

STEP 1

Repeating Pattern Options

Organization for this Event

Additional Department(s) or Organization(s)

Estimated Attendance

Event Description

Date and Time

Event Location(s)

Resources

Attached Files (if applicable)

Additional Event Information

Event Contact Roles

Further Event Information

Confirmation Notes

Event Policy Acknowledgement

Post-Save

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern ⓘ

September 2023						
S	M	T	W	T	F	S
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
01	02	03	04	05	06	07

Manage Occurrences

Cancel Preview Save

STEP 2

Weekly Option

Click on Weekly from Choose how you would like this to repeat ...

Pattern Picker ×

Choose how you would like this to repeat **Weekly**

Repeats every **week**

Repeats on Sun Mon Tue Wed Thu Fri Sat

Repeats through **Mon Sep 04 2023**

Ends after **1** iterations

Cancel Select Pattern

STEP 3

Repeats Through

Choose the date of the last event in this series (usually the end of the semester)

Pattern Picker ✕

Choose how you would like this to repeat

Repeats every

Repeats on Sun Mon Tue Wed Thu Fri Sat

Repeats through

Ends after iterations

STEP 4

Monthly Recurrences

Click on Monthly from Choose how you would like this to repeat ...

Pattern Picker ✕

Choose how you would like this to repeat

Repeats every

Repeat by Day

Repeat by Position

Repeats through

Ends after iterations

STEP 5

Monthly vs. Bi-Monthly

If you would like to schedule a bi-monthly (or every three months, etc), you can choose that option under the repeats every section.

Pattern Picker

Choose how you would like this to repeat

Repeats every

Repeat by Day

Repeat by Position

Repeats through

Ends after iterations

STEP 6

Repeat by Position

If you would like your event to repeat on the second occurrence of a weekday each month, choose "Repeat by Position" and add a repeat position.

Pattern Picker ✕

Choose how you would like this to repeat

Repeats every

Repeat by Day

Repeat by Position

Repeats through

Ends after iterations

STEP 7

Choose which weekday to repeat

In this example, the event would be repeated on every 2nd Monday of each month.

Pattern Picker ✕

Choose how you would like this to repeat: Monthly

Repeats every: month

Repeat by Day [Add Repeat Day](#)

Repeat by Position

Repeat day pattern

Repeat on the: Second **Monday**

[Remove Position](#)

[Add Repeat Position](#)

Repeats through

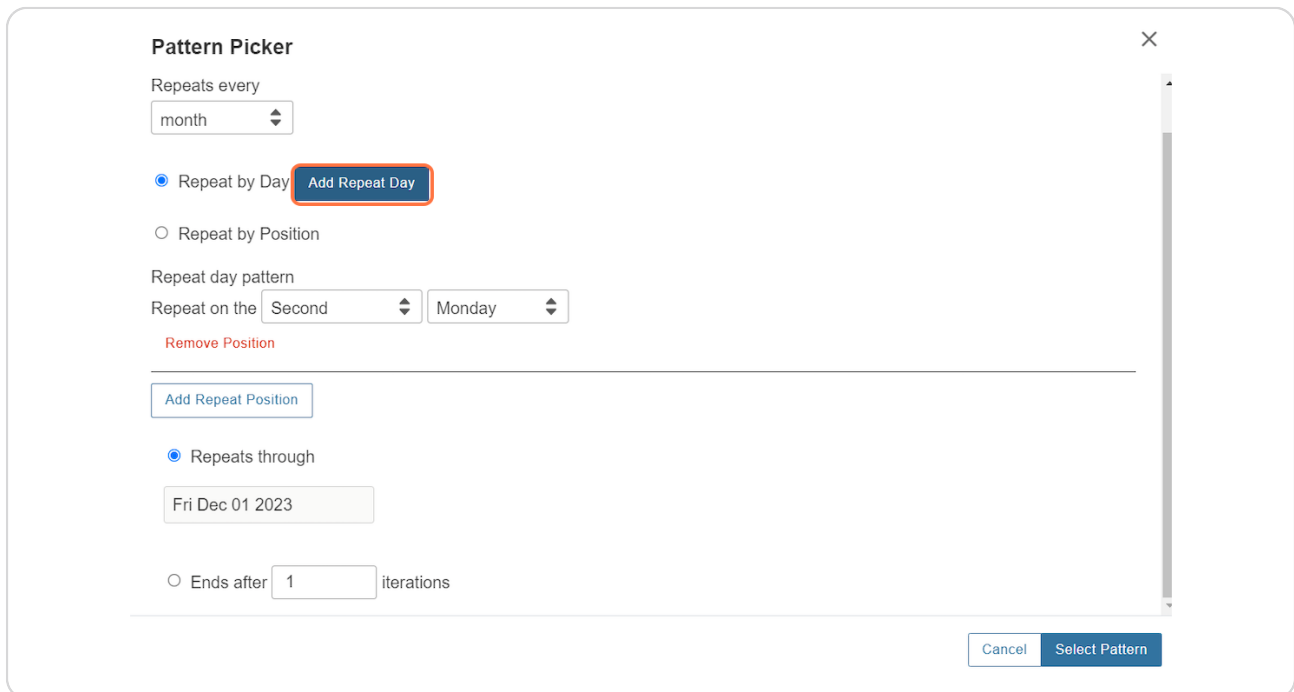
Mon Aug 21 2023

[Cancel](#) [Select Pattern](#)

STEP 8

Same Date Each Month

If an event occurs on the same date each month, choose the Repeat by Day option and choose the day of the month on which the event occurs.



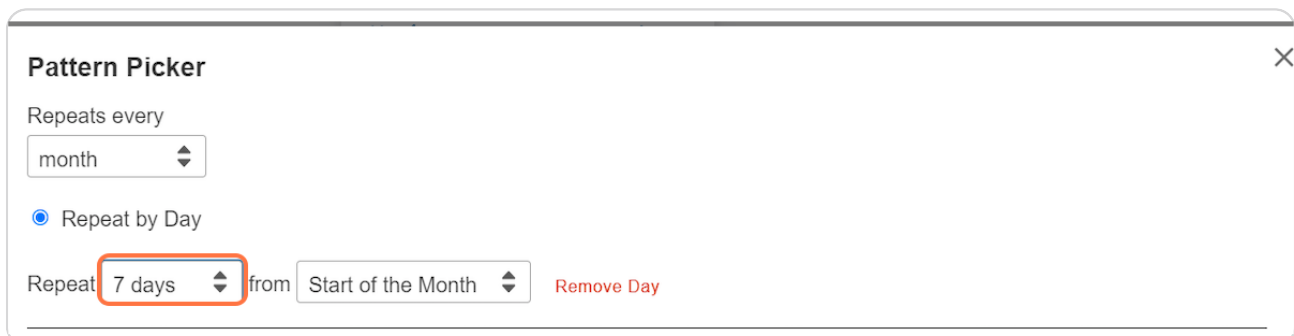
The screenshot shows a 'Pattern Picker' dialog box with the following settings:

- Repeats every: month
- Repeat by Day: (highlighted with a red box) with an 'Add Repeat Day' button next to it.
- Repeat by Position:
- Repeat day pattern: Repeat on the Second Monday
- Remove Position: (red text)
- Add Repeat Position: (button)
- Repeats through: with a date field containing 'Fri Dec 01 2023'
- Ends after: 1 iterations
- Buttons: Cancel, Select Pattern

STEP 9

Date Choice Each Month

Choose the day of the month - choose the date by the number of days after the start of the month. If the 7th is the date of each month's event, choose 7 day from the start of the month.



The screenshot shows a 'Pattern Picker' dialog box with the following settings:

- Repeats every: month
- Repeat by Day: (highlighted with a red box)
- Repeat: 7 days (highlighted with a red box) from Start of the Month
- Remove Day: (red text)
- Buttons: Cancel, Select Pattern

STEP 10

End Date of Event Series

Make sure to choose the last date of the event series (most events must end no later than the end of the semester)

Pattern Picker ✕

Choose how you would like this to repeat

Repeats every

Repeat by Day

Repeat by Position

Repeat day pattern

Repeat on the

[Remove Position](#)

Repeats through

STEP 11

Complete Pattern Selection

Click on the Select Pattern button

Pattern Picker ✕

Choose how you would like this to repeat

Repeats every

Repeats on Sun Mon Tue Wed Thu Fri Sat

Repeats through

Ends after iterations

STEP 12

Choosing Spaces for Repeating Patterns

Search for the desired space in the location search.

Event Location(s) - Required ⓘ

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾

ⓘ Hint! Type :: to use SeriesQL.

STEP 13

Availability of Each Occurrence

The Availability column will show how many dates in the series are available for the event. Notice the Pouch Club is only available 11 of 13 requests, whereas WCC 231 is available for all 13 requests. Choose a room that is available for all requests, if possible.

Add	Name	Title	Default Capacity	Availability	Conflict Details
Request Available	Pouch Club	Pouch Club - WCC	150	11/13	Conflict Details
Request	WCC - Moseley Room	Wright Campus Center Moseley Room - Multi-Purpose	12	13/13	None
Request	WCC 1st Floor Hallways	Wright Campus Center First Floor Hallways - Tabling	80	13/13	None
Request	WCC 231	Wright Campus Center 231 - Classroom	55	13/13	None
Request	WCC 245	Wright Campus Center 245 - Conference Room	16	13/13	None

STEP 14

Thanksgiving Conflict

If a weekly repeating pattern is chosen, there should be a conflict with the week of Thanksgiving. The example below shows 12 dates of 13 requested available.

× Reset Search

Hint! Type ::: to use SeriesQL.

Add	Name	Title	Default Capacity	Availability	Conflict Details
Request Available	WCC 231	Wright Campus Center 231 - Classroom	55	12/13	Conflict Details

STEP 15

Request Available

Click on Request Available to reserve the open dates.

× Reset Search

Hint! Type :: to use SeriesQL...

Add	Name	Title	Default Capacity	Availability	Conflict Details
Request Available	WCC 231	Wright Campus Center 231 - Classroom	55	12/13	Conflict Details

STEP 16

Conflict Details

Click on the Conflict Details link to find out what the conflict is on the one unavailable date.

× Reset Search

Hint! Type :: to use SeriesQL...

Add	Name	Title	Default Capacity	Availability	Conflict Details
Added below	WCC 231	Wright Campus Center 231 - Classroom	55	12/13	Conflict Details

[Return to Top](#)

WCC 231 Wright Campus Center 231 - Classroom **Capacity:** 55 ☆

Included dates:
Thu Sep 07 2023, Thu Sep 14 2023, Thu Sep 21 2023, Thu Sep 28 2023, Thu Oct 05 2023, Thu Oct 12 2023, Thu Oct 19 2023, Thu Oct 26 2023, Thu Nov 02 2023, Thu Nov 09 2023, Thu Nov 16 2023, Thu Nov 30 2023

[Remove](#) [View Occurrences](#)

Cancel Preview Save

STEP 17


Conflict Information

The Conflict details show a blackout during the week of Thanksgiving (AC is closed). Remember that date and you remove it from your request.

Conflicts

Conflicts on:

Thu Nov 23 2023 • WCC 231

 Blackout: Thanksgiving 2023
5:00 pm - 12:00 pm


STEP 18

Remove Conflict from Occurrences

Scroll up slightly and click on the Manage Occurrences button.

27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
01	02	03	04	05	06	07

[Manage Occurrences](#)

Event Location(s) - Required 

STEP 19

Occurrence List - Remove Date

Scroll to the November 23, 2023 date that was unavailable. Notice there is not a room listed like the others dates.

All Date Occurrences

<input checked="" type="checkbox"/>	Thu Oct 12 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Oct 19 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Oct 26 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Nov 02 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Nov 09 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Nov 16 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Nov 23 2023	7:00 pm 8:00 pm		Active		Remove
<input checked="" type="checkbox"/>	Thu Nov 30 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove

Close

STEP 20

Remove Unavailable Date

Click on Remove to remove the unavailable date from the list.

All Date Occurrences

<input checked="" type="checkbox"/>	Thu Oct 12 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Oct 19 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Oct 26 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Nov 02 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Nov 09 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Nov 16 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Nov 23 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Nov 30 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove

STEP 21

Close Occurrences

All Date Occurrences

<input checked="" type="checkbox"/>	Thu Oct 05 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Oct 12 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Oct 19 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Oct 26 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Nov 02 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Nov 09 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Nov 16 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove
<input checked="" type="checkbox"/>	Thu Nov 30 2023	7:00 pm 8:00 pm		Active	WCC 231 ×	Remove

Close

STEP 22

Conflict Free



Notice the list of dates is no longer under the selected room, which shows there is no longer a conflict.

Event Location(s) - Required ⓘ

Locations Search

Availability for this search is out of date. Click Refresh to update the results.

[Refresh](#)

 **WCC 231** Wright Campus Center 231 - Classroom **Capacity: 55** 

[Remove](#) [View Occurrences](#)