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.

   ![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.

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.