Creating Repeating Events

A repeating event is an event with multiple occurrences. Occurrences may be specified in a pattern (for example, daily or weekly) or as ad hoc (random) selections.

To Create a Repeating Event
1. Start the event creation process.
   Use the Event Wizard link in the top navigation bar of 25Live and fill out the required fields that precede the event repeat section. See Creating Events for more information.
2. Indicate this is a repeating event and complete first occurrence.
   Choose Yes when asked if this is a repeating event, then enter the date and time of the event's first occurrence. This is also where you may choose to add additional time for your event, which will apply to all occurrences.

Event Date and Time - *Required*

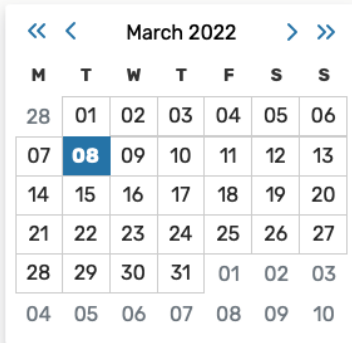Tue Mar 08 2022

8:00 am

To:

9:00 am

☑ This begins and ends on the same day

3. Open the dropdown menu to choose the type of repeat for your event.
   - Ad Hoc Repeats (individually selected dates)
   - Daily Repeats
   - Weekly Repeats
   - Monthly Repeats
4. Complete repeat options.
   Complete options that appear for your chosen repeat type. For ad hoc repeat, choose all required dates for your event. For daily/weekly/monthly repeats, complete options for the date this event either repeats through or ends after.

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern

«	‹	March 2022	›	»

M	T	W	T	F	S	S
28	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

View All Occurrences

Pattern Picker

Choose how you would like this to repeat   Ad hoc ⇕

Cancel   Select Pattern

Pattern Picker

Choose how you would like this to repeat   Daily ⇕

Repeats every

day ⇕

○ Repeats through

Tue Mar 08 2022

○ Ends after   1 ⇕   iterations

Cancel   Select Pattern

Pattern Picker   ✕

Choose how you would like this to repeat | Weekly ⇅ |

Repeats every

| week ⇅ |

Repeats on
☐ Sun ☐ Mon ☑ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

🔘 Repeats through

| Tue Mar 08 2022 |

☐ Ends after | 1 ⇅ | iterations

Cancel   **Select Pattern**

Pattern Picker   ✕

Choose how you would like this to repeat | Monthly ⇅ |

Repeats every

| month ⇅ |

🔘 Repeat by Day | Add Repeat Day |

☐ Repeat by Position | Add Repeat Position |

🔘 Repeats through

| Tue Mar 08 2022 |

☐ Ends after | 1 ⇅ | iterations

Cancel   **Select Pattern**

All the occurrence dates for your repeating event will display below the options. When editing an event, you can use this list to mark individual occurrences as Active or Cancelled. For ad hoc repeats, you can also use this list to remove any remove any occurrence after the initial occurrence.

5. Finish the event creation process.
   To finish creating your repeating event, complete the remaining fields, then save the event. See Creating Events for more information.