

Detailed steps for Multiple Dates:

Steps to Create Multiple Dates

- 1) When the Create Event window opens, select **Multiple**.

The screenshot shows the 'Create Meeting(S)' dialog box. At the top, there are three radio buttons: 'Single', 'Multiple', and 'Recurring'. The 'Multiple' radio button is selected and circled in red. Below the radio buttons, there are two time selection fields: 'Start Time:' with a dropdown menu showing '10:30 AM' and 'End Time:' with a dropdown menu showing '11:00 AM'. Below the time fields, there is a calendar for 'June 2025'. The calendar shows days of the week (S, M, T, W, T, F, S) and dates (1-28). The date '11' is highlighted in blue. To the right of the calendar is a blue arrow button. To the right of the calendar and time fields is a 'Meetings' list, which is currently empty.

Select **Start Time** and **End Time**.

- 2) Click the calendar to select a series of dates and times, e.g., Monday and Wednesday, 9:00 a.m. – 10:00 a.m. and Tuesday and Thursday 1:00 – 2:00 p.m.
- 3) Enter the first group dates/times (Monday and Wednesday 9:00 a.m. – 10:00 a.m.). A dialogue box will prompt you to add a meeting group name. Type a name similar to your dates/time: AM. Click the **center arrow button** to add your meeting times to the meeting list on the right.

Create Meeting(s)

Single Multiple Recurring

Start Time: 8:50 AM End Time: 10:10 AM

Today Clear

June 2025

S	M	T	W	T	F	S
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	1	2	3	4	5
6	7	8	9	10	11	12

Meetings

- AM
- Mon, 06/16/2025, 08:50 AM to 10:10 AM
- Wed, 06/18/2025, 08:50 AM to 10:10 AM

* Meeting Name: Test Ad Astra

* Max Attendance: 20

Add Meeting Cancel

Enter the next group dates/times (Tuesday and Thursday 1:00 – 2:00 p.m.). Follow the exact instructions above. Click on **Add Meeting**.

Create Meeting(s)

Single Multiple Recurring

Start Time: 12:50 PM End Time: 2:10 PM

Today Clear

June 2025

S	M	T	W	T	F	S
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	1	2	3	4	
6	7	8	9	10	11	12

Meetings

- AM
- Mon, 06/16/2025, 08:50 AM to 10:10 AM
- Wed, 06/18/2025, 08:50 AM to 10:10 AM
- PM
- Tue, 06/17/2025, 12:50 PM to 02:10 PM
- Thu, 06/19/2025, 12:50 PM to 02:10 PM

* Meeting Name: Test Ad Astra

* Max Attendance: 20

Add Meeting Cancel

- 4) The steps are similar to the ones above. When selecting a room, select the **"Assign Rooms"** tab.

Recurring Events

The Recurring option allows you to create a series of event meetings that repeat in a pattern. To create this type of event, you must simply define your desired recurring pattern using the options provided.

Add Recurring Events

1. When the Create Event window is opened, select **Recurring**.

The screenshot shows the 'Create Meeting(s)' window with the 'Recurring' tab selected. The 'Start Time' is set to 8:50 AM and the 'End Time' is 10:10 AM. Under 'Recurrence Pattern', 'Weekly' is selected, and the recurrence is set to 'Every 4 week(s) on Friday'. The 'Start' date is 06/17/2025 and the 'End by' date is 02/27/2026. A calendar pop-up for June 2026 is shown, with the 27th highlighted. The 'Meeting Name' and 'Max Attendance' fields are empty.

2. Select **Start Time** and **End Time**.
3. Select a recurrence pattern and configure the applicable recurrence options.
4. Select a **Start Date**.
5. Specify either a number of occurrences or an end-by-date.
6. Steps are similar to the ones above in selecting a room, select the **“Assign Rooms”** tab.

The example above was a recurrence pattern for the fourth Friday of every month for a year.

For any room request requiring Plant Ops or Facilities assistant, please request via facilitiesmaintenance@collin.edu.