

Creating Repeating Events With the Event Form



Security Note

System security determines whether you can create or request events. Contact your system administrator if you're unable to perform functions you think should be available to you. In addition, your event creation environment may not include all the event state options mentioned below, depending on how 25Live has been set up for your security group.

A repeating event is an event with multiple occurrences. You may specify occurrences as a pattern (for example, daily, weekly, or monthly) or as ad hoc (random) selections.



Tip: Adding Help for Repeating Events

Administrators can add special instructions for repeating events and other fields using the [event form configurations](#) available in System Settings.

To Create a Repeating Event

1. Open the Event Form

Use the **Event Form** 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 detail.

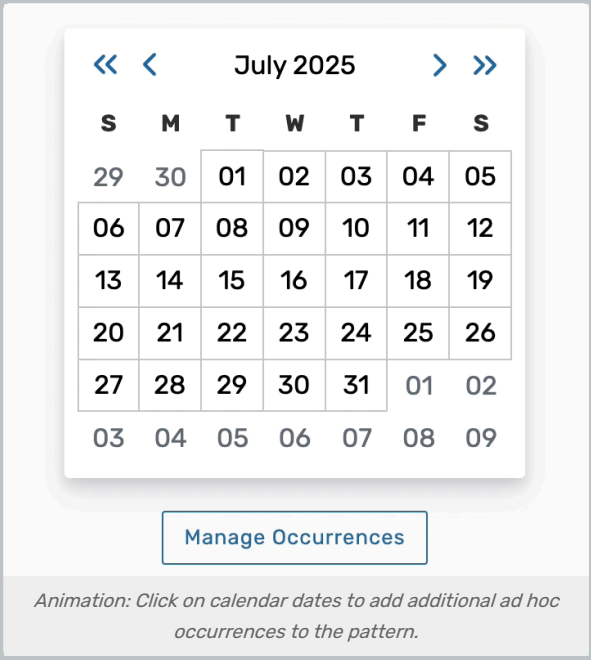
2. Choose the Type of Repeat or Choose Dates for Ad Hoc Repeats

After choosing your event's **Start Date and Time**, use the **Repeating Pattern** button to open the Pattern Picker.

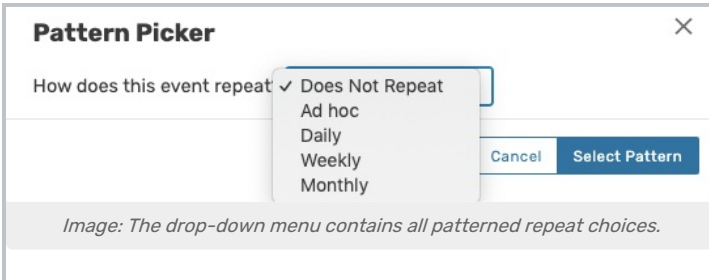


Tip: Ad Hoc Events Are Event Easier

If you are scheduling an event with ad hoc (or random) repeats, simply tap or click on dates on the calendar to add dates. You can also add additional occurrence dates to an event pattern by clicking or tapping on dates.



You can remove any date by clicking on it again and using the **Remove Occurrence** button.



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 image displays three panels illustrating different event repeat patterns. Each panel has a title 'How does this event repeat?' and a dropdown menu for the frequency.

- Panel 1 (Daily):** The frequency is set to 'Daily'. The 'Repeats every' dropdown is set to 'day'. The 'Repeats through' radio button is selected, with a date field showing 'Wed Dec 18'. The 'Ends after' radio button is unselected, with a field for '1' iterations. A 'Select Pattern' button is at the bottom.
- Panel 2 (Weekly):** The frequency is set to 'Weekly'. The 'Repeats every' dropdown is set to 'week'. The 'Repeats on' section shows checkboxes for Sun, Mon (checked), Tue, Wed (checked), Thu, Fri (checked), and Sat. The 'Repeats through' radio button is selected, with a date field showing 'Wed Dec 18'. The 'Ends after' radio button is unselected, with a field for '1' iterations. A 'Select Pattern' button is at the bottom.
- Panel 3 (Monthly):** The frequency is set to 'Monthly'. The 'Repeats every' dropdown is set to 'month'. The 'Repeat by Day' radio button is selected, with an 'Add Repeat Day' button. The 'Repeat by Position' radio button is unselected, with an 'Add Repeat Position' button. The 'Repeats through' radio button is selected, with a date field showing 'Wed Dec 18'. The 'Ends after' radio button is unselected, with a field for '1' iterations. A 'Select Pattern' button is at the bottom.

Images: There are three types of repeat patterns available, each with options to complete.

4. Use the Select Pattern Button to Save

The 'Pattern Picker' dialog box allows users to configure event repeat patterns. It includes a close button (X) in the top right corner.

- Choose how you would like this to repeat:** A dropdown menu set to 'Weekly'.
- Repeats every:** A dropdown menu set to 'week'.
- Repeats on:** A row of checkboxes for days of the week: Sun, Mon, Tue, Wed, Thu, Fri (checked), and Sat.
- Repeats through:** A radio button is selected, with a date field showing 'Fri Dec 16 2022'.
- Ends after:** An unselected radio button, with a field for '1' iterations.
- Buttons:** 'Cancel' and 'Select Pattern' buttons are at the bottom right.

Animation: Use the Select Pattern button to save and preview your repeat patterns options.

The **Select Pattern** button saves your pattern options and 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 or add additional details](#).

5. Finish the Event Creation Process



Tip: Editing Occurrences

You may change or edit any occurrences for the event by using the **Manage Occurrences** button below the calendar. Use the **Remove Occurrence** button to remove any occurrence in the list. You can use this list to mark individual occurrences as Active or Cancelled, add comments, add occurrences, or remove locations/resources.

All Date Occurrences

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

Include Only Missing Locations

Include Only Missing Resources

View Included

+ Add Occurrence

Include In Search	Dates	Times	Comment	State	Locations	Resources	Remove
<input type="checkbox"/>	Fri Jul 28 2023	<div>12:00 pm</div> <div>1:00 pm</div>		Active	<div>MSC BRB</div> <div>×</div>	<div>View Resources</div>	<div>Remove</div>
<input checked="" type="checkbox"/>	Fri Jul 28 2023	<div>12:00 pm</div> <div>1:00 pm</div>		Active	<div>MSC BRB</div> <div>×</div>	<div>View Resources</div>	<div>Remove</div>

Image: A Location/Resource dropdown will appear if more than one of that object is attached to the event. Use the X button beside an object to remove it from the occurrence.

Use the buttons—Include Only Missing Locations, Include Only Missing Resources, & View Included—to filter the occurrence list.

To finish creating your repeating event, complete the remaining fields, then save the event. See [Creating Events](#) for more information.