

Creating Related Events

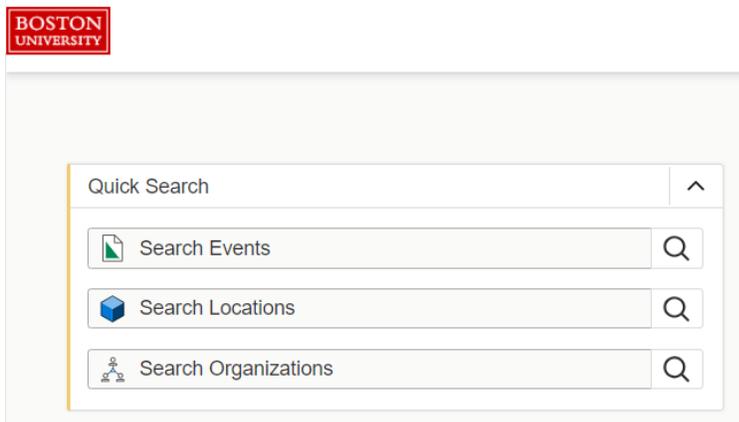
You can relate different events together in 25Live to create event relationships. If your event will have multiple components in different locations at different times (and even different dates), you will likely need to make separate events in 25Live but then you can group them together by relating them. For example, you might be hosting a film screening at the Tsai Performance Center from 5 – 7 pm with a post-screening reception at the Trustee Ballroom from 7 – 9 pm. Since the times and locations are so vastly different, you would need two different events in 25Live but you could relate them together so they are easily accessible from one another, and all of your events would appear on one reservation confirmation form.

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

To relate events, follow the steps outlined in this guide.

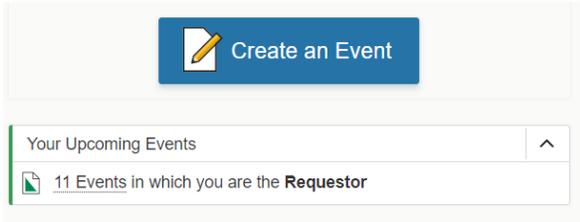
Step 1: Find the Event to be Related

Find the event you want to relate to one or more other events 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: Relate

Once you have located and opened your event, click on the **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 **Related Events** towards the left.



When you click the **Related Events** button, the **Manage Related Events** screen will expand, and you will get a message that your event is not currently in a related event set.

Manage Related Events

PERF Reception (2022-ACFDVV) is not currently in a related event set

Add Events to Set

Click the **Add Events to Set** button. You now have the ability to search for the event or events you want to relate to your current event. To find events to relate, you can search

by keyword in the event name or even the unique reference number of the event you want to relate.

Manage Related Events

PERF Reception (2022-ACFDVV) is not currently in a related event set [Return to Set](#)

Find Events to Relate:

 ▼

25Live will then find matching events based on your search.

Manage Related Events

PERF Reception (2022-ACFDVV) is not currently in a related event set [Return to Set](#)

Find Events to Relate:

 ▼

1 Matching Events

<input type="checkbox"/>	Name	Title	Reference	Type	Start Date	Start Time	State
<input type="checkbox"/>	PERF Graduation Lunch		2022-ACDATL	Meal / Banquet	Thu Jun 22 2023	8:00 am	Confirmed

Click the check box next to the event name. This will enable the feature to add this event to your current event, creating the event relationship.

Manage Related Events

PERF Reception (2022-ACFDVV) is not currently in a related event set [Return to Set](#)

Find Events to Relate:

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1 Matching Events

<input type="checkbox"/>	Name	Title	Reference	Type	Start Date	Start Time	State
<input checked="" type="checkbox"/>	PERF Graduation Lunch		2022-ACDATL	Meal / Banquet	Thu Jun 22 2023	8:00 am	Confirmed

Click the **Add Selected** button. The **Manage Related Events** screen will change and indicate that your event is now in a related event set. You will see a list of all of the events that are related together in this relationship.

Manage Related Events

PERF Reception (2022-ACFDVV) is in a related event set

Add Events to Set

Remove Events from Set

Name	Title	Reference	Type	Start Date	Start Time	State
PERF Graduation Lunch		2022-ACDATL	Meal / Banquet	Thu Jun 22 2023	8:00 am	Confirmed
PERF Reception		2022-ACFDVV	Reception	Tue Jun 20 2023	2:00 pm	Confirmed

If needed, you can add more events to your event set by clicking the **Add Events to Set** button or if you are finished, you can close the **Managed Related Events** screen.

Tip! Other Methods for Creating Related Events

The Event Form has options at the end to **Create Another Related Event** or **Create a Related Copy of This Event** before saving the form. Selecting either of those options will open the Event Form so you can create your related events, and 25Live will automatically relate them together for you.

Event State

Tentative

Set Default

After Saving This Event...

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event
- Continue Editing Event
- Create Another Event

Cancel

Preview

Save

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.