

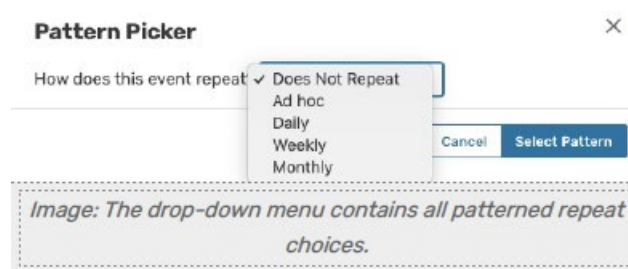
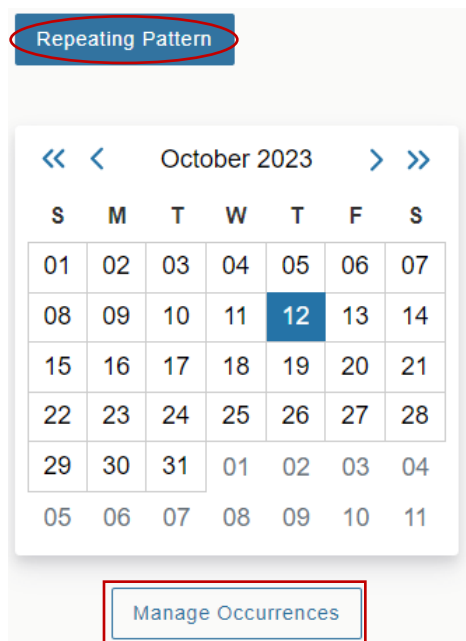
## Create a Repeating Event

When requesting a recurring event, you will use the Pattern Picker in the event form to build a repeating event pattern.

1. Choose your event's **Start Date and Time**.
2. Choose the type of repeat or select dates for ad hoc repeats.

If you are scheduling **an event with ad hoc (or random) repeats**, simply click dates on the calendar to add them. You can remove any date by clicking on it again and using the Remove Occurrence button.

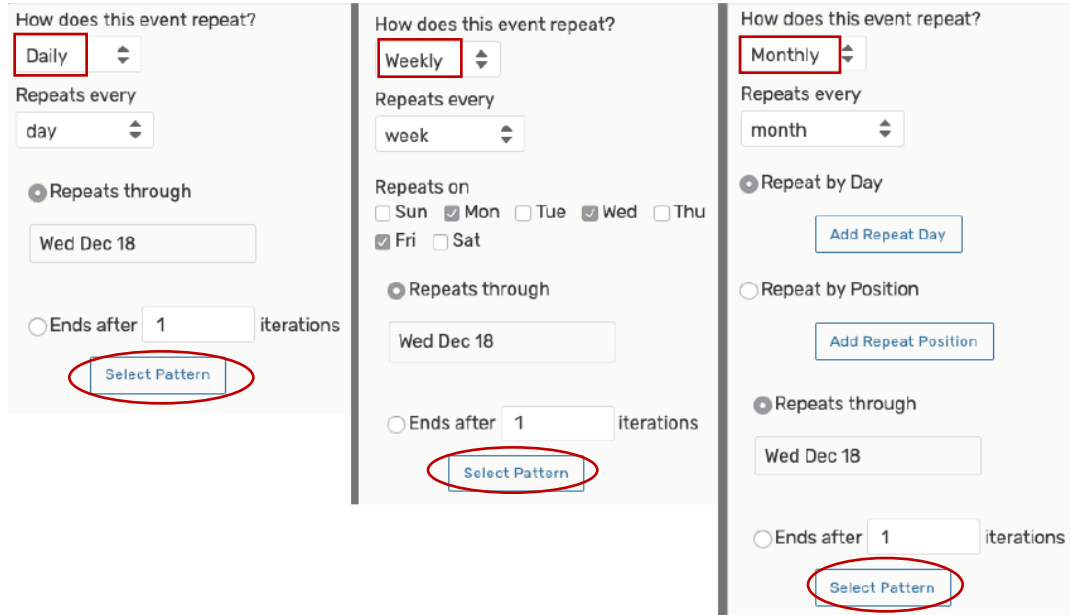
Use the **Repeating Pattern** button to open the **Pattern Picker**. (You can also add additional ad hoc occurrence dates to an event pattern by clicking or tapping on dates.)



Open the dropdown menu to choose the type of repeat for your event, Does Not Repeat, Ad hoc, Daily, Weekly, or Monthly. Choosing the Does Not Repeat option will remove all previously selected or defined occurrences.

3. **Complete Repeat Options** (if using a pattern)

Complete options that appear for your chosen repeat pattern type. The three types of repeat patterns are shown here:



You will need to indicate the number of repeats or indicate an end date (+ last occurrence date). For weekly occurrences you also need to indicate which day/s of the week your event will occur.

4. **Use the Select Pattern button** to save your pattern options. This action highlights them on the calendar. All the occurrence dates for your repeating event are available to view as a list using the **Manage Occurrences** button below the calendar. You can use this list to remove any occurrence, adjust the start & end times or add additional details. That's right! Your occurrences don't all need to start and end at the same time.

