

## Adding recurring events to myherefordshire.com

You may have an event that occurs monthly, weekly, or even fortnightly. This event may also span more than one day, and you may also have more than one schedule for the event. We have just released functionality to allow you to add these type of events to the website

### 1. Create First event

You will need to start by creating the first event as normal on the site. You may have already created this event, in which case you can skip this step. If you have previously entered this event, and it has been rejected as the duration is too long, you can update the start and end date of the original event to reflect this, for example your event may run Monday to Friday. Make the required changes and submit the event.

### 2. Find the Event

While logged in, click on 'my events' on the left hand menu. Click on the event's title to view the details. Once you are on this screen, click the 'recurring event' button to set up the new occurrences of this event.

### 3. Enter the Schedule

Before proceeding further, it may be best to think about what schedule you require. The option that you should see now asks you to select a weekly or monthly schedule. A weekly schedule will allow you to have your event every 1, 2, 3, or even 6 weeks. A monthly schedule will allow you to have your event every 1, 2, 3, 4 or even 6 months.

You will be able to view your schedule and then add exceptions before the events are added to the system, so don't worry about particular dates on which your event is not happening at this stage. Select your chosen interval and click the 'Frequency' button.



The screenshot shows a web interface for adding recurring events. At the top, there is a green banner with the text 'my events' in white and yellow. Below this, the breadcrumb 'home > add event recurring events' is visible. The event details are: 'Jo test recurring', '02 Sep 2007 - 02 Sep 2007', and 'Duration: 1 days(s)'. A section titled 'Recurring Event Interval' contains two radio button options: 'Weekly' and 'Monthly'. A 'Frequency >' button is located at the bottom right of this section.

#### 4. Weekly Schedule

Select your week interval, then check the days on which your event occurs. If your event spans two or more consecutive days, you may want to consider changing your original event to span those days (see the example at the end). You may also select multiple days here if your event happens more than once on non-consecutive days.



The screenshot shows the 'my events' logo at the top. Below it, the breadcrumb 'home > add event recurring events' is visible. The event details are: 'Jo test recurring', '02 Sep 2007 - 02 Sep 2007', and 'Duration: 1 days(s)'. The 'Weekly Schedule' section has a 'Schedule every' field with the value '1' and the unit 'weeks'. Below this, there are seven checkboxes for the days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. At the bottom right of the form, there are two buttons: '< Interval' and 'End Date >'.

#### 5. Monthly Schedule

Select your month interval, then select date to allow your event to happen on the same date every month or day to allow it to happen the same day every month. If you select date, select the date of the month that you wish it to start. If you select day, select the day you require and the number of the day you require eg 1<sup>st</sup> Thursday, 3<sup>rd</sup> Tuesday. Last Friday etc. Click the end date button to proceed to the next section.



[home](#) > [add event recurring events](#)

To test recurring  
02 Sep 2007 - 02 Sep 2007  
Duration: 1 days(s)

**Monthly Schedule**

Schedule every  months

Date  Day

Date

Day

## 6. End Date

Select here the day after the end date of your event's last occurrence. In this example, the end date is 6 months after the start date of the event.



[home](#) > [add event recurring events](#)

To test recurring  
02 Sep 2007 - 02 Sep 2007  
Duration: 1 days(s)

**Schedule End Date**

End no later than

## 7. Schedule and Exceptions

You should now see a schedule based on the scheduling information you have entered. This schedule is editable, so you may change the date or remove an occurrence of your event to satisfy any exceptions you have to your schedule. Exceptions may include bank holidays, or an event happening on a Sunday, for example.

Click the submit button to add your new events to the website. These are subject to moderation.



[home](#) > [add event recurring events](#)

Jo test recurring  
02 Sep 2007 - 02 Sep 2007  
Duration: 1 days(s)

| Event Schedule  |                 |      |        |
|-----------------|-----------------|------|--------|
| Sat 01 Sep 2007 | Sat 01 Sep 2007 | Edit | Remove |
| Mon 01 Oct 2007 | Mon 01 Oct 2007 | Edit | Remove |
| Thu 01 Nov 2007 | Thu 01 Nov 2007 | Edit | Remove |
| Sat 01 Dec 2007 | Sat 01 Dec 2007 | Edit | Remove |
| Tue 01 Jan 2008 | Tue 01 Jan 2008 | Edit | Remove |
| Fri 01 Feb 2008 | Fri 01 Feb 2008 | Edit | Remove |
| Sat 01 Mar 2008 | Sat 01 Mar 2008 | Edit | Remove |

< End Date

cancel submit

## 8. Copy an Event

You can also copy an existing event that you have entered using the 'copy event' button on the event details screen. This brings up all the same information in a new event, except for the start and end dates. This is useful if your event is happening in many locations, or you just need a one-off copy of an existing event.

## 9. Example Schedule

Imagine you have an event, which happens every day except Wednesdays and Sundays.

- Create the master event with a start date of next Wednesday and an end date of Saturday.
- Submit that event.
- Go back into 'my events', click on this new event, and click on 'recurring event'
- You would then select a 'weekly' interval
- Weekly schedule would then be every '1 week' and with 'Wednesday' selected
- Add an end date and create the schedule of events
- You can then edit any exceptions to the list