**Managing Recurring Event Reservations when the Location Field is Required**

Location is a required field on the event form. When it comes to recurring events, people need to recognize the difference between releasing *dates* and releasing *spaces* when they need to edit a repeating date pattern.

To release a date from a recurring event:

Remove the <u>date</u> from the repeating pattern. Click the Manage Occurrences button below the Repeating Pattern calendar.
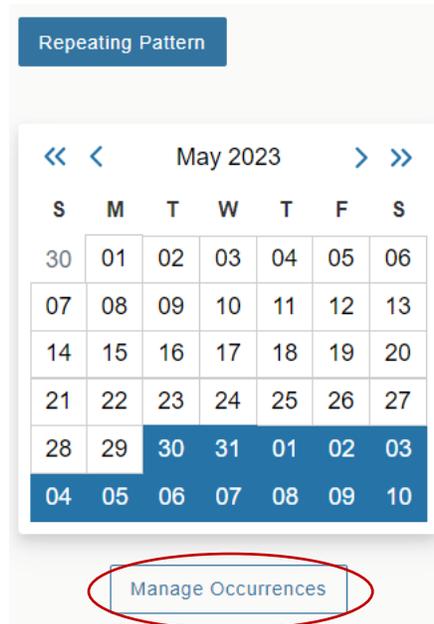
The All Date Occurrences window opens. Click the Remove button beside each date you wish to remove from the event. This removes both the date and the location assigned to that date.

Do NOT remove Locations from the "View Occurrences" button associated with the assigned Location/s. This will generate an error and prevent you from saving the event.

For events that were created before Location became a required field, a scheduler may have removed Locations (instead of dates) via the View Occurrences button beside the assigned Location. You will receive an error if you try to edit these older events.

MNR FIELD Munroe Field

Remove   View Occurrences

You will need to find those dates via the method described above and remove them from the repeating pattern to eliminate the error message and save the event. Remove dates that do not have a Location listed for them -if- you are sure those dates are not needed.

☑	Sun Sep 03 2023	1:00 am / 2:00 am		Active ⇕	🧊 MNR FIELD ✕ Remove
☑	Sun Sep 10 2023	1:00 am / 2:00 am		Active ⇕	⬭ Remove

When you need to assign different spaces for dates within a recurring event:

On this busy campus, your preferred space may not always be available for every recurring date. You may opt to Reserve Available dates for the preferred space. As shown below, Axinn 220 is available for 8 of the 10 desired dates.

Reserve Available	AXN 220	Axinn Center 220	20	8/10	Conflict Details

Then repeat your search to find a space for the remaining dates. Click on the Manage Occurrences button below the Repeating Pattern calendar. Choose the Include Only Missing Locations button. This will exclude the dates that already have a location assigned. You can search within the same building or one nearby to find space for your remaining dates.

All Date Occurrences

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

[Include Only Missing Locations]   [Include Only Missing Resources]   [View Included]   [+ Add Occurrence]

Include In Search	Dates	Times	Comment	State	Locations	Remove
☐	Fri Sep 22 2023	2:30 pm / 3:30 pm		Active ⇕	🧊 AXN 220 ✕	Remove
☑	Fri Sep 29 2023	2:30 pm / 3:30 pm		Active ⇕	⬭	Remove
☐	Fri Oct 06 2023	2:30 pm / 3:30 pm		Active ⇕	🧊 AXN 220 ✕	Remove