

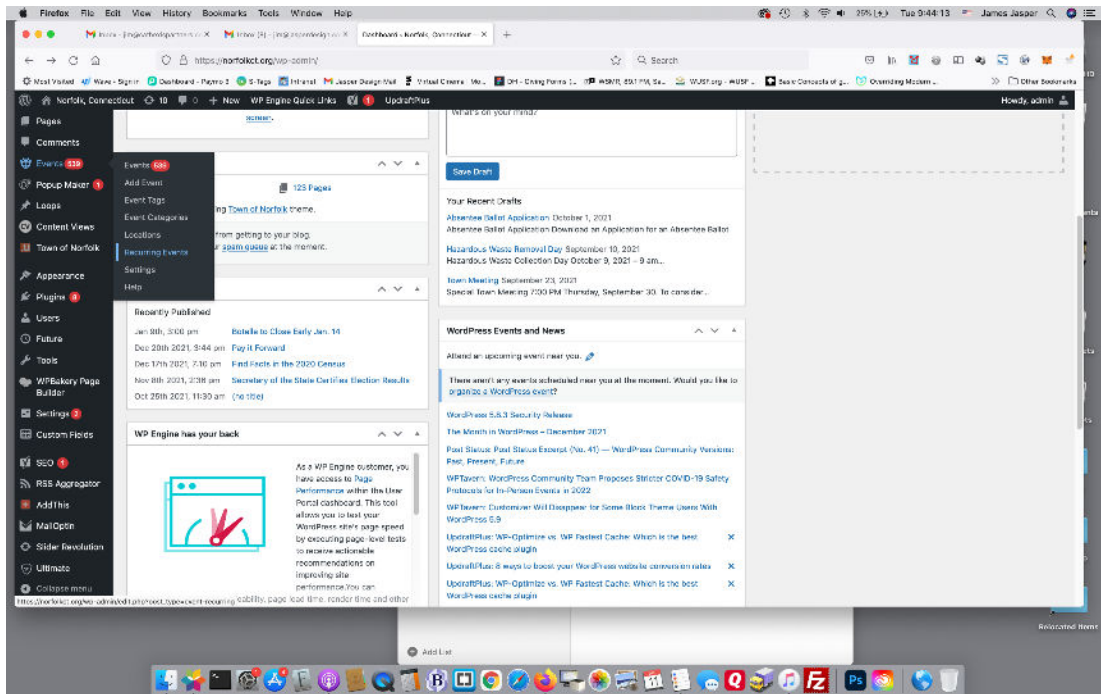
Norfolkct.org: Managing recurring events

When you create a new recurring event what you are really doing is creating a series of single events that all share the same characteristics. The recurring event is just a shortcut to create a series of events. Each of the single events in the series can then be modified separately. For instance, you can attach different minutes to each of the single meetings in a recurring event. Once you use the recurring event feature to create the events, you should only modify the single events. For example, you would never attach minutes to the recurring event itself.

The Town of Norfolk uses recurring events for municipal meetings that occur on a regular pattern, say, the first Tuesday of every month from 6-7 PM at Town Hall. Using the recurring events tool, we can make a year's worth of municipal events in December or January, and then edit those events as needed throughout the year.

Here's how to do it.

Choose Recurring Events from the Events dropdown



This will show you all of the recurring events and their locations, recurrence patterns and so on.

All (40) | Mine (3) | Published (22) | Drafts (18) | Trash (1)

Bulk actions Future events 6 Items

<input type="checkbox"/>	Title	Expires	Location	Date and Time	Owner
<input type="checkbox"/>	Rails to Trails <small>Edit Quick Edit Trash Duplicate</small>	Never	Town Hall 19 Maple Avenue - Norfolk	From 2020-01-01 to 2022-01-15, the second Thursday of the month View Recurrences	Leslie Battis
<input type="checkbox"/>	City Meadow Committee	Never	Town Hall 19 Maple Avenue - Norfolk	From 2020-03-01 to 2022-03-01, the third Monday of the month	Leslie Battis
<input type="checkbox"/>	Farmers Market Committee	Never	None	From 2021-03-31 to 2022-03-30, the first Tuesday of the month	Leslie Battis
<input type="checkbox"/>	Senior Exercise at Meadowbrook	Never	Meadowbrook Senior Housing 9 Shepard Road - Norfolk	From 2021-07-21 to 2022-07-22, Tuesday, Thursday every week	Leslie Battis
<input type="checkbox"/>	Genealogy Zoom Room	Never	None	From 2021-10-14 to 2022-10-27, Thursday every week	Sue Frisch
<input type="checkbox"/>	Historic District Commission	Never	Town Hall 19 Maple Avenue - Norfolk	From 2022-02-01 to 2022-12-06, the first Tuesday of the month, every 2 months	admin
<input type="checkbox"/>	Title	Expires	Location	Date and Time	Owner

Click Add Recurring Event

Recurring Events

Hola! Would you like to receive automatic updates and unlock premium features?

Modifications to recurring events will be applied to all recurrences as well as individual event recurrences. Bookings to individual event recurrences will be preserved if event times are changed.

Add Event information including the name of the recurring event (for admin purposes only), then add the recurring pattern here:

Recurrences

Events start from to All day

Timezone

This event repeats every day

Recurrences span from to

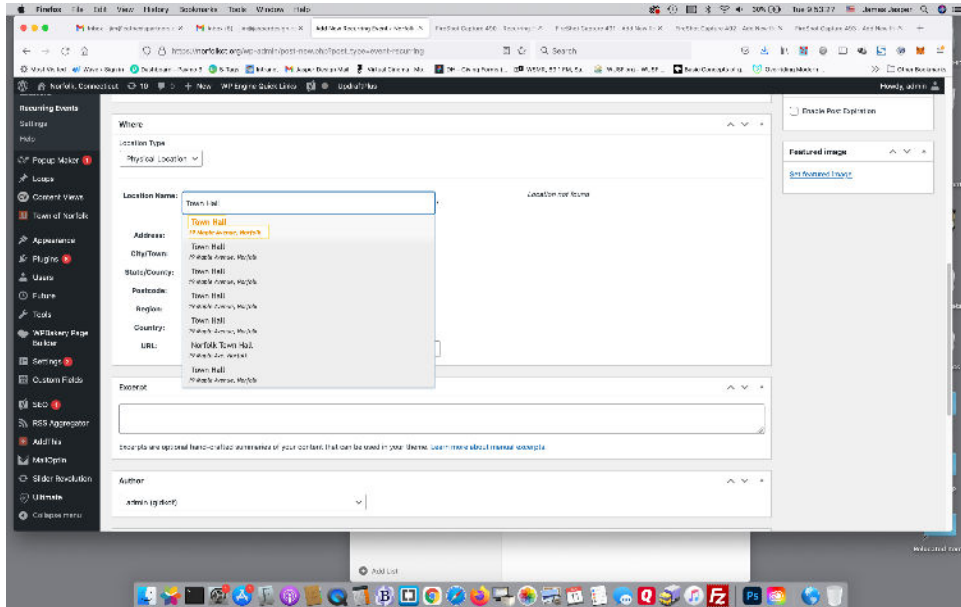
Each event spans day(s)

For a recurring event, a one day event will be created on each recurring date within this date range.

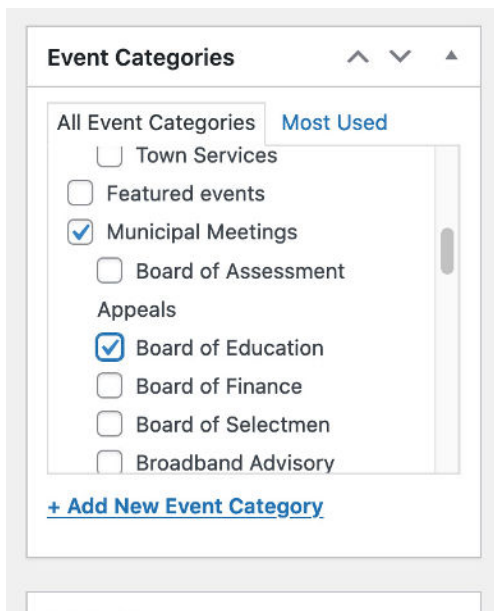
Where

Location Type

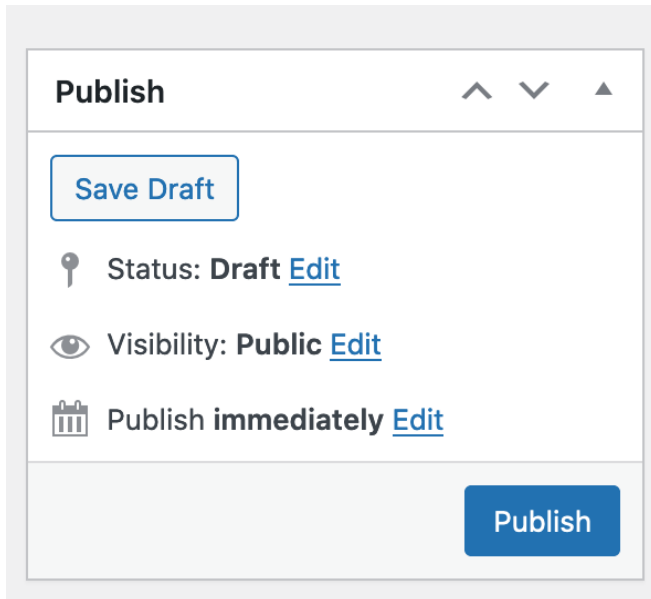
When it comes to adding the location please CHOOSE the location after typing the first few letters. Please don't add a new location. If you need to do that, please ask for support. You can see in this email that there are multiple versions of the location, Town Hall in the menu, and that's what we are trying to avoid. As of now there is only one Town Hall location



Be sure to choose the correct category in the right column. This will make the event show on the website



Then click Publish to create all of the single events:



The image shows a 'Publish' dialog box with a title bar containing the word 'Publish' and three window control icons (minimize, maximize, close). Inside the dialog, there is a 'Save Draft' button at the top left. Below it are three settings, each with an icon and an 'Edit' link: a key icon for 'Status: Draft Edit', an eye icon for 'Visibility: Public Edit', and a calendar icon for 'Publish immediately Edit'. At the bottom right of the dialog is a large blue 'Publish' button.

One thing to be careful of - please do not set an expiration date on a recurring event. Municipal meetings need to stay on the site for a period of time. They should be unpublished, deleted or moved to draft mode manually, after that time has passed.

That's it!