



Elizabethtown College

How-To in 25Live Multiple Dates and Times

Repeating events are useful for things like monthly department meetings or weekly student group meetings. They are also useful for when you want to offer the same event, but in order to hit a wider audience, offering multiple dates and times.

Multiple Time Requests:

The first step is to choose the first start date and time in the Event Date and Time section of the Event Form.

Event Date and Time - Required

Tue Dec 10 2019

2:00 pm

To:

3:00 pm

This event begins and ends on the same day

Event Duration:
1 Hour

PRO Tip: There is very rarely a time where you would need to change the Event End DATE. The only time that is used is when a late night event ends early the next morning. Do not mistake this as when you would like your recurring event to end.

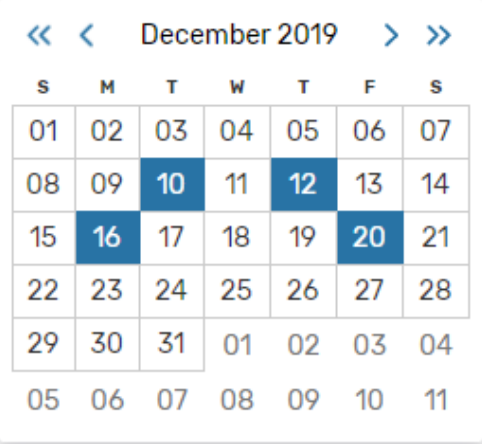
Multiple Times on Different Dates:

Once you have selected the first date, you will choose the repeating pattern via Ad Hoc, Daily, Weekly, or Monthly repeats to choose the appropriate dates. Check out the "[Repeating Occurrences](#)" How-To Guide to learn more about repeating events.

All of the dates selected based on the repeating pattern, will automatically have the same start and end time attached as the first occurrence.

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

Repeating Pattern



[View All Occurrences](#)

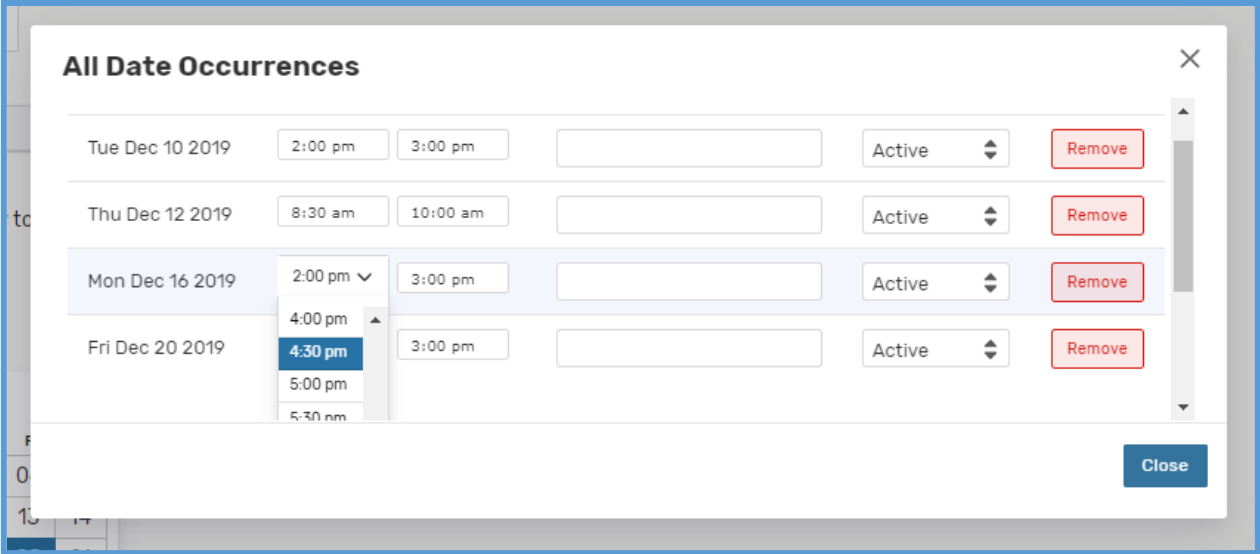
PRO Tip: If you select a day you realize you don't need, simply re-click on the date, and a new box will appear for you to select "Remove"

Date Occurrences (Thu Dec 12 2019)

Dates	Times	Comment	State	Remove
Thu Dec 12 2019	<input type="text" value="2:00 pm"/> <input type="text" value="3:00 pm"/>	<input type="text"/>	Active <input type="button" value="v"/>	<input type="button" value="Remove"/>

Once all of the correct dates have been selected (they will all be highlighted in blue), you have the opportunity to change the time for each date.

Choose "View All Occurrences" under the calendar, and a new box will appear allowing you to select each dates times.



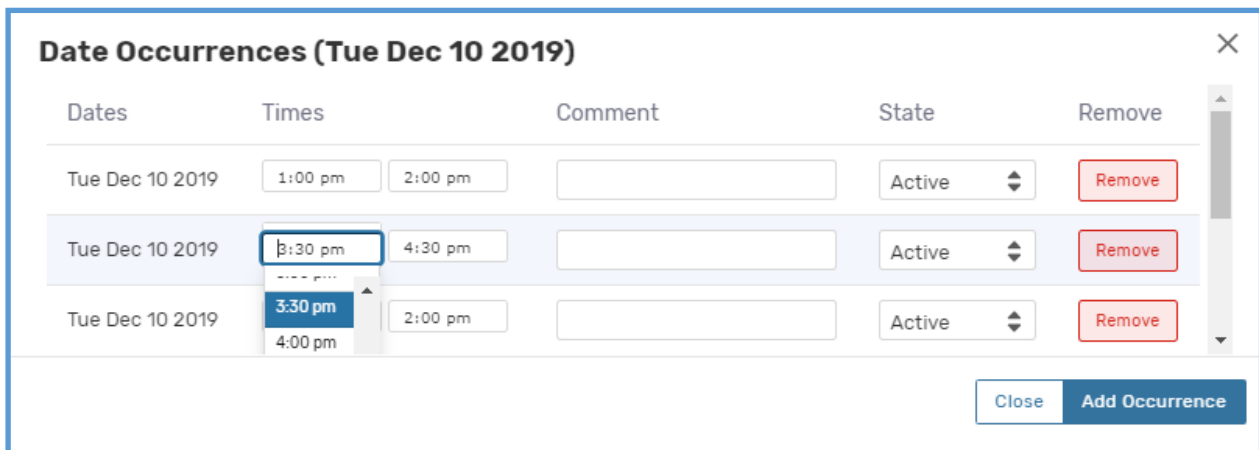
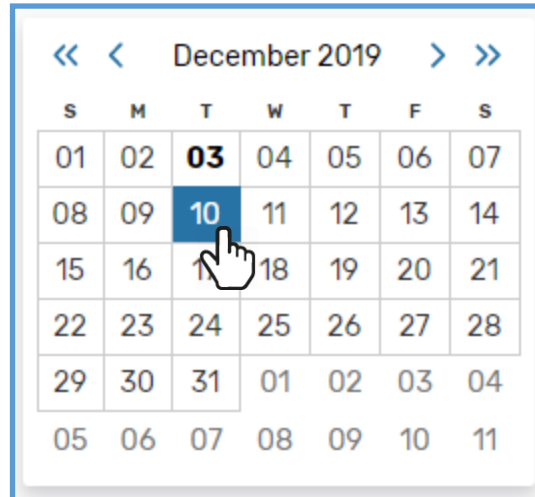
After you have updated each date and time, click close and the next section will begin to look for locations where all dates and times are available.

Multiple Times on the Same Date:

After you have selected the first start date and time as normal, you can add multiples times to the same date in one reservation.

Instead of choosing “Repeating Pattern”, click on the already blue-highlighted date on the calendar, and a new box will appear showing that first date and time.

Choose “Add Occurrence” for as many different time slots as you need, and update each to the corresponding times.

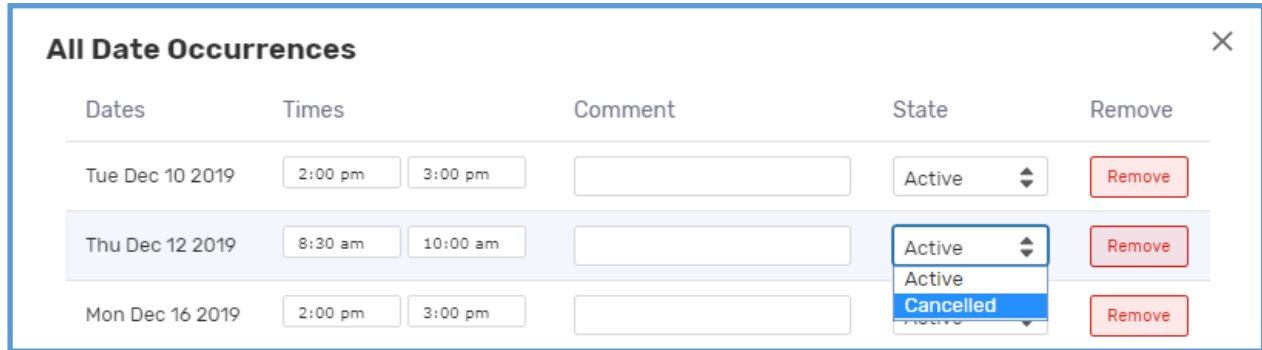


Once you have selected the correct times, click “Close”.

You can check that all the times are correct, but clicking on the “View All Occurrences” button under the calendar, and update times as necessary.

Canceling or Removing Selected Dates:

To cancel or remove a date that was selected, click the appropriate blue date on the calendar or select the "View All Occurrences" button below the calendar. From there you can change a date from "Active" to "Cancelled" or select "Remove".



Dates	Times	Comment	State	Remove
Tue Dec 10 2019	2:00 pm 3:00 pm		Active	Remove
Thu Dec 12 2019	8:30 am 10:00 am		Active Active Cancelled	Remove
Mon Dec 16 2019	2:00 pm 3:00 pm			Remove