# **Repeating Events**

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4 pm - 5 pm Repeating Event	4 pm - 5 pm Repeating Event	4 pm - 5 pm Repeating Event	4 pm - 5 pm Repeating Event	
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If your event will occur more than once, expand the "This event repeats" section of the Event Editor by clicking on its title:

😻 This event repeats	
Repeat Until January 💌 14 💌 20	)12 💌 📰
Repeat Daily (until date above)	
C Every Month	
C Every Year	
C By Day of Week	
Optional:	Current skip-list:
Skip occurrences that fall on specific dates (8 maximum)	
Select dates to skip	
	Remove Selected Date Remove All Dates

You have four separate options for configuring a repeating event Repeat Daily, Every Month, Every Year, and By Day of Week. The Event Editor may display additional options depending on which radio button you select.

#### A Note about Start Times

A repeating event will be either an All Day event, or an event that starts/stops at a specific time. If you select All Day in the Time section of the Event Editor, then each recurrence of your event will be All Day. If you supplied a Start Time and Duration, then each recurrence will start/stop at the same time.

#### Repeat Until

No matter which repeat option you choose, the Repeat Until field is very important. It basically sets an end date for event to know when to stop repeating. The initial value of this field is one year from your event's Start Date.

# **Repeat Daily**

Select this option if your event happens on every day until it's over (for example, a 3-day conference or a 2-day movie marathon). The event will start on the Date/Time you entered in the main section of the Event Editor, and repeat each day until the Date you enter in the Repeat Until field.

Select this option if your event happens every month on the same day you entered in the Date section. For example, if you have a meeting that happens on the 15th of every month. You have the option to let localendar move the event to the preceding Friday or following Monday if it falls on a weekend.

😵 This event repeats	
Repeat Until January 🗾 14	▼ 2012 ▼
C Repeat Daily (until date above)	What if the event falls on a weekend?
Every Month	• Do Nothing
C Every Year	C Move to Monday
C By Day of Week	C Move to Friday

**Every Year** 

Select this option if your event happens on the same Date every year. This option is commonly used for birthdays and anniversaries. You have the option to let localendar move the event to the preceding Friday or following Monday if it falls on a weekend.

Solution Contemporary Contempor	
Repeat Until January 🗾 14	2012 💌 📰
C Repeat Daily (until date above) C Every Month	What if the event falls on a weekend? • Do Nothing
Every Year	C Move to Monday
O By Day of Week	C Move to Friday

# By Day of Week

The most sophisticated and flexible recurrence functionality is supported with this option.

😻 This event repeats		
Repeat Until January 💌 14	• 2012 •	
C Repeat Daily (until date above) C Every Month C Every Year Sy Day of Week	Select Day(s) ☐ Weekdays ☐ Weekend ☐ Sunday ☑ Monday ☑ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday	Select Frequency ✓ Weekly □ Every Other Week □ 1st Occurrence of the Month □ 2nd Occurrence of the Month □ 3rd Occurrence of the Month □ 4th Occurrence of the Month □ 5th Occurrence (if present) □ Last Occurrence of the Month

Selecting this option reveals two additional columns of checkboxes.

- The left column is used to select the Days when your event repeats. This can be Weekdays, Weekends, or any combination of days that you choose.
- The right column selects the Frequency of the recurrence. You can select any combination of options.

#### Avoiding conflicting combos

localendar help you prevent selecting combinations that don't make sense. For example, selecting "Weekly" and "Every Other Week" as a frequency.

Here are some simple event descriptions, and how you would enter their recurrence details: A Meeting that occurs the first and last Monday of the month

C Repeat Daily (until date above)	Select Day(s)	Select Frequency
C Every Month	Weekdays	Weekly
C Dura Vian	Weekend	Every Other Week
C Every Year	Sunday	✓ 1st Occurrence of the Month
<ul> <li>By Day of Week</li> </ul>	Monday	Cand Occurrence of the Month
	Tuesday	T 3rd Occurrence of the Month
	C Wednesday	T 4th Occurrence of the Month
	Thursday	5th Occurrence (if present)
	Friday	☑ Last Occurrence of the Month
	□ Saturday	

#### A Church gathering that occurs every Sunday

C Repeat Daily (until date above)	Select Day(s)	Select Frequency
C Every Month	Weekdays	Veekly
C Even Vear	Weekend	Every Other Week
C a a a a a a a a a a a a a a a a a a a	Sunday	T 1st Occurrence of the Month
<ul> <li>By Day of Week</li> </ul>	Monday	C 2nd Occurrence of the Month
	Tuesday	T 3rd Occurrence of the Month
	Wednesday	F 4th Occurrence of the Month
	Thursday	5th Occurrence (if present)
	Friday	Last Occurrence of the Month
	C Saturday	

## Soccer practice every Monday, Thursday, and Saturday

C Repeat Daily (until date above)	Select Day(s)	Select Frequency
C Every Month	Weekdays	Veekly
0 -	Weekend	Every Other Week
C Every Year	Sunday	T 1st Occurrence of the Month
By Day of Week	Monday	Cand Occurrence of the Month
	Tuesday	Grd Occurrence of the Month
	T Wednesday	4th Occurrence of the Month
	Thursday	5th Occurrence (if present)
	Friday	Last Occurrence of the Month
	Saturday	

### A reminder to pick up the kids from school every weekday

C Repeat Daily (until date above)	Select Day(s)	Select Frequency
C Every Month	Veekdays	Veekly
C Even Veer	Weekend	Every Other Week
C Every real	Sunday	1st Occurrence of the Month
<ul> <li>By Day of Week</li> </ul>	Monday	2nd Occurrence of the Month
	Tuesday	T 3rd Occurrence of the Month
	C Wednesday	4th Occurrence of the Month
	Thursday	5th Occurrence (if present)
	Friday	Last Occurrence of the Month
	Saturday	

# **Skipping Occurrences (optional)**

Sometimes, you might want to skip an occurrence that happens on a specific day. Perhaps the event is canceled, or maybe the details for a particular date have changed so much that you need to enter a completely different event for that day.

This section of the Editor lets you suppress the display of an Event for a particular date.

Optional:	Current skip-list:		
Skip occurrences that fall on specific dates (8 maximum)			
Select dates to skip			
	Remove Selected Date Remove All Dates		

- 1. Click the Select dates to skip button
- 2. When the pop-up calendar appears, select up to 8 dates to skip by clicking on them

	📕 January, 2011					×
«	۰.	Today 🖕			<u>،</u>	»
Wed	Thu	Fri	Sat	Sun	Mon	Tue
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8
Select date						

3. Click anywhere outside the calendar to close it. Your selected dates are shown in the Current skip-list

Guitent Skip-list.	
01/24/11 01/06/11	
Remove Selected Date Remove All Dates	

After you save the event, it will not be displayed on any of the dates in the Skip-list

# **Editing the Repeats Skip-list**

There are 3 methods for editing the skip-list:

- Click the **Select dates to skip** button to display the mini skip calendar. Existing skip-dates you have selected will be highlighted. Un-select an existing skip date by clicking it. Add a new skip date by clicking on a day.
- To clear all dates in the skip-list, click the "Remove All Dates" link
- To clear a single date, select it in the skip-list, then click the "Remove Selected Date" link

## What if I need to skip more than 8 occurrences?

localendar currently allows a maximum of 8 occurrences to be skipped. If you need more, one option is to remove existing skip-dates once they are in the past. Or, you can limit the "Repeats Until" date of your event to a shorter period.

# How Do I Remove Repeat Functionality from an Event?

Close the "This event repeats" section of the Event Editor by clicking on its title:

#### Content And Annual A

After you Update the event, it will no longer repeat.