Event Schedule Information

**Single Occurrence Event**

Event Date(s)
- Start Date: 8/11/2009
- End Date: 8/11/2009

Times can be selected from the dropdown menu OR entered manually.

To enter a time manually, type the time in a format exactly like the dropdown list. (Example: 8:50 AM) AM/PM must be in all caps.

After completing sections above, click “Generate Schedule”

**Event with Recur Pattern**

Event Date(s)
- Start Date: 8/11/2009
- End Date: 8/11/2009

Start Date and End Date are for the FIRST occurrence of an event. For almost every event, these two dates will be the same.

Click “Recur Pattern” to expand section for more details.

Repeat Schedule/Pattern
- Every 1 Day(s)
- Every 1 Week(s)
- On the second Tuesday of every 1 Month(s)
- On day 11 of every 1 Month(s)
- Yearly on this Date

Enter number of occurrences and End On date

Times can be selected from the dropdown menu OR entered manually.

To enter a time manually, type the time in a format exactly like the dropdown list. (Example: 8:50 AM) AM/PM must be in all caps.

After completing sections above, click “Generate Schedule”