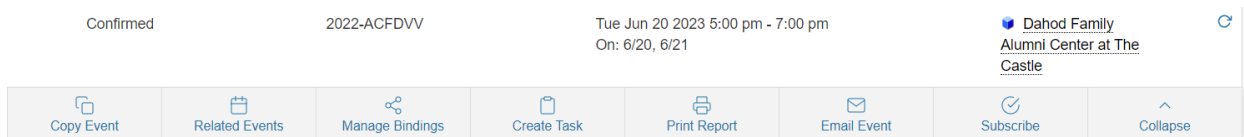


Step 2: Copy

Once you have located and opened your event, click on **More Actions** button near the top right of the page to open a menu of actions you can take on your event.



Once the actions appear, you'll see **Copy Event** on the far left.



When you click the **Copy Event** button, the **Copy Event** screen will expand, and you will get a message that your event is in a related event set. You have the options to **Copy and Create New Set**, **Copy and Relate**, or **Copy Only This Event** by toggling between **Related** and **Stand-Alone**. If you want to **Copy and Create New Set**, you will need to check the boxes next to all the events you want to copy.

Copy Event

NIH Environmental Health Conference (2023-ACKAQR) is in a related event set

Select **Related** to create a copy related to this event or a related event set; otherwise, select **Stand-Alone** to create an independent copy. Additionally, select **Related** and choose from the following events to create a new set.

Related Stand-Alone

<input type="checkbox"/>	Name	Title	Reference	Type	Start Date	Start Time	State
<input type="checkbox"/>	NIH Environmental Health Conference		2023-ACKAQL	Conference	Mon Jan 08 2024	5:30 am	Confirmed
<input type="checkbox"/>	NIH Environmental Health Conference		2023-ACKAQR	Conference	Tue Jan 09 2024	9:45 am	Confirmed

Start Date

Tue Jan 09 2024

Occurrence Mapping

One-to-one

Copy Only This Event

Tue Jan 09 2024 10:00 am 8:00 pm GSU AUD George Sherman Union 228 - Conference Auditorium

Copy and Create New Set: selecting this option creates copies of each of the selected events and relates them together in a new related event set.

Copy and Relate: selecting this option creates a copy of the event and relates it back to the original event or the original related event set.

Copy Only This Event: selecting this option creates an independent copy of the event without relating it to any other events or event sets.

Select **Copy and Create New Set**.

Step 3: Edit

Once you've selected the copy option, 25Live will open the **Event Form** with multiple tabs. There will be one form for each event in the related event set. The forms will be pre-populated with all the details from the original events.

The screenshot shows the 25Live Event Form interface. At the top, there are two tabs: "Add New" and "COPY NIH Environmental Health Conference" (with a close icon). The "COPY" tab is active. Below the tabs, there is a sidebar on the left with a list of menu items: Reference: 2023-ACKAQR, Event Name, Event Title, Event Type, Primary Organization for this Event, Additional Organization(s) for this Event, Expected Attendance, Event Description, Event Date and Time, Locations, Services that you will Order, Contact Roles for this Event, Comments, Confirmation Notes, Internal Notes, Event State, and Post-Save. The main content area contains the following fields and instructions:

- Reference: 2023-ACKAQR
- Event Name - Required ⓘ: COPY NIH Environmental Health Conference
- Event Title: (empty field)
- Event Type - Required ⓘ: Conference ⭐ (dropdown menu)
- Primary Organization for this Event - Required ⓘ: Events & Conferences ⭐ (dropdown menu) with a "Remove" link.
- Additional Organization(s) for this Event ⓘ: EDIT (button)

Instructions: This reservation wizard is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information. * All requests are subject to approval *

You'll want to delete the word "COPY" from the event name. If your event is an annual event and you are copying to make your request for next year, you can leave the rest of the event name the same.

Review all the fields in the event form to see if any adjustments need to be made.

The date will default to the date of the original event, so you will need to change that to the new date.

The location copied from the original event, so if you want to request the same location and there are no conflicts showing for your new date, you can leave the location as is. Or you can remove the location and request an entirely different one.

Locations ⓘ

Locations Search ^

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾ Search Locations ×

ⓘ Hint! Type :: to use SeriesQL.

Reset Search

Dahod Family Alumni Center at The Castle ★

225 Bay State Road - Dahod Family Alumni Center at The Castle **Capacity:** 125

Date	Time	Conflicts	Shared	Layout	Instructions	Attendance
Wed Jul 05 2023	5:00 pm - 7:00 pm		<input type="checkbox"/>	Receptio ▾		0

Remove View Occurrences

Continue reviewing and editing the rest of the fields in the **Event Form**.

Step 4: Policies and Responsibilities

Read the **Policies and Responsibilities** paragraph and then click the box for **“I agree.”**

Step 5: Save

If all the information in the form is complete and you have requested all the locations that you want, click the **Save** button.

25Live will save your event request and then bring it up on the screen so you can see exactly what you submitted and what is waiting to be approved by the **Scheduler**.


IMPORTANT: All requests are subject to approval and a location is not confirmed for use until a Scheduler has assigned it to your event. Do not send out any invitations, advertise your event, or book any special guests until a location has been assigned to your event as you may not get the original location you requested.

You will know your request has been approved and a location assigned to your event when you get an emailed confirmation with your reservation from the **Scheduler**. You may also get an automatic email from 25Live when the location is initially assigned, but this email will not provide complete information about your event, so you should only refer to the reservation confirmation that will be emailed to you separately.

Step 6: Repeat Steps 3 – 5

Repeat steps 3 – 5 for as many related events as there are in the set. Once you click save, 25Live will bring you to the event you just copied/created, so to edit the remaining event forms, click on the **Event Form** button on the **Navigation Bar** and you will see the remaining forms you have left to edit.



 25Live Pro  Event Form

For More Information

For more information, additional assistance with using 25Live, or general questions about event locations, please feel free to contact the Reservations team in BU Events & Conferences at roomres@bu.edu or 617-353-2932. We are available to assist you Monday through Friday between the hours of 9 AM and 5 PM.