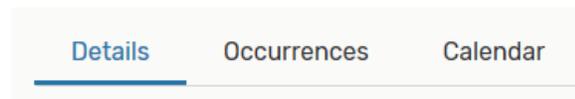# Viewing Event Details

Reminder: Security Permissions
What you can see and do in this application depends on the security permissions associated with your 25Live user account.

The name of each event in 25Live is a link you can use to view its details. Each event view has sub-sections for:
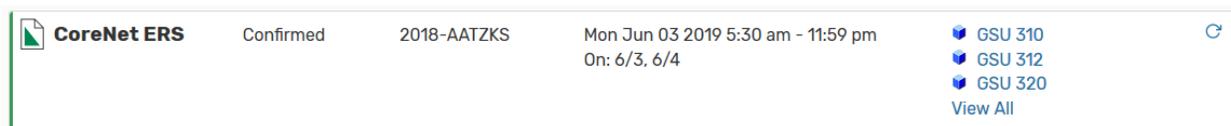
- Details
- Occurrences
- Calendar

Details	Occurrences	Calendar

Each sub-section has controls for:

- ***More Actions*** with options to:
    - Add/Remove from Favorites
    - Copy this Event *(See Copying Events)*
    - Manage Related Events *(See Creating Event Relationships)*
    - Mange Bindings *(this feature should ONLY be used for academic courses)*
    - Create 'To Do' Task
    - Email Event Details *(See Emailing Event Details)*
    - Print a Report for this Event
- ***Refresh:*** to pull a fresh view of the data

To View Event Details

After clicking on a linked event name, the main details view is displayed. An event summary with the event name, event state, event reference, dates (including repeat occurrences), and location(s) for the event. You can refresh the summary using the refresh icon $\circlearrowright$ in the upper-right of the summary area.

CoreNet ERS	Confirmed	2018-AATZKS	Mon Jun 03 2019 5:30 am - 11:59 pm On: 6/3, 6/4	GSU 310 GSU 312 GSU 320 View All	

In this view, you may also be able to see information under headings for:

- **General**
    - This section has all of the basic event information
- **Tasks Completed**

- List of task statistics with a link to "View this event's Task List"

- **Event Relationships**

    - If any related events with links to view those events' details

- **Event Categories**

    - Categories associated with the event

- **Custom Attributes**

    - List of custom attributes for this event

- **Event Info**

    - Outline of additional event information including the owner, creating date, and reference number

Each heading section can be expanded or collapsed using the expand/collapse ⌃ icon in the heading bar.

Other Event Detail Sub-sections

Viewing Event Occurrences

In the Occurrences view you can see the Event Occurrences as well as more granular details of locations (and layout of each) assigned to each occurrence.

To View Individual Occurrence Details

Image: Arrows in the Event Occurrences section expand/collapse details.

The Event Occurrences section provides arrows to expand/collapse occurrence details. As shown above, use the arrows on the title line of the event occurrences list to expand/collapse all occurrences, and use the arrows on each line to expand/collapse individual occurrences.

When expanded, each occurrence displays extra details including start and end times, setup and takedown times, locations and layouts, and special instructions.

Viewing the Event Calendar

The Calendar view shows you an easy to read grid of days on which this event takes place. This view also allows you to create events by using the create event icon 📝 in the calendar grid.
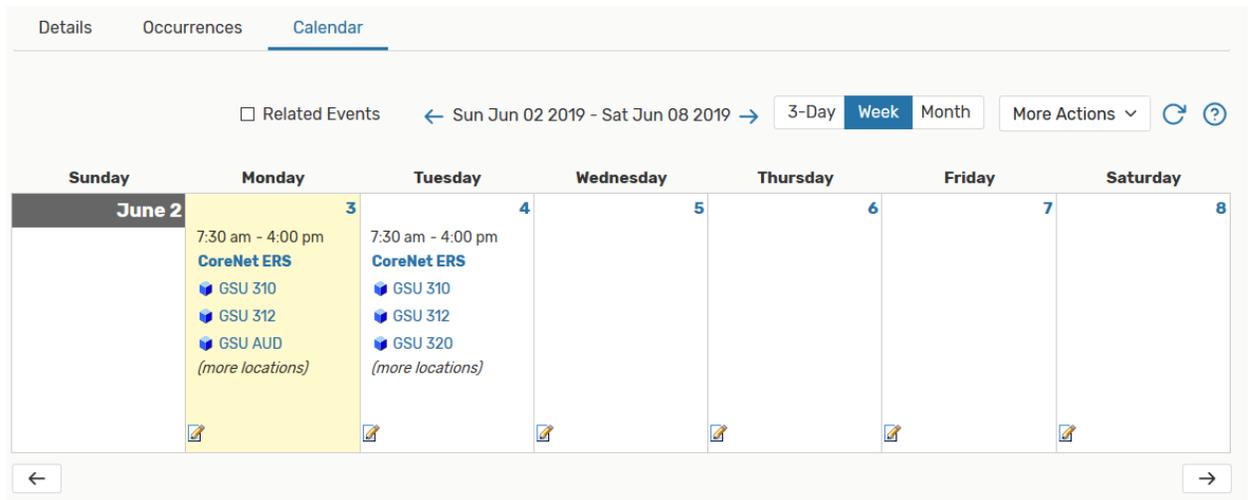
Reminder: Expand Your View to Related Events
You can use the Related Events checkbox to expand the displayed results.

To Change the Time Span Displayed in the Calendar View

Image: Use the time span controls to choose how many days display in the Calendar view.

You can choose from three different time span settings in the Calendar view:

- 3-Day
- Week
- Month

To Change the Start Date of the Calendar View

Image: Use the date picker to choose which dates to display in the Calendar view.

You can click on the date to open a date picker. Choose the start date of your 3-Day, Week, or Month display of dates.

Use the arrow buttons at the bottom of the calendar grid to move the dated display backward or forward.