Creating Repeating Events With the Event Form
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> 🔒 **Security Note**
>
> System security determines whether you can create or request events. Contact your system administrator if you're unable to perform functions you think should be available to you. In addition, your event creation environment may not include all the event state options mentioned below, depending on how 25Live has been set up for your security group.

A repeating event is an event with multiple occurrences. You may specify occurrences as a pattern (for example, daily, weekly, or monthly) or as ad hoc (random) selections.

> ✅ **Tip: Adding Help for Repeating Events**
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> Administrators can add special instructions for repeating events and other fields using the event form configurations available in System Settings.

To Create a Repeating Event

1. Open the Event Form

Use the **Event Form** link in the top navigation bar of 25Live and fill out the required fields that precede the event repeat section. See Creating Events for more detail.
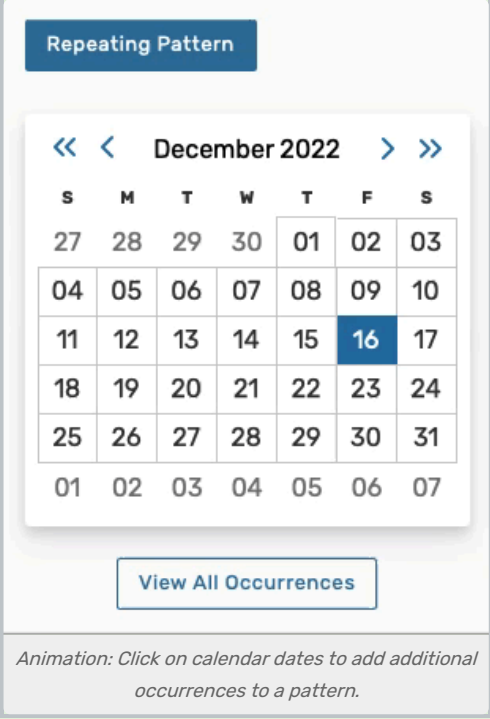
2. Choose the Type of Repeat or Choose Dates for Ad Hoc Repeats

After choosing your event's **Start Date and Time**, use the **Repeating Pattern** button to open the Pattern Picker.

> ✅ **Tip: Ad Hoc Events Are Event Easier**
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> If you are scheduling an event with ad hoc (or random) repeats, simply tap or click on dates on the calendar to add dates. You can also add additional occurrence dates to an event pattern by clicking or tapping on dates.
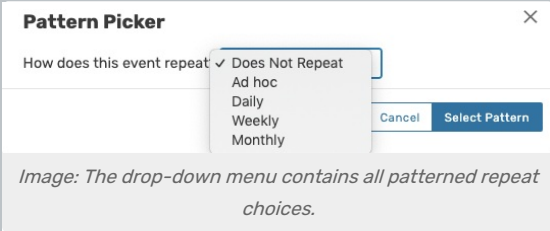
Animation: Click on calendar dates to add additional occurrences to a pattern.

You can remove any date by clicking on it again and using the **Remove Occurrence** button.
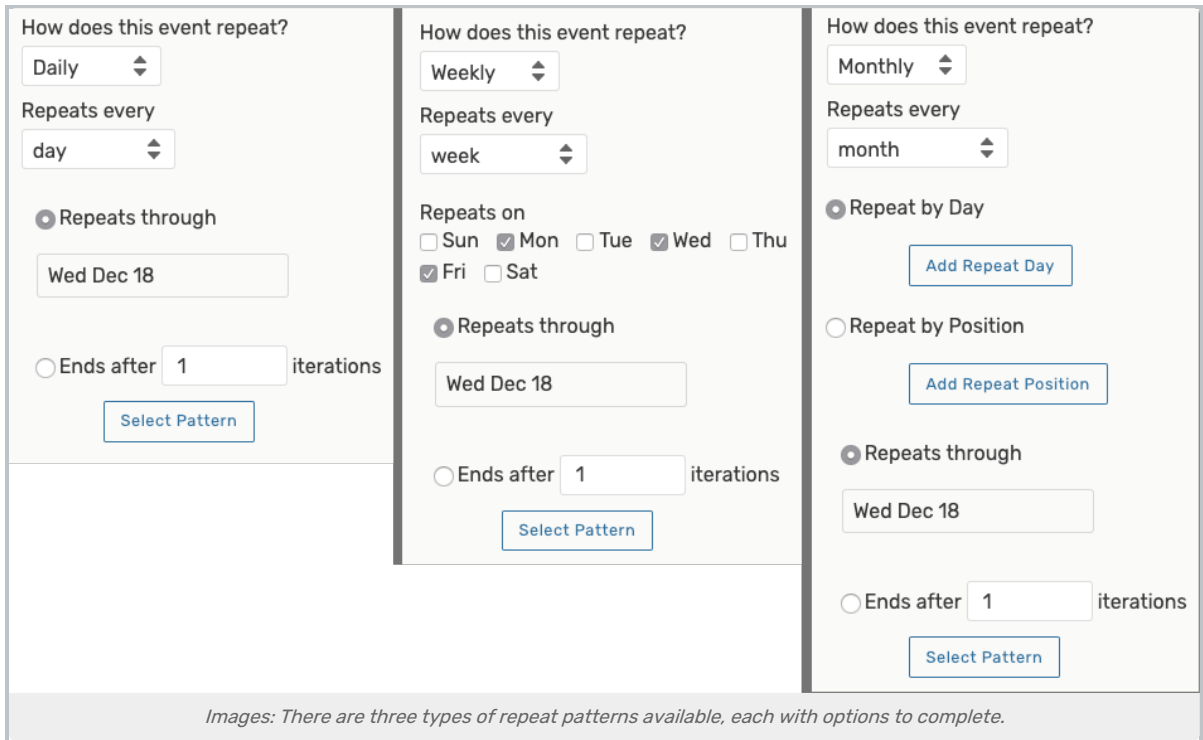

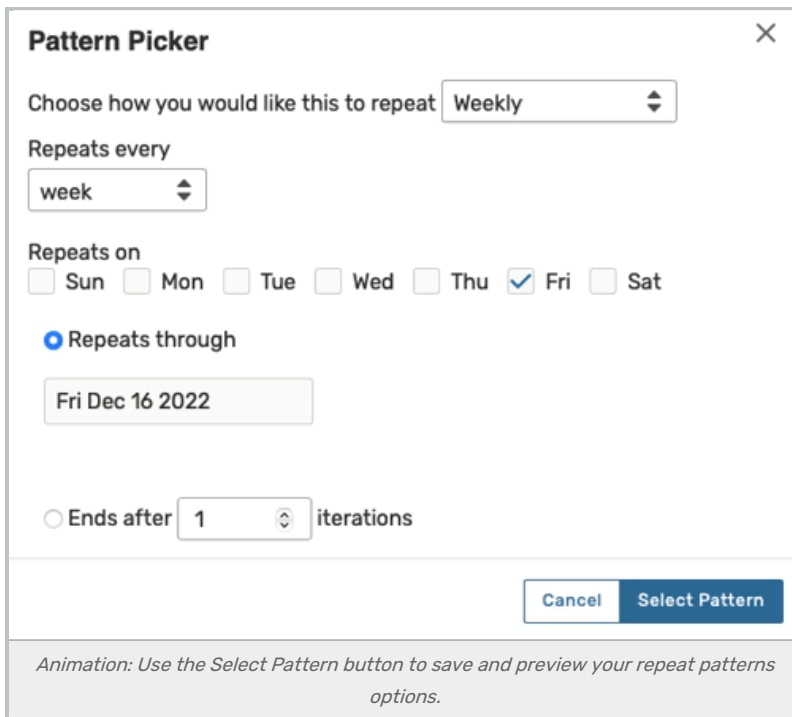Image: The drop-down menu contains all patterned repeat choices.

Open the dropdown menu to choose the type of repeat for your event, Does Not Repeat, Ad hoc, Daily, Weekly, or Monthly. Choosing the Does Not Repeat option will remove all previously selected or defined occurrences.

3. Complete Repeat Options (If Using a Pattern)

Complete options that appear for your chosen repeat pattern type.

Images: There are three types of repeat patterns available, each with options to complete.

4. Use the Select Pattern Button to Save

Animation: Use the Select Pattern button to save and preview your repeat patterns options.

The **Select Pattern** button saves your pattern options and highlights them on the calendar. All the occurrence dates for your repeating event are available to view as a list using the **View All Occurrences** button below the calendar. You can use this list to remove any occurrence or add additional details .

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5. Finish the Event Creation Process

✓ **Tip: Editing Occurrences**

You may change or edit any occurrences for the event by using the **View All Occurrences** button below the calendar. Use the **Remove Occurrence** button to remove any occurrence in the list. You can use this list to mark individual occurrences as Active or Cancelled or to add comments.

Image: All occurrences are available to edit or remove.

To finish creating your repeating event, complete the remaining fields, then save the event. See Creating Events for more information.