


## Create Recurring Event

Use the wizard below to create a recurring event.



 N.B. A Calendar Administrator will authorise any events you add before they will appear in the calendar.

### Core Event Information:

Start Date:

All Day Event: ☒ This is an all day or non timed event.


Description:


Category:

Location:


Notes:

### Add to calendars:

 Calendars:

 Add To:



 Browse Tags

### Additional Options:

Hidden: ☐ This event is hidden and will not appear.

Late Event: ☐ This event is a late entry and will appear in italics.