

## How to Request Multiple Dates for an Event Request

1. Once you get to the third page of the Event Wizard where asks you if the event has one or multiple occurrences, click on “Yes” to go to the next page.

The screenshot shows the 'Does this event have more than one occurrence?' screen in the Event Wizard. The 'Yes' option is circled in red. The 'No' option is also visible.

**Does this event have more than one occurrence?**

**No**  
This event has only one occurrence.  
Any other related events are separate and distinct.

**Yes**  
This event has more than one occurrence.  
It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.

Buttons: Back, Next, Cancel, Save

2. You may already have one date selected depending on what option you used to request the event.

The screenshot shows the 'Tell us WHEN this event takes place.' screen in the Event Wizard. The 'Event Start' and 'Event End' fields are circled in red. The 'Event Start' field is set to 'Mon Jan 12 2015 12:00 pm' and the 'Event End' field is set to 'Mon Jan 12 2015 1:00 pm'. The 'Event Duration' is set to '1 Hour'.

**Tell us WHEN this event takes place.**

Select the dates and times of first occurrence of the actual event.  
Subsequent occurrences, these will be entered on the next page.  
Setup, takedown, pre- or post-event times can be specified below.

**Event Start:** Mon Jan 12 2015 12:00 pm

**Event End:** Mon Jan 12 2015 1:00 pm

**Date Restrictions**  
Events occurrences that you create are restricted to:  
• At least 0 days from today

**Event Duration:**  
**1 Hour**

Does this event require Setup or Pre-Event time?  Yes  No

Does this event require Post-Event or Takedown time?  Yes  No

Buttons: Back, Next, Cancel, Save

3. Hit "Next" button to go to the next page.



4. You can add more dates through this option AS LONG AS the times for the events are consistent throughout the multiple days. If the times are different on different days, then you need to submit a separate event request for each one. You can select how this event will repeat.



### Choose how this event REPEATS.

#### Ad Hoc Repeats

*Individually select dates to add to the event.*

#### Daily Repeats

*Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.*

#### Weekly Repeats

*Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.*

#### Monthly Repeats

*Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.*

#### Does Not Repeat

*This event has only one occurrence.*

5. Selecting “Ad Hoc Repeats” allows you to pick multiple dates that don’t follow any set pattern. New dates you select will populate on the occurrence list below.

**Describe how this event REPEATS.**

**Ad Hoc Repeats** ▼

Click on any date to add it to the Occurrence List.

Jan 2015

Su	Mo	Tu	We	Th	Fr	Sa
28	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

**Occurrence List**

Date	Comments	Status
Mon Jan 12 2015		Active
Tue Jan 20 2015		Active
Wed Jan 28 2015		Active

◀ Back      Next ▶

Cancel      Save

6. Selecting “Daily Repeats” allows you to have an event repeat end day until a specified end date. Please do not use the “Ends after X iterations” option. In the “Repeats Every” drop down option, you can see a lot of different options. For example, you can select every other day or every 5<sup>th</sup> day until a certain date.

**Describe how this event REPEATS.**

**Daily Repeats** ▼

Repeats every  ▼

Repeats through

Ends after  iterations

Date	Comments	Status
Mon Jan 12 2015	<input type="text"/>	Active ▼
Tue Jan 13 2015	<input type="text"/>	Active ▼
Wed Jan 14 2015	<input type="text"/>	Active ▼
Thu Jan 15 2015	<input type="text"/>	Active ▼
Fri Jan 16 2015	<input type="text"/>	Active ▼

◀ Back      Next ▶

  

7. Selecting “Weekly Repeats” allows you to create a meeting pattern every week that repeats until a specified end date. Please do not use the “Ends after X iterations” option.

**Describe how this event REPEATS.**

**Weekly Repeats** ▼

Repeats every  ▼

Repeats on  Mon  Tue  Wed  Thu  
 Fri  Sat  Sun

Repeats through

Ends after  iterations

Date	Comments	Status
Mon Jan 12 2015	<input type="text"/>	Active ▼
Tue Jan 13 2015	<input type="text"/>	Active ▼
Mon Jan 19 2015	<input type="text"/>	Active ▼
Tue Jan 20 2015	<input type="text"/>	Active ▼
Mon Jan 26 2015	<input type="text"/>	Active ▼
Tue Jan 27 2015	<input type="text"/>	Active ▼

◀ Back      Next ▶

8. Selecting “Monthly Repeats” allows you to create a meeting pattern every month on a special day (for example First Monday of the month) until a specific date.

Describe how this event REPEATS.

Monthly Repeats

Repeats every month

Repeat by Day  
 Add Repeat Day...

Repeat by Position  
Repeat on the First Monday  
 Add Repeat Position...

Repeats through Fri Apr 24 2015  
 Ends after 1 iterations

Date	Comments	Status
Mon Jan 12 2015		Active
Mon Feb 02 2015		Active
Mon Mar 02 2015		Active
Mon Apr 06 2015		Active

◀ Back Next ▶

Cancel Save

9. If you have already picked a location (depending on what option you used to request the event), make sure that location is available by looking at the panel on right.

Home Event Wizard Events Locations On

FPS Conference FPS Conference New Event...

**FPS Conference**  
Facilities Planning and Scheduling Conference

Conference  
FACILITIES PLANNING AND SCHEDULING  
15 Attendees Expected  
**Mon Jan 12 2015 12:00 pm - Mon Jan 12 2015 1:00 pm**  
Repeats on 1/19, 1/28, 2/6

**ESB-E 207**  
All Occurrences

**ESB-E 211**  
All Occurrences

Contact Name; Contact Phone Number;  
Contact Email Address

Internal Notes  
[Terms of Use Policy](#)

Tentative

\* Hover to see conflicts

You cannot save and submit an event if there is a conflict for one of the locations.

**Cannot Save Event**  
 This event cannot currently be saved due to:

- a selected Location has conflicts

[CLOSE](#)

**Verify or change the EVENT STATE.**

**Tentative**  
 The event is scheduled, but is awaiting Confirmation from its Scheduler.

**Cancelled**  
 This event has been cancelled, and all Location and Resource reservations will marked as cancelled.

[Back](#) [Next](#)

[Cancel](#) [Save](#)

10. If there are scheduling conflicts, you will need to pick a new location on the location page of the event wizard.

11. Complete your event wizard to finish your event request.

12. If your event request has no errors, you will receive this page confirming that your event has been submitted (but is still tentative). You will note that you are now requesting multiple dates and are waiting on multiple assignment tasks to be completed by the scheduler responsible for that space.

West Virginia University | Welcome, Deana User | Preferences | Sign Out | Today is Mon Dec 13 2014 | Help

Home | **Event Wizard** | Events | Locations | Organizations

FPS Conference | FPS Conference | [New Event...](#)

**FPS Conference**  
 Facilities Planning and Scheduling Conference

Conference  
 FACILITIES PLANNING AND SCHEDULING  
 15 Attendees Expected  
 Mon Jan 12 2015 12:00 pm -  
 Mon Jan 12 2015 1:00 pm  
 Expires on 1/19, 1/26, 2/9  
 Contact Name, Contact Phone Number,  
 Contact Email Address

**Tentative**

This request has been submitted. All requests are considered tentative and are not confirmed until you receive an email confirmation from the appropriate scheduling office. [Close](#)

**Here's Some Information About Your Event**

**Constraint Warning**  
 One or more of your event occurrences has been labeled with a constraint warning, probably due to another significant event occurring at your institution at the same time. Please consult your system administrator for more information.

**Location Requests Pending Approval**  
 Location "ESB-E 211" requested for Jan 12 2015 12:00 PM,  
 Location "ESB-E 211" requested for Jan 19 2015 12:00 PM,  
 Location "ESB-E 211" requested for Jan 28 2015 12:00 PM,  
 Location "ESB-E 211" requested for Feb 06 2015 12:00 PM.

**What's Next?**

[View Details](#) View the Event Details page for this event. The full range of actions are available to you from there.

[Edit](#) Need to make some more edits to this event? Click this button to start editing.

[Email](#) Email the details of this event to its stakeholders or anyone else.

**Event Constraints**

There are **Exception Constraints** for the following dates:

There are **Warning Constraints** for the following dates:  
 Mon Jan 19 2015

**Event Preferences**

The following locations were requested for this event:

ESB-E 215  
[Remove Preferences](#)

**Event Tasks**

5 Active Assignment Tasks

**Manage Relationships**

FPS Conference [Relate](#)

[More Relationship Options](#)

**More Event Options**

[Print Confirmation](#) [Copy](#) [Create "To Do"](#) [Manage Bindings](#)

[Take Ownership of this Event](#) [Add to Starred?](#)