Special Instructions for "Ongoing" vs "Repeat" Events

If your event spans multiple days then there are two ways you can enter these into the system. Choosing the correct method is critical, because if they are incorrectly entered it can cause significant usability problems with our event calendar.

Ongoing Events

- Use Ongoing Events if the number of actual days of the event is over thirteen.
- A majority of our current Arts & Humanities events fall into this category.
- Examples include:
  - A quilt exhibit that runs for three months, M-F, 9am-4pm
  - An art exhibit that lasts for three weeks, M-F, 9am-5pm
  - Poetry Fridays at the coffee shop. Come read your poetry. Every Friday in 2014 starting at 7pm.
- To enter these type of events, insure the start day/time of the event matches the first time it occurs. Enter the last day/time it occurs in the end date (labeled TO: on the form)--do not check the repeat box.
- Please make sure that the description of the event includes the actual days / hours of operation. If this information is not there--interested parties may have a hard time deciphering when to attend.
- Ongoing events are displayed in a special section when you view a calendar day and are presented in our side calendars as the end date draws nearer.

Repeat Events

- Use Repeat Events if the number of actual days of the event is fourteen or under.
- Repeat Events get better exposure in our side calendars.
- Examples include:
  - A quilt exhibit that runs for three months, Fridays only, 9am-4pm
  - An art exhibit that lasts for three weeks, Thursday & Friday nights only, 5pm-8pm
  - Poetry Fridays at the coffee shop. Come read your poetry. Every Friday in October, 2014 starting at 7pm.
- To enter these type of events, insure the start day/time of the event matches the first time it occurs. The end date (optional) will be the first day it occurs followed by the end time--check the repeat box and set up the repeating schedule.
- It should not be necessary to include the actual days / hours of operation in the description. However, please note any special hours that do not coincide with the schedule. For example; sometimes exhibits have regular hours Mon-Thu, 9am-5pm... but on Friday are only open 11am-3pm--this is something you would want to make note of in the description.
- Repeat events are displayed along with their start and end times when you view a calendar day and are presented in our side calendars as each event occurs.
Ongoing Event Examples

A quilt exhibit that runs for three months, M-F, 9am-4pm

Poetry Fridays at the coffee shop. Come read your poetry. Every Friday in 2014 starting at 7pm.

Repeat Event Examples

A quilt exhibit that runs for three months, Fridays only, 9am-4pm

Poetry Fridays at the coffee shop. Come read your poetry. Every Friday in October starting at 7pm.