



Event Scheduling Using QueCentre

Events on more than one day


There are different ways to schedule events that meet more than one time. The type of occurrence pattern you choose depends on the event. If an event is going to meet three days in a row then you would select the reoccurrence pattern of daily. If your event is scheduled to meet every Wednesday for several weeks then you would select the pattern of weekly, and then of course you would select monthly if your event was going to meet on a monthly basis.

At the bottom of the “create event schedule” page you will see a button for “reoccurrence” pattern.


Start Date: 

Start Time: 


Duration: hours

Recurrence Pattern: 

To select your pattern simply click on the drop down box and select the pattern you wish to work with. The screen will refresh and show you options to select from.


Event Timing: Start Time: 

Duration: hours


Recurrence Pattern: 

Every day(s)

Every weekday

Recurrence Range: Start Date: 

No End Date

End Date: 

End After Occurrence(s)

It's important to understand what you are selecting in this area. If your event is going to run for consecutive days you click in the box that says "every" and then you put a "1" in the box next to it. This means your event will run one day after the next. If you selected 2 days then your event will be scheduled every other day, if you put in a 3 then your event will be scheduled every third day, etc.

When you select every 1 day you simply put in the date you want the event to start on and the date you want the end on. Of course you still have to select the start time and the number of hours for which your event will be scheduled.

Event Timing: Start Time: 3:15:00 PM
Duration: 4 hours

Recurrence Pattern: Daily

Every 1 day(s)
 Every weekday

Recurrence Range: Start Date: 12/18/2006

No End Date
 End Date: 12/20/2006
 End After Occurrence(s)

Another option would be to put in your start date and then go to the "end after" box and select the appropriate number of occurrences – in this case "3" would have been put in.

If you have an event that will happen every week day for say 2 weeks you could also have selected the "every weekday" box instead of the "every __day" box and then simply put in your end date. For example your event will run Monday through Friday starting December 18, 2006 and end on December 31, 2006. This could also be done by having selected the reoccurrence pattern of "weekly" initially instead of "daily".