



Elizabethtown College

How-To in 25Live Choosing Repeating Occurrences

Repeating events are useful for not only things like department meetings or weekly student group meetings, but also for events that are happening at the same time just on different dates. This helps cut down on the amount of separate reservations created for the same events.

Repeating Events:

After you have selected the first date and time of your repeating event, the next section will be where you can select the repeating pattern.

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.

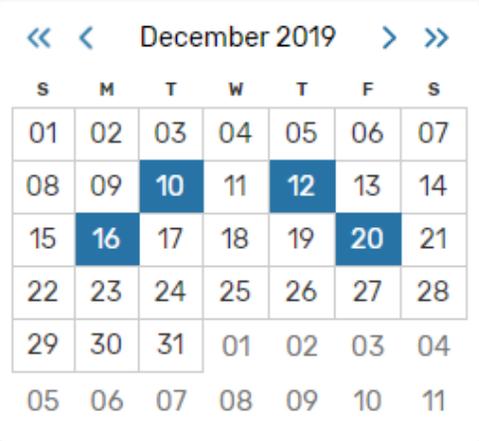
Ad Hoc Repeats:

Ad Hoc allows you to individually select which dates you want your event to occur. Your choices can be different days of the week, and in different months, anywhere within the calendar year. You can avoid Holiday Breaks, Campus closures, or certain days you know your group may not meet easily using the Ad Hoc option.

To choose ad hoc dates, simply click on the dates on the calendar you wish to add to your reservation. Once they turn blue, you know you have successfully chosen them.

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



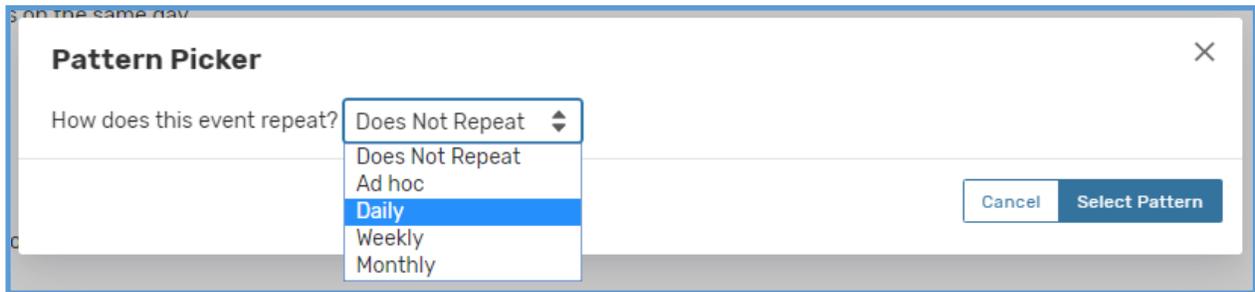
View All Occurrences

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"/>

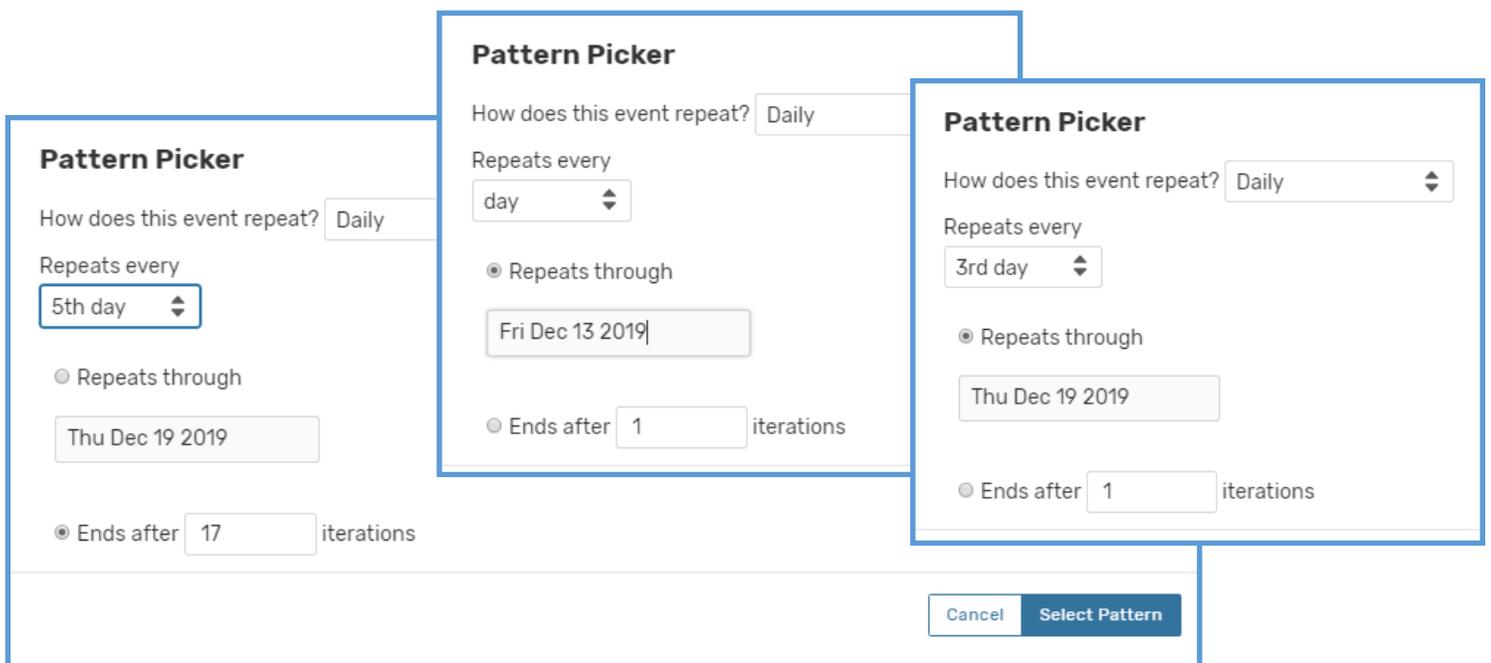
You can also choose how you want your event to repeat by choosing the “Repeating Pattern” button and select the appropriate pattern to your needs:



Daily Repeats:

Daily will repeat every set number of days, for a set length of time. For example, repeats every day for 5 days, repeats every third day through a certain date, etc. Once you have chosen the appropriate pattern, click on “Select Pattern” and the calendar will highlight the corresponding dates.

This selection of repetition will not take into account any Holidays and Campus closures. [See page 6](#) on how to cancel or remove an auto-selected date.



Weekly Repeats:

Weekly will repeat every set week on the selected set day(s). Once you have chosen the appropriate pattern, click on "Select Pattern" and the calendar will highlight the corresponding dates.

This selection of repetition will not take into account any Holidays and Campus closures. [See page 6](#) on how to cancel or remove an auto-selected date.

The diagram illustrates the 'Pattern Picker' form in three states, with callout boxes highlighting specific fields:

- Top Left Callout:** Focuses on the 'Repeats every' field, which is set to 'week'.
- Top Right Callout:** Focuses on the 'Repeats every' field, which is set to '3rd week', and the 'Repeats on' field, which is set to 'Tue, Wed, Thu'.
- Bottom Callout:** Focuses on the 'Repeats every' field, which is set to 'other week', and the 'Repeats on' field, which is set to 'Tue, Thu'.

The main form contains the following fields and options:

- Pattern Picker**
- How does this event repeat? Weekly
- Repeats every: week
- Repeats on: Sun Mon Tue Wed Thu Fri Sat
- Repeats through: Tue Mar 10 2020
- Ends after: 12 iterations
-

Monthly Repeats:

Monthly will repeat every month, every other month, etc. through an extended period of time.

This selection of repetition will not take into account any Holidays and Campus closures. [See page 6](#) on how to cancel or remove an auto-selected date.

For monthly repeats, you must select when you want the event to repeat. Only choosing an end date will choose each month whenever the first date is, not taking into account weekends.

Choosing "Repeat by Day" will choose the 3rd, 17th, 22nd, etc. day from the start or end of the month. You can also layer your repeat days by selecting "Add Repeat Day" and choose another repeating pattern.

Choosing "Repeat by Position" will choose the first, second, third, etc. of a specific day of the week. You can also layer your repeat days by selecting "Add Repeat Position" and choose another repeating pattern.

Pattern Picker

How does this event repeat? Monthly

Repeats every month

Repeat by Day [Add Repeat Day](#)

Repeat 2 days from Start of the Month

[Add Repeat Day](#)

Repeat by Position [Add Repeat Position](#)

Repeats through

Sun May 31 2020

Ends after 1 iterations

Pattern Picker

How does this event repeat? Monthly

Repeats every month

Repeat by Day [Add Repeat Day](#)

Repeat by Position

Repeat day pattern

Repeat on the First Monday

[Remove Position](#)

Repeat day pattern

Repeat on the Third Thursday

[Remove Position](#)

[Add Repeat Position](#)

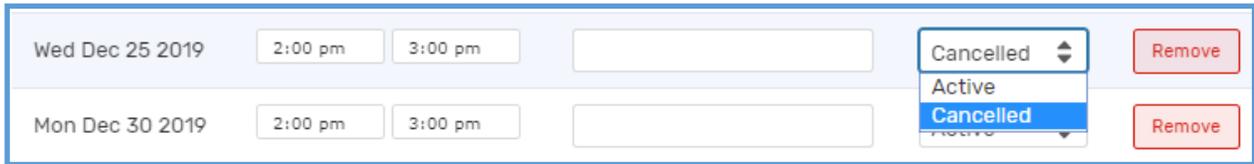
Repeats through

Tue Mar 31 2020

Ends after 1 iterations

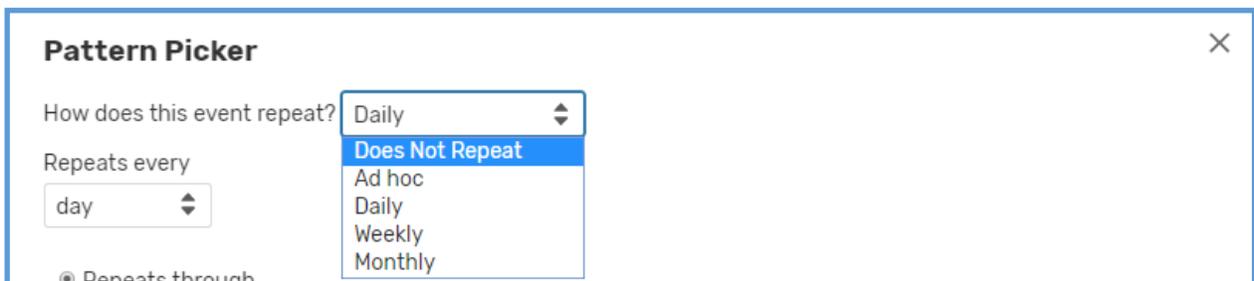
Canceling or Removing Auto-Selected Dates:

To cancel or remove a date that was auto-selected with the repeating pattern, you can 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".



The screenshot shows two rows of event occurrences. The first row is for 'Wed Dec 25 2019' with a time range of '2:00 pm' to '3:00 pm'. The second row is for 'Mon Dec 30 2019' with the same time range. To the right of each row is a dropdown menu for the event status. The dropdown menu is open, showing options: 'Cancelled', 'Active', and 'Cancelled' (highlighted in blue). To the right of the dropdown menu is a red 'Remove' button.

PRO Tip: If you realize that you don't need the event to repeat, but have already started selecting dates, you can still choose "Does Not Repeat" from the drop down menu of the Pattern Picker, and the original first date selected will be the only to appear.



The screenshot shows the 'Pattern Picker' dialog box. It has a title bar with a close button (X). The main content area has the following elements:

- 'How does this event repeat?' with a dropdown menu showing 'Daily' and 'Does Not Repeat' (highlighted in blue).
- 'Repeats every' with a dropdown menu showing 'day'.
- 'Repeats through' with a radio button and a date field.