



Repeating Dates

Ad Hoc option for random pattern and monthly events

Request an Event

Please fill in as many details as possible. Required fields are labeled like **this**.

Event Name: Campus Services Scheduling Meeting

Event Title: Spring meeting

Event Type: MEETINGS_TYPE

Sponsoring Organization: CAMPUS SERVICES

Expected Head Count: 15

Event Date: April 8 2017

Start: 11:00 AM

End: 12:00 PM

Repeat:

- None
- Ad Hoc

July 20 2017 Add

- 4/28/2017
- 5/16/2017
- 5/17/2017
- 6/19/2017
- 7/20/2017

Use the Ad Hoc option for:

- Repeating requests that do not follow a daily or weekly pattern (but are at the same time and in the same space)
- Monthly meetings (at the same time and in the same space)

For all repeat requests, the system will not recognize dates that span academic years (e.g., you cannot have a 2017-2018 date with a 2018-2019 date in the same request)

Daily or Weekly Patterns

- None
- Ad Hoc

April 8 2017 Add

Daily

Repeat Every: 1 Day(s)

Until: March 2 2017

For: 1 Repetition(s)

Weekly

Repeat Every: 1 Week(s)

On:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Until: March 2 2017

For: 1 Repetition(s)

Daily repeat options:

- how many repeats
- an end date
- a set number of repeats

Weekly repeat options:

- weekly repeats
- repeats on certain days only
- a determined end date
- a number of repetitions