

Entering a Multi-Day Event that Repeats

Building upon the explanation and examples from the [Repeating Events](#) and [Entering a Multi-Day Event](#) pages, we will now see how simple it is to create a multi-day event that repeats.

The key concepts to keep in mind for this type of event are:

- You choose the Days of the week that an event repeats
- Next you select the Frequency for the Days you have selected


Here are some examples, along with how they were configured in the Event Editor:


A project check-point meeting that occurs every other Monday and Friday


How it is displayed:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	February 1	2	3	4 9 am - 10 am Check-point meeting	5
6	7	8	9	10	11	12
13	14 9 am - 10 am Check-point meeting	15	16	17	18 9 am - 10 am Check-point meeting	19
20	21	22	23	24	25	26
27	28 9 am - 10 am Check-point meeting	1	2	3	4 9 am - 10 am Check-point meeting	5
Sun	Mon	Tue	Wed	Thu	Fri	Sat

How it was configured on the Event Editor:

Date: 

 This event repeats

Repeat Until 

☐ Repeat Daily (until date above)

☐ Every Month

☐ Every Year

☒ By 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

A 2-night (Friday/Saturday) film festival that occurs the last weekend of every Month

How it is displayed:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	February 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	1	2	3	4	5
Sun	Mon	Tue	Wed	Thu	Fri	Sat

How it was configured on the Event Editor:

Date: February 1 2011

☒ This event repeats

Repeat Until February 1 2012

☐ Repeat Daily (until date above)
☐ Every Month
☐ Every Year
☒ By 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

A 3-day Scout Jamboree that occurs the 3rd weekend of June, July, and August


How it is displayed:

June 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	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	1	2	3
Sun	Mon	Tue	Wed	Thu	Fri	Sat


July 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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
Sun	Mon	Tue	Wed	Thu	Fri	Sat

August 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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
Sun	Mon	Tue	Wed	Thu	Fri	Sat

How it was configured on the Event Editor:

Date: 

This event repeats

Repeat Until 

☐ Repeat Daily (until date above)

☐ Every Month

☐ Every Year

☒ By 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

Tip

You can also have the multiple event boxes automatically combined by selecting a different calendar view style:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	February 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	March 1	2	3	4	5
Sun	Mon	Tue	Wed	Thu	Fri	Sat

The event "Film Festival" (7 pm - 8 pm) is shown on Friday, March 4th.