

## Session Three: Editing Your Events in 25Live Quick Scheduling

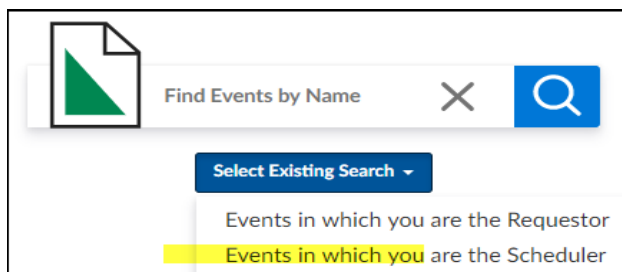
Yes, also use this Mobile version on your PC with a larger display, or tablet or phone!

**Things have changed!** Now the event you've scheduled into a location that you manage needs to be edited to reflect those changes. This guide covers how to make edits to Cancel your entire event, Cancel one or more reservation occurrences of a repeating event, Add Occurrences, swap or remove Locations, and how to Delete your entire event. This guide addresses making these changes using 25Live Scheduling, the mobile version of 25Live: <https://25live.collegenet.com/uidaho/scheduling.html> **Don't forget to update any related Outlook meeting notices so that they reflect changes made to your meeting in 25Live and invited attendees remain informed.**

Your 25Live screens may appear different than the images shown below.

Action	Result
<b>Cancel</b> the Event	The Location is removed from the Event, all reservation occurrences are removed from the Event. The event displays as Cancelled in 25Live. It can be ignored or edited to become a new event.
<b>Cancel</b> one or more Reservation occurrences within the Event (Remove Dates)	The Location is removed from the reservation occurrence, the reservation shows as Cancelled while the other reservation occurrences remain active.
<b>Add</b> one or more Reservation occurrences to the Event (Add Dates)	When new dates are added you'll need to remember to assign a Location to them.
<b>Change</b> Locations	Add more than one Location to a reservation if needed (multiple rooms can be assigned) or remove a Location to add a different Location.
<b>Change</b> the Event Time	All reservations update to the new time. Existing Location assignments are removed. The Location may not be available for the new time.
<b>Delete</b> the Event	The Event will be removed from the 25Live database, the Locations will be released from the reservation(s) and the event will not be able to be recovered. Be certain you want to delete before doing so.

**First, locate your event for editing. From the Mobile Scheduling Home page, select the Event Search menu > Select Existing Search > Events in which you are the Scheduler.**



Another option for locating events is to Enter an Event Name into the Find Events by Name box. If more than one event shares that name a list of events will be returned, possibly including events created by other schedulers.

For assistance: Please send questions or problems to [r25@uidaho.edu](mailto:r25@uidaho.edu)

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The results will be a list of your events. By default the list contains upcoming events.

Event Name -	Event Title	Event Profile	Event Locations	Actions
☆ Weekly Staff Meeting		Feb 15, 2019, 1:30PM - 2:30PM Repeats every week on Friday through 5/10	Room 222	Edit

Upcoming events are displayed here. Use the pull-down menu to select Past Events or All Events.

Select the Edit button to edit the event.

Select the Location link to view room details.

When the event opens for editing, scroll through the form to locate the fields you would like to change. To Cancel the Event:

**Event State**

Tentative

Confirmed  
*The event is scheduled and confirmed.*

Cancelled

Cancel Save

To cancel the entire event, scroll to the bottom of the scheduling form. This action is taken when the event just isn't going to happen. Otherwise, the event can be updated to reflect changes.

In this example the Event State is Confirmed. To Cancel the Event, Select Cancelled. You will be asked to confirm your actions.

Save your changes. This will remove all reservations and rooms from your event and show the event as cancelled on your event calendar.

If you want to re-use a cancelled event, you can choose to Edit it and change the Event State from Cancelled to Tentative or Confirmed, rename it, add a new time and dates, add a new location, and then Save it as a new Event.

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To Remove or Add dates to an existing Event, locate your event and select Edit. Scroll down to Event Repeats > Occurrence List.

Fri Apr/05/2019	<input type="text"/>	Active
Fri Apr/12/2019	<input type="text"/>	Active
Fri Apr/19/2019	<input type="text"/>	Active
Fri Apr/26/2019	<input type="text"/>	Active
Fri May/03/2019	<input type="text"/>	Cancelled
Fri May/10/2019	<input type="text"/>	Active

To Remove an occurrence date

Use the pull-down menu to Cancel the reservation on the desired date.

Save changes!

Save

### Event Repeats

**Weekly Repeats**

Repeats every **week**

Repeats on  Mon  Tue  Wed  Thu  
 Fri  Sat  Sun

Repeats through  
**Fri May/10/2019**

Ends after **1** iterations

To Add occurrence dates

This meeting already repeats weekly. To add additional dates, select the Calendar icon under Repeats through and choose a new end date.

Be certain to assign a location to the new dates.

Save changes!

Save

To Add new occurrences of the event to start the event earlier, go to Event Start:

### Event Date and Time

Enter the first meeting date and time for your event. For recurring meetings, select Event Repeats to enter subsequent meeting dates. The End Date should differ from the Start Date \*only\* when the meeting crosses midnight (example: event occurs from 10:00 PM on one date and ends at 2:00 AM the next day).

Select the dates/times for the initial event in the repeating series. Subsequent occurrence dates will be entered on the next page.

**Event Start:**  
Fri Feb/15/2019 1:30 pm

**Event End:**  
Fri Feb/15/2019 2:30 pm

The first occurrence begins and ends on the same day.

Event Duration: **1 Hour**

Select the calendar icon and choose a new Event Start date. You'll be asked how you want the new occurrences mapped. Select either Date by Date or One by One.

### Occurrence Mapping

How do you want us to map the existing occurrence information to the new occurrences?

This event has multiple existing occurrences. Based on how this event repeats, changes to the event's Start Date will likely result in a new set of occurrence dates. Because comments, active status, location assignments and resource assignments can be customized for each occurrence, we need to know how to map the existing information to the new set of occurrences.

**Date-by-Date** After the Start Date is changed, any resulting occurrences that share the same date as an occurrence that existed before will inherit that occurrence's information. Dates that did not previously exist will inherit the information of the first occurrence. Existing dates that are not preserved will lose their occurrence information.

**One-by-One** After the Start Date is changed, the information of the old first occurrence will be mapped to the new first occurrence, the second to the second, and so on. If the number of occurrences increases, new occurrences will inherit the information of the first occurrence. If the number of occurrences decreases, the information for the dropped occurrences will be lost.

**Cancel** Cancel my last change and keep the Start date and all occurrences as they are.

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After adding new reservation occurrence dates to your event, check to ensure that your Location is available for the new dates. Go to Event Locations and open All Occurrences to check for any Conflicts.

### Event Locations

Select the desired location(s) for your event. Ensure your location is available for all dates.

Room 222 ✕ ★ ▼ ✓

Room 222 - Virtual Training  
Max Capacity: 10

Occurrences: [Collapse](#)

<input checked="" type="checkbox"/> February 1	<span>✓</span> No Conflicts
<input checked="" type="checkbox"/> February 8	<span>✓</span> No Conflicts
<input checked="" type="checkbox"/> February 15	<span>✓</span> No Conflicts
<input checked="" type="checkbox"/> February 22	<span>✓</span> No Conflicts
<input checked="" type="checkbox"/> March 1	<span>✓</span> No Conflicts
<input type="checkbox"/> March 8	
<input checked="" type="checkbox"/> March 15	<span>✓</span> No Conflicts
<input checked="" type="checkbox"/> March 22	<span>✓</span> No Conflicts
<input checked="" type="checkbox"/> March 29	<span>✓</span> No Conflicts
<input checked="" type="checkbox"/> April 5	<span>✓</span> No Conflicts
<input checked="" type="checkbox"/> April 12	<span>✓</span> No Conflicts
<input checked="" type="checkbox"/> April 19	<span>✓</span> No Conflicts
<input checked="" type="checkbox"/> April 26	<span>✓</span> No Conflicts

This action added 2 new event occurrences to the beginning of the event and also REMOVED the last 2 original occurrences. This option shifts your event in time.

This event had begun on February 15<sup>th</sup> and ended on May 10<sup>th</sup>. Now it begins on February 1<sup>st</sup> and ends on April 26<sup>th</sup>.

Ensure that your edited event runs through the appropriate end date. You may need to re-select your end date so that your event includes the proper number of occurrences.

The new dates added to the event mapped to the desired location and there are No Conflicts.

When you have completed your edits, Save your changes!

Save

Change the Event Time by clicking into the field and updating it. New time is one hour ahead:

### Event Date and Time

Enter the first meeting date and time for your event. For recurring meetings, select Event Repeats to enter subsequent meeting dates. The End Date should differ from the Start Date "only" when the meeting crosses midnight (example: event occurs from 10:00 PM on one date and ends at 2:00 AM the next day).

Select the dates/times for the *initial event* in the repeating series. Subsequent occurrence dates will be entered on the next page.

**Event Start:**

Fri Feb/01/2019 📅 1:30 pm

**Event End:**

Fri Feb/01/2019 2:30 pm

The first occurrence begins and ends on the same day.

Event Duration: 1 Hour

### Event Date and Time

Enter the first meeting date and time for your event. For recurring meetings, select Event Repeats to enter subsequent meeting dates. The End Date should differ from the Start Date "only" when the meeting crosses midnight (example: event occurs from 10:00 PM on one date and ends at 2:00 AM the next day).

Select the dates/times for the *initial event* in the repeating series. Subsequent occurrence dates will be entered on the next page.

**Event Start:**

Fri Feb/01/2019 📅 2:30 pm

**Event End:**

Fri Feb/01/2019 3:30 pm

The first occurrence begins and ends on the same day.

Event Duration: 1 Hour

If the event time is changed the Event Location Assignments are removed.

Be sure to reassign your Location and Save your event!

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Change Locations for the entire event. First, remove the existing Location. Then find a new Location.

**Event Locations**

Select the desired location(s) for your event. Ensure your location is available for all dates.

Room 222 X ★ ▼ ✓

Room 222 - Virtual Training  
Max Capacity: 10

Occurrences: All ✓ No Conflicts

Search for Locations ▼

To remove the Location from all occurrences of the event, click on the X (circled in red).

Now search for a new Location to Assign.

**Event Locations**

Select the desired location(s) for your event. Ensure your location is available for all dates.

Search for Locations ▼ \*

Change Location on just one reservation occurrence for the event by Selecting Occurences: All

**Event Locations**

Select the desired location(s) for your event. Ensure your location is available for all dates.

Room 222 X ★ ▼ ✓

Room 222 - Virtual Training  
Max Capacity: 10

Occurrences: Collapse

<input checked="" type="checkbox"/>	February 15	<span style="color: green;">✓ No Conflicts</span>
<input type="checkbox"/>	February 22	
<input checked="" type="checkbox"/>	March 1	<span style="color: green;">✓ No Conflicts</span>
<input type="checkbox"/>	March 8	
<input checked="" type="checkbox"/>	March 15	<span style="color: green;">✓ No Conflicts</span>
<input checked="" type="checkbox"/>	March 22	<span style="color: green;">✓ No Conflicts</span>
<input checked="" type="checkbox"/>	March 29	<span style="color: green;">✓ No Conflicts</span>
<input checked="" type="checkbox"/>	April 5	<span style="color: green;">✓ No Conflicts</span>
<input checked="" type="checkbox"/>	April 12	<span style="color: green;">✓ No Conflicts</span>
<input checked="" type="checkbox"/>	April 19	<span style="color: green;">✓ No Conflicts</span>
<input checked="" type="checkbox"/>	April 26	<span style="color: green;">✓ No Conflicts</span>
<input type="checkbox"/>	May 3	
<input checked="" type="checkbox"/>	May 10	<span style="color: green;">✓ No Conflicts</span>

Uncheck the box next the date you want to remove the Location assignment for. The Assignment will be removed.

Search for Locations to locate and assign a different location. Don't forget to send an Outlook update notifying attendees of the change in location for that date.

Save your changes!

Save

Delete an Event. Events cannot be Deleted in the Mobile Quick Scheduling application.

Not all schedulers have access to Delete Events.

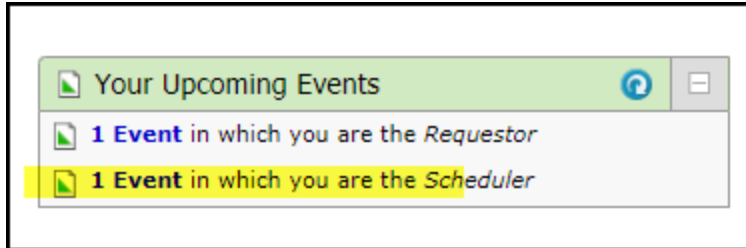
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To Delete an Event, Select the Home page in Mobile (Under the menu with 3 stacked lines in the upper right corner). Then select the Desktop Version link at the bottom of the page.

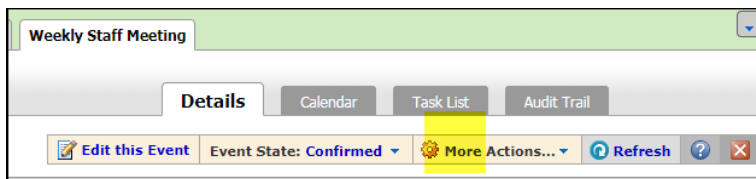
Go to the Home page > Dashboard tab. In the center of the screen find the Your Upcoming Events menu.



Select X Event(s) in which you are the Scheduler.

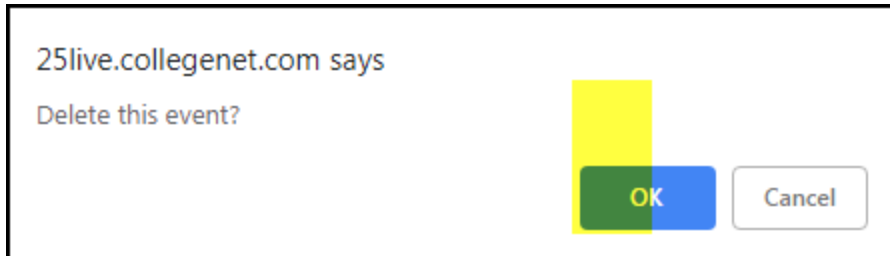
Select the event you wish to Delete from under the List tab.

		Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
		Weekly Staff Meeting		2019-ABJHLS	General Education Advising Committee	Meeting		Requestor, Scheduler	Feb/15/2019	Feb/06/2019	Confirmed	Room 222



Select the More Actions menu.

Select Delete this Event.



You'll be prompted to confirm your deletion. Be certain that this is the correct event. Click OK. The event will be permanently deleted.

**Please don't delete your event if you requested the event space from another scheduler.**

If you requested use of space from another scheduler via 25Live request, don't Delete your event. Contact the person that you made the request from and let them know that you no longer need it. Then, cancel your event so that the request is removed from the system and the scheduler receives appropriate notice.

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