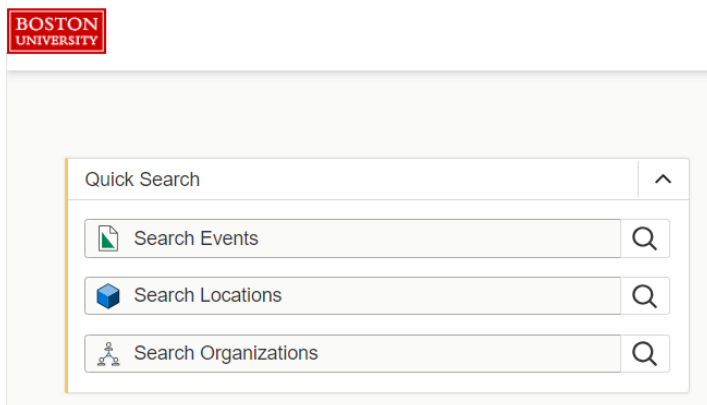# Removing Event Relationships

If you have related events together in 25Live to create an event relationship and no longer want that relationship to exist, you can remove events from the related event set.

Sign in to 25Live at https://25live.collegenet.com/pro/bu using your personal BU login and Kerberos password.
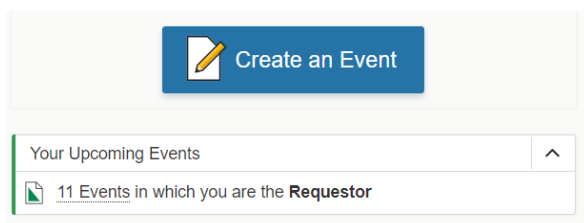
To remove events from relationships, follow the steps outlined in this guide.

Step 1: Find one of the Events

Find one of the events in the relationship 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.
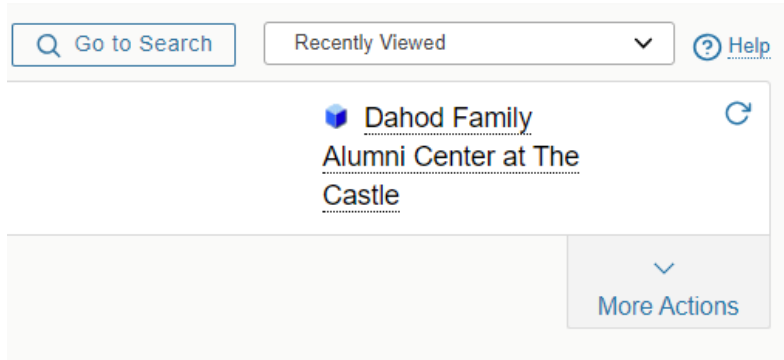

You can also find your event by clicking on the link in the **Your Upcoming Events** section on the 25Live dashboard. If you haven't customized your dashboard, this section will be below the **Create an Event** button. If you have requested events, there will be a number before the word "events" and this is a clickable link that will return a list of your events.
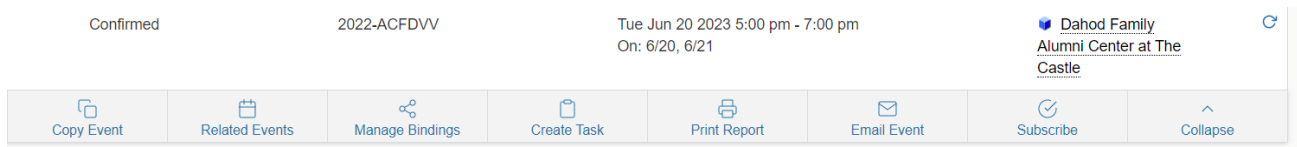
Step 2: Remove

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 in a related event set and you will see a list of all of the events that are related together.

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

Click the **Remove Events from Set** button. The screen will refresh. Click the check box next to the event name of each event you want to remove from the relationship. This will enable the feature to remove the event from your current event.

Manage Related Events

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

Remove Selected

Click the **Remove Selected** button. The **Manage Related Events** screen will change and indicate 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

Note that the screen may say that your event is still in a related event set, if you had multiple events related together and only removed some of them from the set.

If needed, you can add different events to your event to create a new relationship by clicking the **Add Events to Set** button or if you are finished, you can close the **Managed Related Events** screen.

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.