





## Coursedog Meetings & Locations

Use the **Meetings & Locations** card within the event request form to designate the time, date and location of your event.

**Non-reoccurring** events will have the same start and end date, and the **Repeat** field will remain blank (default “None”). Location selection will be based on the capacity of your event and room availability for the date selected.

### Meetings & Locations

Start Date <small>required</small>	Start Time <small>required</small>
<input type="text" value="Mar 22, 2024"/>	<input type="text" value="11:00 AM"/>
End Date <small>required</small>	End Time <small>required</small>
<input type="text" value="Mar 22, 2024"/>	<input type="text" value="03:30 PM"/>
Repeat	
<input type="text" value="None"/>	
Location <small>required</small>	
<input type="text" value="CLB-214"/> 	
	

[+ ADD NEW MEETING](#) [+ COPY EXISTING MEETING](#)

**Reoccurring** events can be scheduled daily or weekly.

Repeating events with the same start/end date will reserve the room for the designated start/end time daily or weekly until the end date is reached.

Example:      June 17 - 8am to 5pm                  June 18 – 8am to 5pm                  June 19 – 8am to 5pm  
                    June 20 – 8am to 5pm                  June 21 – 8am to 5pm

**Meetings & Locations**

Start Date	Start Time	End Date
Jun 17, 2024	08:00 AM	Jun 17, 2024

End Time  
05:00 PM

Repeat  
**Daily , repeated until Jun 21, 2024**

Location  
AGH-002

17	18	19	20	21
8 AM Univ Even	8 AM Univ Even	8 AM Univ Even	8 AM Univ Even	8 AM Univ Even

Repeating events with a different start/end date will reserve the room for a continuous period of time during the specified repeat window.

Example:      June 17 – 8am to June 21 – 5pm

**Meetings & Locations**

Start Date	Start Time	End Date
Jun 17, 2024	08:00 AM	Jun 21, 2024

End Time  
05:00 PM

Repeat  
None

Location  
AGH-002

17	18	19	20	21
8 AM Univ Event				

Reoccurring weekly events can be scheduled for single or multiple days of the week. A recurrence end date is required to successfully save the event.

Example:      Jun 17 – 8am to 5pm                  June 24 - 8am to 5pm                  July 1 - 8am to 5pm  
                    July 8 – 8am to 5pm                          July 15 – 8am to 5pm                  July 22 – 8am to 5pm  
                    July 29 – 8am to 5pm

**Meetings & Locations**

Start Date	Start Time	End Date
Jun 17, 2024	08:00 AM	Jun 17, 2024

End Time  
05:00 PM

Repeat  
Every **1 week** on Mon, repeated until Jul 29, 2024

Location  
AGH-002

**Recurrence**

Predefined options  
NONE   DAILY   **WEEKLY**   WORKDAYS

Repeat every  
1   Week

Repeat on  
S   **M**   T   W   T   F   S

Ends on  
Jul 29, 2024

CANCEL   **DONE**

Example:      Jun 17 & 19 – 8am to 5pm                  June 24 & 26 - 8am to 5pm                  July 1 & 3 - 8am to 5pm  
                    July 8 & 10 – 8am to 5pm                          July 15 & 17 – 8am to 5pm                  July 22 & 24 – 8am to 5pm  
                    July 29 – 8am to 5pm

**Meetings & Locations**

Start Date	Start Time	End Date
Jun 17, 2024	08:00 AM	Jun 17, 2024

End Time  
05:00 PM

Repeat  
Every **1 week** on Mon, Wed, repeated until Jul 29, 2024

Location  
AGH-002

**Recurrence**

Predefined options  
NONE   DAILY   **WEEKLY**   WORKDAYS

Repeat every  
1   Week

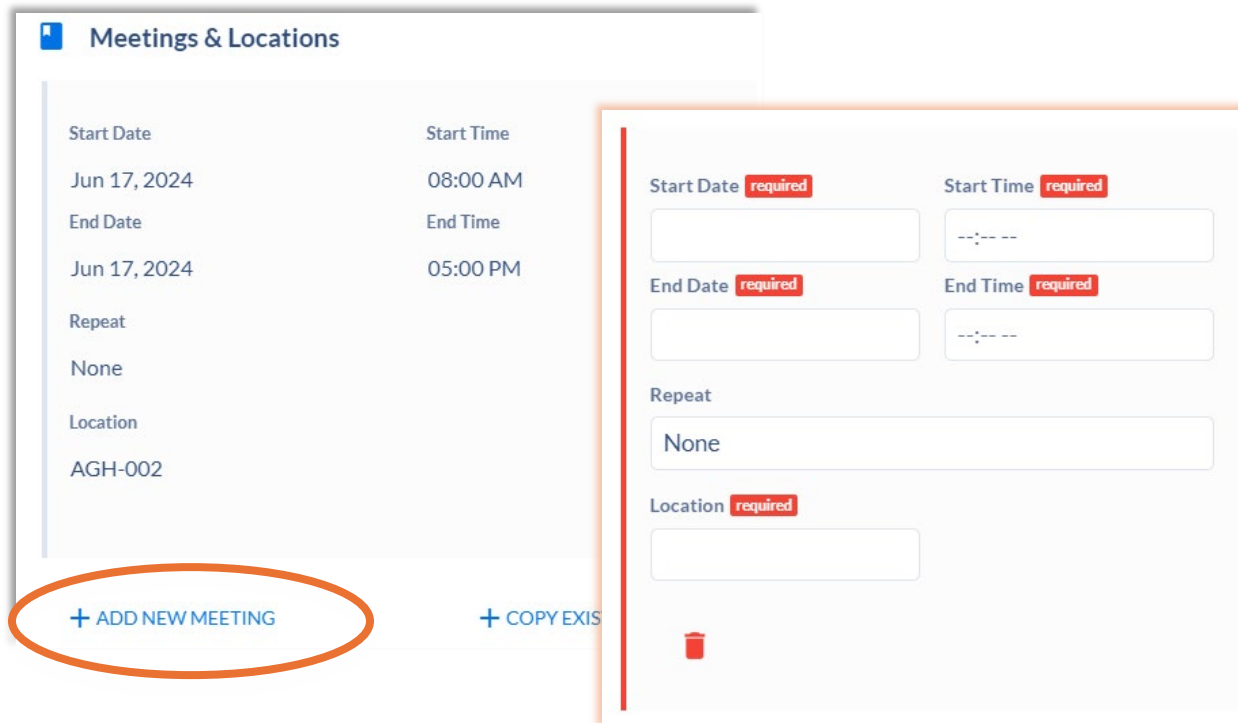
Repeat on  
S   **M**   T   **W**   T   F   S

Ends on  
Jul 29, 2024

CANCEL   **DONE**

Additional meeting days/times may be added by using the **+Add New Meeting** or **+Copy Existing Meeting** settings at the bottom of the **Meetings & Locations** card.

Adding a new meeting will create an additional blank card where subsequent meeting and location details can be added to the event.



Copying an existing meeting pattern will create a duplicate card for ease in scheduling. This feature can assist with creating large events in multiple rooms by copying the meeting pattern and changing the location of each card. It can also assist with events that may meet multiple times at the same day/time and location where only the start and end date will need modified for each card.

