## **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.)

Repe	eating	Patterr						
« <		October 2023			> »>			
S	М	т	w	т	F	s		
01	02	03	04	05	06	07		
08	09	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31	01	02	03	04		
05	06	07	08	09	10	11		
	N	lanage	e Occu	irrence	es			
				Pat	ttern	Picke		
	How does this event rep							
				Ima	ge: Th	ne drou		
	integer the drop do							

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:

How does this event repeat? Daily  Repeats every day	How does this event repeat? Weekly Repeats every week	How does this event repeat? Monthly Repeats every month
© Repeats through Wed Dec 18	Repeats on ○ Sun  ☑ Mon   Tue  ☑ Wed   Thu ☑ Fri   Sat	Repeat by Day  Add Repeat Day
Ends after 1 iterations	Repeats through Wed Dec 18	Repeat by Position      Add Repeat Position
	C Ends after 1 iterations	Wed Dec 18
		Ends after 1 iterations

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.

All Date Occurrences	×
	✓ ▲
Dates	Sat Aug 05 2023
Times	2:00 p 3:00 p
Comment	
State	Active 🗘
Remove	Remove
Dates	Sat Aug 12 2023
Times	2:00 p 3:00 p
Comment	
State	Active 🗢
Remove	Remove
	·

Close