







How can I quickly add multiple dates for an event that occurs on the same day and at the same time each week?

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To quickly create multiple event dates, enter a range of dates in Create Events from Date and Through Date and select the days of week.





Add Event Dates


Create Events From Date:  Through Date: 

Start Time: (example 2:30pm)
End Time: (example 4:30pm)
Room: 
Status: 
Show Notice Events After the End Date: 
Allow Enrollment For: 
Max Size (overrides max size on the Event Type page)

Select days of the week

Monday Saturday
Tuesday Sunday
Wednesday
Thursday
Friday

Instructor 1: 
Instructor 2: 
Instructor 3: 
Instructor 4: 



Summary	Description	Questions	Agreements	Dates & Times	Age Totals
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Delete Multiple Events

Scheduled Events

View 1 - 13 of 13

Start Date	Day	Start Time	End Time	Status	Curr Size	Max Size	Room
5/30/2015	Sat	1:00pm	3:30pm	Open		1	Studio #1
5/23/2015	Sat	1:00pm	3:30pm	Open		1	Studio #1
5/16/2015	Sat	1:00pm	3:30pm	Open		1	Studio #1
5/9/2015	Sat	1:00pm	3:30pm	Open		1	Studio #1
5/2/2015	Sat	1:00pm	3:30pm	Open		1	Studio #1
4/25/2015	Sat	1:00pm	3:30pm	Open		1	Studio #1
4/18/2015	Sat	1:00pm	3:30pm	Open		1	Studio #1