Set Up Event Recurrence

When an event is created, you can select it to recur at different intervals depending on your organization's needs and the type of event. For example:

- A daily coffee and devotion
- A weekly bible study or choir practice
- A monthly session or committee meeting
- A yearly autumnal festival planning meeting

1. On the Add/Edit Event page, beside **Is this a recurring event?**, select **Yes** for recurring events.
2. Select the **Event Times** from the available drop-down list, or select **All Day**.
3. Select a **Recurrence Pattern**. Depending on the option you choose, more information may be required.
4. Enter the **Range of Recurrence**. Enter a **Start** and **End** date, or click [calendar icon] to select the dates from a calendar. If necessary, specify the number of occurrences you want to complete before terminating the event.
5. Click **OK**.

Making Exceptions for Recurring Dates

If you use the Facility Scheduler calendar, the Manage Dates option lets you add more dates or remove existing ones from the recurrence. This lets you vary the dates of the event beyond the available recurrence options. This is helpful if you set up a recurring Bible study and need to make an exception on a holiday.

1. Click **Preview and make exceptions for recurring dates**.
2. To add dates, click the desired date or dates. To move forward, click the (Month Year)> button in the bottom left corner of the window. Dates already included in the recurrence are bold. To remove a date, click the desired date or dates. To remove all dates, click **Clear All Dates**.
3. After you make your selections, click **OK**.

Once you make your selections from the above sections, click **OK** to save the Event Recurrence selections for the event.

Additional Field Information

Start and End – Click the drop-down lists to select a beginning and ending time for the event. You can select specific times. For example, an event may start or end at 6:22 PM. When you set the start or end time, you can select **6**, **2**, **2**, then **PM**.

Daily – Select if the event occurs for multiple consecutive days. In the field, enter the number of days the event repeats.

Weekly – Select if the event occurs once during a set period of weeks, and the event repeats on the same day of the week as the original event. For example, if you issue payroll checks every two weeks, you can create an event for the payroll on Friday and set it to repeat every two weeks.

Monthly – Select if you want the event to repeat on a monthly basis. Two options are available for setting the monthly occurrence.

- **Day <num> of every <num> month(s)** - Select if the event occurs on the same date each month. For example, you create an event on June 20 and set it to repeat twice. The calendar displays the event on June 20, July 20, and August 20.

- **The <num><day> of every <num> month(s)** - Select if the event occurs on the same day of the week each month. For example, your organization schedules a meeting for the second Tuesday of each month. You can set the event to repeat on the second Tuesday of each month for a set number of occurrences.

Yearly – Select if you want the event to repeat on a yearly basis. Two options are available for setting the yearly occurrence.

- **Every <month> <num>** - Select if the event occurs on the same date each year. For example, your church anniversary is September 7. You can set the church anniversary event to repeat on September 7 each year for a set number of years.

- **The <num> <day> of <month>** - Select if the event repeats once each year on the same day of the week during a specified month. For example, Thanksgiving occurs on the fourth Thursday in November each year. You can set the event to repeat once each year on the fourth Thursday of November for a set number of occurrences.

Start – Enter the start date for the recurrence range.

End after <num> occurrences – Select if you want the event to end after a set number of occurrences. The Maximum event occurrences is 366.

End by – Select if you want the event to end after a specific date. Enter the end date in the field.

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