

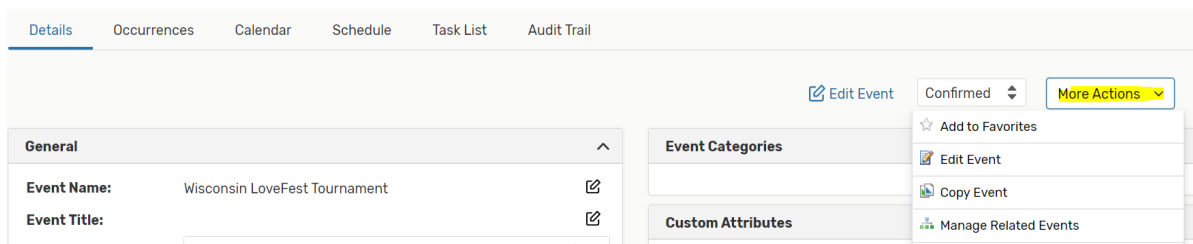
# 25Live: Relating Events

Last Modified on 01/02/2020 11:58 am CST

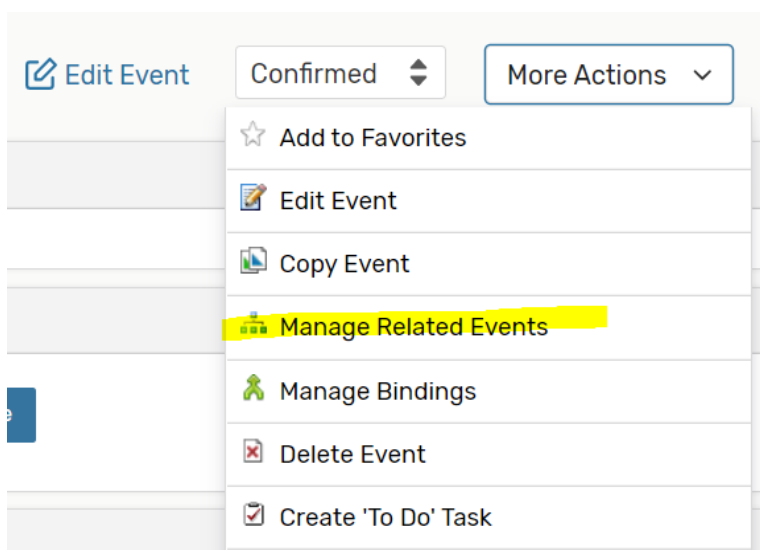
You only need to follow these instructions on relating events if you have an event that repeats irregularly. This means that the event repeats on different days, and at different times. Because you cannot plan such irregular repetitions in creating one event, you must create two (or more) separate events and link them together afterwards.

To relate events:

1. Create all of the necessary events. See the [Event Form](#) article for instructions on how to create events.
2. Access the details of one of the events. You can do this through a quick search of one of the events, by clicking the event if it appears in *Recently Viewed* tab, or by clicking the option to view the event details immediately after creating it.
3. Once you are viewing the details of one of the events, click **More Actions...**



4. Select **Manage Related Events**.



5. In the *Manage Related Events* window that appears, the current related event set

will appear (there should be none at this point). Click **Add Events to Set**.

6. Search the other event(s) by name.
7. Select all of the events you would like to relate to the event.
8. Click **Add Selected**.

**Manage Related Events**

**Test Event 1 (2017-ABBCKQ)** is not currently in a related event set

Find Events to Relate:  
Test Event 2

<input type="checkbox"/>	Name	Title	Reference	Type	Start Date
<input checked="" type="checkbox"/>	Test Event 2		2017-ABBCKR	Calendar Announcement	Thu Mar 02 2017

1 Matching Events

Items pe

The events will now be shown to be in a related event set.

**Test Event 1 (2017-ABBCKQ)** is in a related event set

Name	Title	Reference	Type
Test Event 1		2017-ABBCKQ	Calendar Ar
Test Event 2		2017-ABBCKR	Calendar Ar

9. You can return to this screen to add or remove any events as you need to.