## Creating a recurrent event

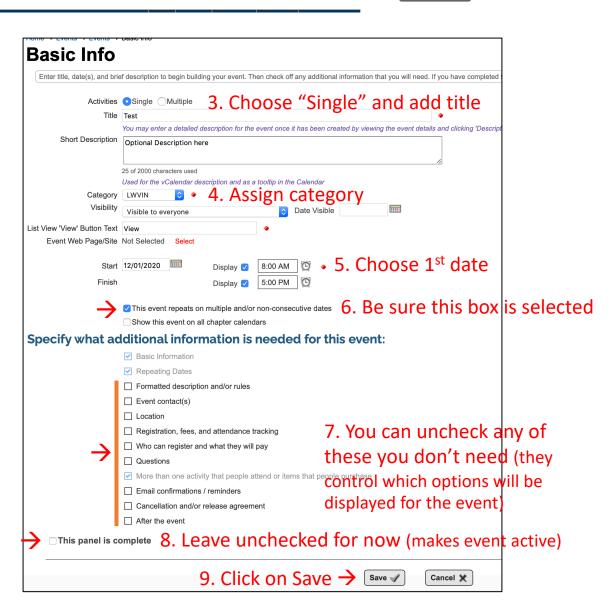
Home → Control Panel → Events Manager

### **Events Manager**

#### 1. Go to Events

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.

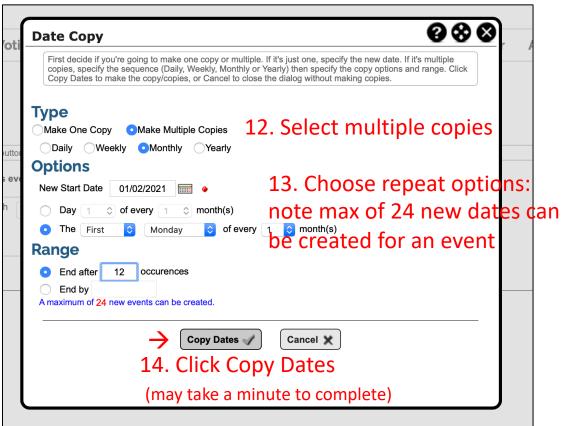
Use the buttons to the right of the search panel to configure event categories, standard registrant types and default information that you can use for each event. Click the Add Notification button to create a calendar entry which does not have a detailed description or registration option **Search For Events** Finish Date Start Date Future Dates Only Event Status 3 items checked Event Type All items checked ☐ Include Archived Events Configure **▼ Event Reports** State < All States > **Event Export** Title Search < All Categories > 💠 Reset Add V Category Sort by Most Recent Earliest Title Category Registrants **Event** Select "Add" QuickEvent then "Event" Page 1 of 1 💠 Notification Search Results (18 events found)



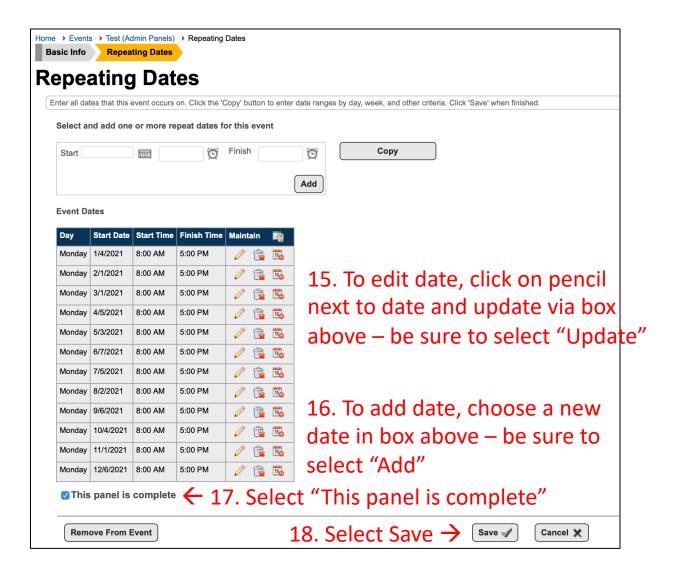
This window will appear



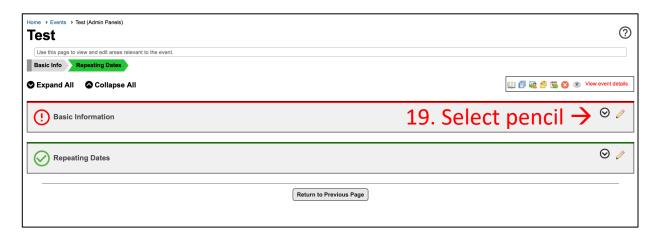




# Dates may be added or edited on this screen



### The recurring dates box is now complete and should be green



Basic Info	
Enter title, date(s), and brie	ef description to begin building your event. Then check off any additional information that you will need. If you have completed the
Activities	● Single
Title	Test
	You may enter a detailed description for the event once it has been created by viewing the event details and clicking 'Description'
Short Description	Optional Description here
	25 of 2000 characters used
	Used for the vCalendar description and as a tooltip in the Calendar
Category	LWVIN 💠
Visibility	Visible to everyone Date Visible
List View 'View' Button Text	View
Event Web Page/Site	Not Selected Select
Stort	12/1/2020 Display 7 8:00 AM 👸
	Display Service Control of the Contr
Finish	Display 🗸 5:00 PM 🔯
	☑ This event repeats on multiple and/or non-consecutive dates
	Show this event on all chapter calendars
Specify what ac	dditional 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 compared in the panel is compared to the panel in	$\leftarrow$ 20. Select this box to show event is compl
	→ Save ✓ Cancel 🗶

21. Select Save – event is now live