



EVENT DAY/TIME PICKER

GETTING STARTED GUIDE

When creating your event, select the orange "Add date and time" button in the Date and Time section.

REPEAT

Repeat - Select how often your event repeats (if it repeats at all). The default setting is "No Repeat."

NO REPEAT

Event will happen once, this is the only instance

DAILY

Event will happen over a period of days that you determine

WEEKLY

Event will happen over a period of weeks and specified days

MONTHLY

Events repeat monthly over an extended period of time and days

YEARLY

Events repeat yearly on specified month and day

NO REPEAT

- Start date
- End date
- Start time
- End time

DAILY

- Repeat every _____ days
- Start date
- Start time
- End time
- Select whether to end instances on a specific date or after a certain number of occurrences

WEEKLY

- Repeat every _____ week(s)
- Start date
- Start time
- End time
- Select the days the event series take place (use the buttons to highlight the days in blue)
- Select whether to end instances on a specific date or after a certain number of occurrences

MONTHLY

- Repeat every _____ month(s)
- Start date
- Start time
- End time
- Select whether you would like the event to repeat on a certain day of each month or the first, second, third, or fourth of a particular day of the week each month
- Select whether to end instances on a specific date or after a certain number of occurrences

YEARLY

- Repeat every _____ year(s)
- Start date
- Start time
- End time
- Select whether you would like the event to repeat on a specific day and month each year or on the first, second, third, or fourth of a particular day of the week of a specific month of the year
- Select whether to end instances on a specific date or after a certain number of occurrences

Select the green "Continue" button to confirm dates

CONFIRM DATES

Use the confirm dates section to verify the recurring event dates you have chosen. You are able to delete occurrences from the series if needed.

Up to ten dates will display at a time but you are able to view additional dates in the series using the tabs at the top of the page.

Once you have confirmed all of the occurrences/dates in the series, save your changes by selecting the green "Add dates" button.

Note: Once all event instances have been saved you can then add a room reservation for each instance in your series by selecting the "Add room reservation" link