

Creating a recurrent event

Home > Control Panel > Events Manager

Events Manager

From this screen, you can coordinate every aspect of the scheduled events. The search panel allows you to find existing events to manage them; use the various options to limit update the list. For each event, the links allow you to manage the event description and options, to view registrations or event reports, or to copy, archive, or delete the event.

Use the buttons to the right of the search panel to configure event categories, standard registrant types and default information that you can use for each event. Click the Add Event wizard to define the various parameters and options. Click the Add Notification button to create a calendar entry which does not have a detailed description or registration option

Search For Events

Start Date Finish Date Future Dates Only ☐

Event Type Event Status

☐ Include Archived Events

State

Title

Category

Sort by ☒ Most Recent ☐ Earliest ☐ Title ☐ Category ☐ Registrants

Search
Reset

Configure
Event Reports
Event Export
Add
Event
QuickEvent
Notification

Search Results (18 events found)

Page 1 of 1

2. Select "Add" then "Event"

Basic Info

Enter title, date(s), and brief description to begin building your event. Then check off any additional information that you will need. If you have completed

Activities ☒ Single ☐ Multiple

Title

Short Description

25 of 2000 characters used

Used for the vCalendar description and as a tooltip in the Calendar

Category

Visibility Date Visible

List View "View" Button Text

Event Web Page/Site [Select](#)

Start Display ☒ 8:00 AM

Finish Display ☒ 5:00 PM

☒ This event repeats on multiple and/or non-consecutive dates
☐ Show this event on all chapter calendars

Specify what additional information is needed for this event:

- ☒ Basic Information
- ☒ Repeating Dates
- ☐ Formatted description and/or rules
- ☐ Event contact(s)
- ☐ Location
- ☐ Registration, fees, and attendance tracking
- ☐ Who can register and what they will pay
- ☐ Questions
- ☒ More than one activity that people attend or items that people purchase
- ☐ Email confirmations / reminders
- ☐ Cancellation and/or release agreement
- ☐ After the event

☐ This panel is complete

9. Click on Save

Save Cancel

3. Choose "Single" and add title

4. Assign category

5. Choose 1st date

6. Be sure this box is selected

7. You can uncheck any of these you don't need (they control which options will be displayed for the event)

8. Leave unchecked for now (makes event active)

This window will appear

Home > Events > Test (Admin Panels)

Test

Use this page to view and edit areas relevant to the event.

Basic Info Repeating Dates

Expand All Collapse All

View event details

Basic Information

Repeating Dates

Return to Previous Page

10. Click on pencil icon →

Home > Events > Test (Admin Panels) > Repeating Dates

Basic Info Repeating Dates

Repeating Dates

Enter all dates that this event occurs on. Click the 'Copy' button to enter date ranges by day, week, and other criteria. Click 'Save' when finished.

Select and add one or more repeat dates for this event

Start Finish

Copy

Add

☐ This panel is complete

Remove From Event

Save

Cancel

← 11. Click on Copy

Date Copy

First decide if you're going to make one copy or multiple. If it's just one, specify the new date. If it's multiple copies, specify the sequence (Daily, Weekly, Monthly or Yearly) then specify the copy options and range. Click Copy Dates to make the copy/copies, or Cancel to close the dialog without making copies.

Type

☐ Make One Copy ☒ Make Multiple Copies

☐ Daily ☐ Weekly ☒ Monthly ☐ Yearly

Options

New Start Date

☐ Day 1 of every 1 month(s)

☒ The First Monday of every 1 month(s)

Range

☒ End after 12 occurrences

☐ End by

A maximum of 24 new events can be created.

Copy Dates

Cancel

12. Select multiple copies

13. Choose repeat options:
note max of 24 new dates can
be created for an event

→ 14. Click Copy Dates
(may take a minute to complete)

Dates may be added or edited on this screen






Home > Events > Test (Admin Panels) > Repeating Dates

Basic Info Repeating Dates





































Repeating Dates

Enter all dates that this event occurs on. Click the 'Copy' button to enter date ranges by day, week, and other criteria. Click 'Save' when finished.



Select and add one or more repeat dates for this event

Start   Finish   

Event Dates

Day	Start Date	Start Time	Finish Time	Maintain	
Monday	1/4/2021	8:00 AM	5:00 PM	  	
Monday	2/1/2021	8:00 AM	5:00 PM	  	
Monday	3/1/2021	8:00 AM	5:00 PM	  	
Monday	4/5/2021	8:00 AM	5:00 PM	  	
Monday	5/3/2021	8:00 AM	5:00 PM	  	
Monday	6/7/2021	8:00 AM	5:00 PM	  	
Monday	7/5/2021	8:00 AM	5:00 PM	  	
Monday	8/2/2021	8:00 AM	5:00 PM	  	
Monday	9/6/2021	8:00 AM	5:00 PM	  	
Monday	10/4/2021	8:00 AM	5:00 PM	  	
Monday	11/1/2021	8:00 AM	5:00 PM	  	
Monday	12/6/2021	8:00 AM	5:00 PM	  	

☒ This panel is complete ← 17. Select “This panel is complete”

Remove From Event 18. Select Save →  

The recurring dates box is now complete and should be green

Home > Events > Test (Admin Panels)

Test

Use this page to view and edit areas relevant to the event.

Basic Info **Repeating Dates**

Expand All Collapse All

View event details

Basic Information

19. Select pencil →

Repeating Dates

Return to Previous Page

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☐ After the event

☒ This panel is complete

Save Cancel

21. Select Save – event is now live