

# 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.

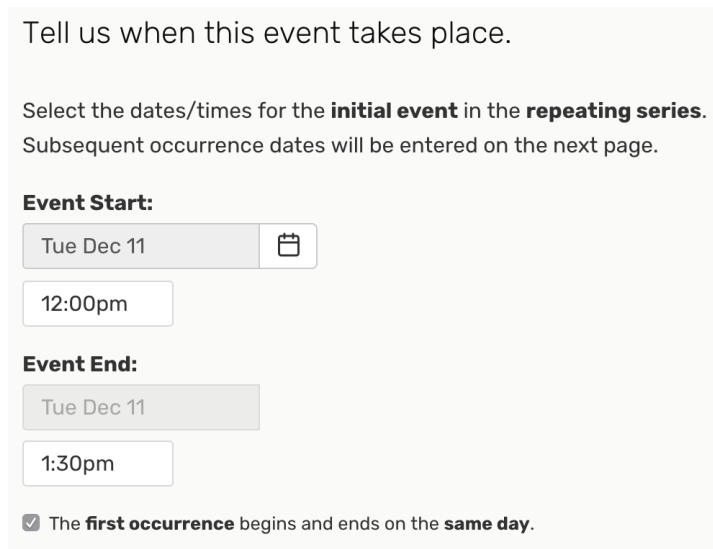
## To Create a Repeating Event

### 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.



Tell us when this event takes place.

Select the dates/times for the **initial event** in the **repeating series**.  
Subsequent occurrence dates will be entered on the next page.

**Event Start:**

Tue Dec 11 

12:00pm

**Event End:**

Tue Dec 11

1:30pm

☒ The **first occurrence** begins and ends on the **same day**.

*Image: Before choosing a repeat type, you must complete the date and time of the first occurrence.*

### 3. Choose the type of repeat.

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.

The image displays four screenshots of a software interface for setting repeat options for an event. Each screenshot shows a different repeat type: Ad Hoc, Daily, Weekly, and Monthly. Each interface includes a calendar or date picker, a table for the Occurrence List, and options to specify the repeat duration (e.g., 'Repeats through' or 'Ends after').

**Ad Hoc Repeats:** Shows a calendar for December 2020. The date Dec 18 is selected. Below the calendar is an Occurrence List table with columns Date, Comments, and Status. The table contains one entry: Tue Dec 18, with a status of Active.

**Daily Repeats:** Shows 'Repeats every' set to 'day'. The 'Repeats through' option is selected with the date Tue Dec 11. Below is an Occurrence List table with columns Date, Comments, and Status. The table contains six entries: Tue Dec 11, Wed Dec 12, Thu Dec 13, Fri Dec 14, Sat Dec 15, and Sun Dec 16, all with a status of Active.

**Weekly Repeats:** Shows 'Repeats every' set to 'week'. The 'Repeats on' section has checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, and Sun. Tue and Thu are selected. Below is an Occurrence List table with columns Date, Comments, and Status. The table contains four entries: Tue Dec 11, Thu Dec 13, Tue Dec 18, and Thu Dec 20, all with a status of Active.

**Monthly Repeats:** Shows 'Repeats every' set to 'month'. The 'Repeat by' section has options for 'Repeat by Day' and 'Repeat by Position'. 'Repeat by Position' is selected, with 'Repeat on the' set to 'Second' and 'Saturday'. Below is an Occurrence List table with columns Date, Comments, and Status. The table contains three entries: Tue Dec 11, Sat Jan 12, and Sat Feb 9, all with a status of Active.

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

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 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.