

Scheduling Management - Adding Recurring Events (Lecture Capture)

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This article describes how to create recurring recording events. Recurrence rules allow you to set guidelines for when, for how long, and for what period of time an event will reoccur.

To create a recurring event

1. Add an event. See [Adding an Event](#).
2. In the Create Event page Click Recurrence.

The Event Recurrence page is displayed.

Event Recurrence ✕

- None
- Daily
- Weekly
- Monthly

Range of Recurrence

Start Date

End Date End after occurrences

End by

Start Time

End Time

3. Click the frequency for which you want the event to recur.
None - is the default and indicates that this is not a recurring event.

Daily - Select:

- o Every X days (x - number to be set by user)
- o Every weekday (all 5 business days of the week, according to what was defined by the admin as the first day of the week)

Event Recurrence x

- None
 - Daily
 - Weekly
 - Monthly
- Every days
 - Every Weekday

Range of Recurrence

Start Date

End Date End after occurrences

End by

Start Time

End Time

Weekly - Select:

- Recur every X (X - number set by user) week(s) on
 - Multiple checkbox selection options of all the days of the week (Sun-Sat)
- For example click Weekly (occurs every Tuesday at the Start Date for 10 weeks ending after 10 occurrences from 1:30PM to 2:30PM)

Event Recurrence x

- None
 - Daily
 - Weekly
 - Monthly
- recur every week(s) on
- Sunday Monday Tuesday Wednesday
 - Thursday Friday Saturday

Range of Recurrence

Start Date

End Date End after occurrences

End by

Start Time

End Time

Monthly - Select

- Day X (number set by user, no more than 31) of every x (number set by user) month(s)
- The X (drop down with the following options: first, second, third, fourth, last) X (drop down with all the week days of every X (number set by user) month(s)

Event Recurrence x

None

Daily

Weekly

Monthly

day of every month(s)

The of every month(s)

Range of Recurrence

Start Date

End Date End after occurrences

End by

Start Time

End Time

4. Select the range for the recurring event, for example, the start and end date, detailed information of the start and end times.

- Start date - show the start date of the event
 - End date - show the end date of the event
- Select between:
- End after X occurrences (no more than 999, the maximum digits allowed is 3)
 - End by X (date picker, recurrence cannot be longer than 2 years)
 - Start Time - show the start time of the event.
 - End Time - show the end time of the event.

Range of Recurrence

Start Date

End Date End after occurrences

End by

Start Time

End Time

5. Click Save to save the recurrence settings and return to the Create/Edit Event page.

Recurring Live Events

When scheduling recurring live event a new live entry will be created.

This entry will be used for live broadcasting all of the event recurrences, and each session will have a separate entry for the VoD recording.
