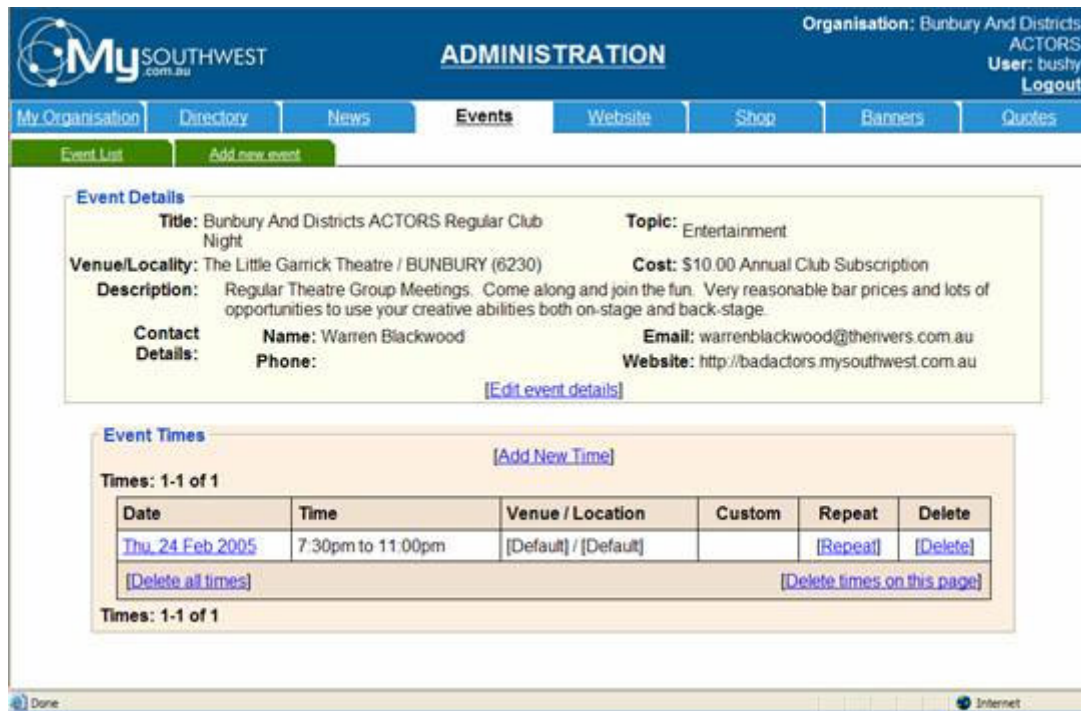


# Fact Sheet 8 - Events: Managing Repeat Dates & Times

The Events feature in MySouthWest allows you to enter multiple occurrences of an event. This can be a very powerful feature and will allow you to enter daily, weekly or irregular events with a few simple clicks of the mouse. **Please see fact sheet 7 for the details of adding and deleting events.**



The screenshot shows the MySouthWest Administration interface. At the top, the logo for MySouthWest.com.au is on the left, and the text 'Organisation: Bunbury And Districts ACTORS' and 'User: bushy Logout' is on the right. Below the logo is the word 'ADMINISTRATION'. A navigation bar contains links for 'My Organisation', 'Directory', 'News', 'Events', 'Website', 'Shop', 'Banners', and 'Quotes'. Below this is a sub-navigation bar with 'Event List' and 'Add new event'. The main content area is divided into two sections: 'Event Details' and 'Event Times'. The 'Event Details' section contains the following information: Title: Bunbury And Districts ACTORS Regular Club Night; Topic: Entertainment; Venue/Locality: The Little Garrick Theatre / BUNBURY (6230); Cost: \$10.00 Annual Club Subscription; Description: Regular Theatre Group Meetings. Come along and join the fun. Very reasonable bar prices and lots of opportunities to use your creative abilities both on-stage and back-stage; Contact Details: Name: Warren Blackwood, Email: warrenblackwood@therivers.com.au, Website: http://badactors.mysouthwest.com.au. There is an '[Edit event details]' link below. The 'Event Times' section has an '[Add New Time]' link and shows a table with one row: Date: Thu, 24 Feb 2005; Time: 7:30pm to 11:00pm; Venue / Location: [Default] / [Default]; Custom: [input type="checkbox"]; Repeat: [Repeat]; Delete: [Delete]. There are also links for '[Delete all times]' and '[Delete times on this page]'. The status 'Times: 1-1 of 1' is shown above and below the table.

The details of what is happening are on the top of the screen and the details of when it is happening are down below.

If you want to change the what click on **Edit Event Details** but if you want to change the When or add a new When click on **Add New Time**.

The screen will show the initial timing of the event as you entered on the previous screen. To repeat the event click on Repeat.

# Fact Sheet 8 - Events: Managing Repeat Dates & Times

The screenshot shows a web application interface for managing events. At the top, there are navigation tabs: 'My Organisation', 'Directory', 'News', 'Events', 'Website', 'Shop', 'Banners', and 'Quotes'. Below these, there are two buttons: 'Event List' and 'Add new event'. The main content area is divided into two sections. The first section, 'Event Time Details', contains fields for 'Date: Thu, 24 Feb 2005', 'Time: 7:30pm to 11:00pm', 'Venue/Locality: [Default Venue] / [Default Location]', and 'Description: [Default Description]'. The second section, 'Repeat Settings', has a 'Repeat Event Until' field set to '24 February 2005'. Below this are radio buttons for 'Daily', 'Weekly', 'Monthly', 'Yearly', and 'Every'. The 'Weekly' option is expanded, showing checkboxes for 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday'. The 'Monthly' option is also expanded, showing a dropdown menu set to 'Same day of each month'. At the bottom of the 'Repeat Settings' section are two buttons: 'Apply Repeat' and 'Cancel Repeat'.

## Repeating events:

The first date that you have given to the event is the start line. The 'Repeat event until' date is the finish line. All dates in between those two are valid. For example, if you were to put the first date at 1 January and selected the 'Repeat event until' date as 31 December then you would be setting up a whole year's worth.

If you were to select that date range and then selected the 'Daily' button, you would get 365 events. One on each day of the year and 366 on a leap year!

If you select weekly and choose Monday you would get 52 occurrences. You can also choose Monday and Thursday or Monday and Wednesday and Friday or any other combination.

Monthly means monthly and you can choose the same day, based on whatever first date you gave it, or you can choose the first day of each month or the last day of each month.

Then there is a yearly occurrence (Annual General Meetings etc) and finally the special types of repeat which caters for the second Tuesday of each month or the fourth Friday of every third month or whichever combination you decide upon.

However, if your group meets every month except October, then you need to set the whole range up and delete the particular one you do not want. This is covered later in this fact sheet.

For now, choose your schedule and click on apply repeat.

# Fact Sheet 8 - Events: Managing Repeat Dates & Times

In the following example there is a meeting scheduled for the 24th of each month, over the period of a year.

opportunities to use your creative abilities both on-stage and back-stage.

**Contact Details:** **Name:** Warren Blackwood **Email:** warrenblackwood@therivers.com.au  
**Phone:** **Website:** http://badactors.mysouthwest.com.au

[\[Edit event details\]](#)

**Event Times** [\[Add New Time\]](#)

Times: 1-11 of 11

Date	Time	Venue / Location	Custom	Repeat	Delete
<a href="#">Thu, 24 Feb 2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Thu, 24 Mar 2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Sun, 24 Apr 2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Tue, 24 May 2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Fri, 24 Jun 2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Sun, 24 Jul 2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Wed, 24 Aug 2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Sat, 24 Sep 2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Mon, 24 Oct 2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Thu, 24 Nov 2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Sat, 24 Dec 2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>

[\[Delete all times\]](#) [\[Delete times on this page\]](#)

Times: 1-11 of 11

You will now have a list of dates. If you want to delete one you simply click the delete next to it. Or if you want to change the details or the timings or anything at all on any one of the occurrences you just click on the date concerned. By clicking on one of the dates an editor screen will appear. It will allow you to edit the details of that particular occurrence.

**Event Time**

Date: 24 October 2005  
 Time: 07:30 PM (till 11:00 PM optional)

[Save](#) [Cancel](#)

**Customise Details**

Enter information into any of the following fields to have custom details for this particular event time.  
 Leave blank to show the main event details displayed above.

Venue:

Locality: -- No Locality --

Description:

Cost:

Having changed the details you can click on save, or to cancel any changes click on cancel.

# Fact Sheet 8 - Events: Managing Repeat Dates & Times

From the main events page, you can delete all occurrences by clicking on delete all times. You will be prompted to confirm the option to delete them.

opportunities to use your creative abilities both on-stage and back-stage.

**Contact Details:** **Name:** Warren Blackwood **Email:** warrenblackwood@therivers.com.au  
**Phone:** **Website:** http://badactors.mysouthwest.com.au

[\[Edit event details\]](#)

**Event Times** [\[Add New Time\]](#)

Times: 1-11 of 11

Date	Time	Venue / Location	Custom	Repeat	Delete
<a href="#">Thu_24_Feb_2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Thu_24_Mar_2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Sun_24_Apr_2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Tue_24_May_2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Fri_24_Jun_2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Sun_24_Jul_2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Wed_24_Aug_2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Sat_24_Sep_2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Mon_24_Oct_2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Thu_24_Nov_2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>
<a href="#">Sat_24_Dec_2005</a>	7:30pm to 11:00pm	[Default] / [Default]		<a href="#">[Repeat]</a>	<a href="#">[Delete]</a>

[\[Delete all times\]](#) [\[Delete times on this page\]](#)

Times: 1-11 of 11

In this way, you can keep the details of an event and reapply times to it as required.

My Organisation | Directory | News | **Events** | Website | Shop | Banners | Quotes

[Event List](#) | [Add new event](#)

**Event Details**

**Title:** Bunbury And Districts ACTORS Regular Club Night **Topic:** Entertainment  
**Venue/Locality:** The Little Garrick Theatre / BUNBURY (6230) **Cost:** \$10.00 Annual Club Subscription  
**Description:** Regular Theatre Group Meetings. Come along and join the fun. Very reasonable bar prices and lots of opportunities to use your creative abilities both on-stage and back-stage.  
**Contact Details:** **Name:** Warren Blackwood **Email:** warrenblackwood@therivers.com.au  
**Phone:** **Website:** http://badactors.mysouthwest.com.au

[\[Edit event details\]](#)

**Event Times** [\[Add New Time\]](#)

Times: 0

Date	Time	Venue / Location	Custom	Repeat	Delete
<a href="#">[Delete all times]</a> <a href="#">[Delete times on this page]</a>					

Times: 0

To add a time, click on add new time and enter the required details. To use the original event information leave the rest of the form blank as that will mean the original event description and contacts etc. will be used. When finished, click on Save.