



what's on Biggar

How to add repeating events

ADD A WEEKLY EVENT

This event will appear on the calendar every Wednesday, starting on 1st September and for the following 8 weeks.



Enter date & start time

Enter same date & end time

Select 'Repeating event'

Set repeat to 'Weekly'

Set gap to 1 week

Set number of weeks

ADD AN EVENT HAPPENING EVERY DAY FOR SEVERAL DAYS

This event will appear on the calendar everyday from Wednesday 1st September to Wednesday 8th September.



Enter date & start time

Enter end date & time

ADD AN EVENT FOR PARTICULAR DATES

This event will appear on the calendar on the first Wednesday of each month.

The screenshot shows a form for creating a repeating event. It includes fields for 'Event Start Date/Time' (Wednesday, 1 Sept 2021, 11:00 AM) and 'Event End Date/Time' (Wednesday, 1 Sept 2021, 2:00 PM). There are radio buttons for 'All Day Event' and 'No end time', and a checked toggle for 'This is a repeating event'. Under 'Event Repeat Type', 'Custom' is selected. A 'Custom Repeat Times' section shows a range from 'Wednesday, 6 Oct 2021 11:00am' to 'Wednesday, 6 Oct 2021 2:00pm'. Below this, there are fields for 'Start Date/Time' (Wednesday, 3 Nov 2021, 11:00 AM) and 'End Date/Time' (Wednesday, 3 Nov 2021, 2:00 PM). At the bottom, there is a blue button labeled '+ ADD NEW REPEAT INTERVAL'.

Enter date & start time

Enter same date & end time

Select 'Repeating event'

Set Repeat to 'Custom'

Set next date and START time

Set next date and END time

Click 'Add new repeat interval'