Detailed steps for Multiple Dates:
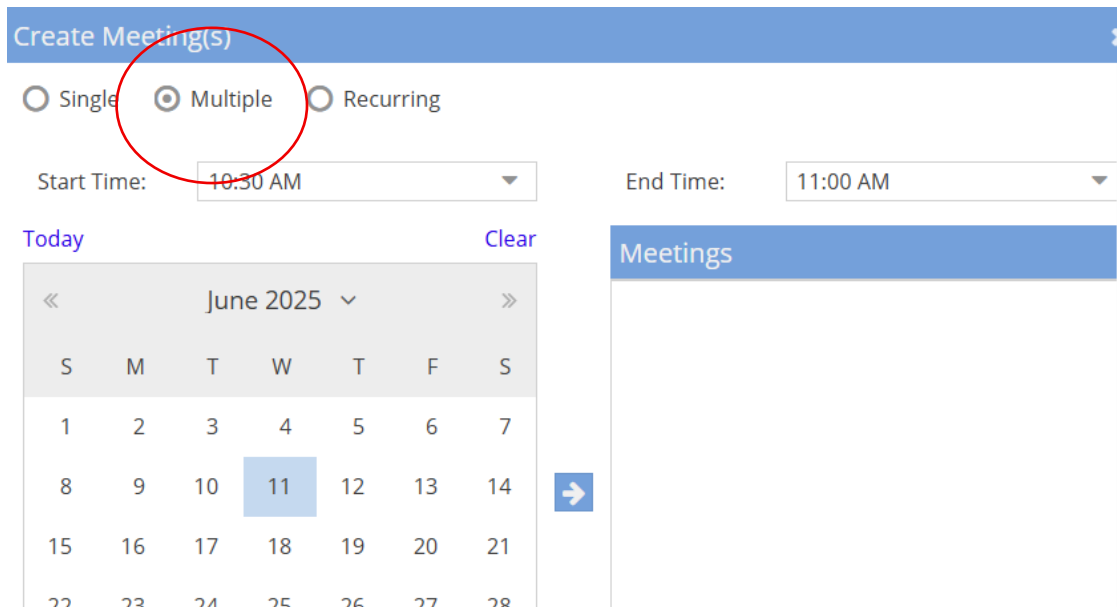
Steps to Create Multiple Dates

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

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.

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

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**.

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.