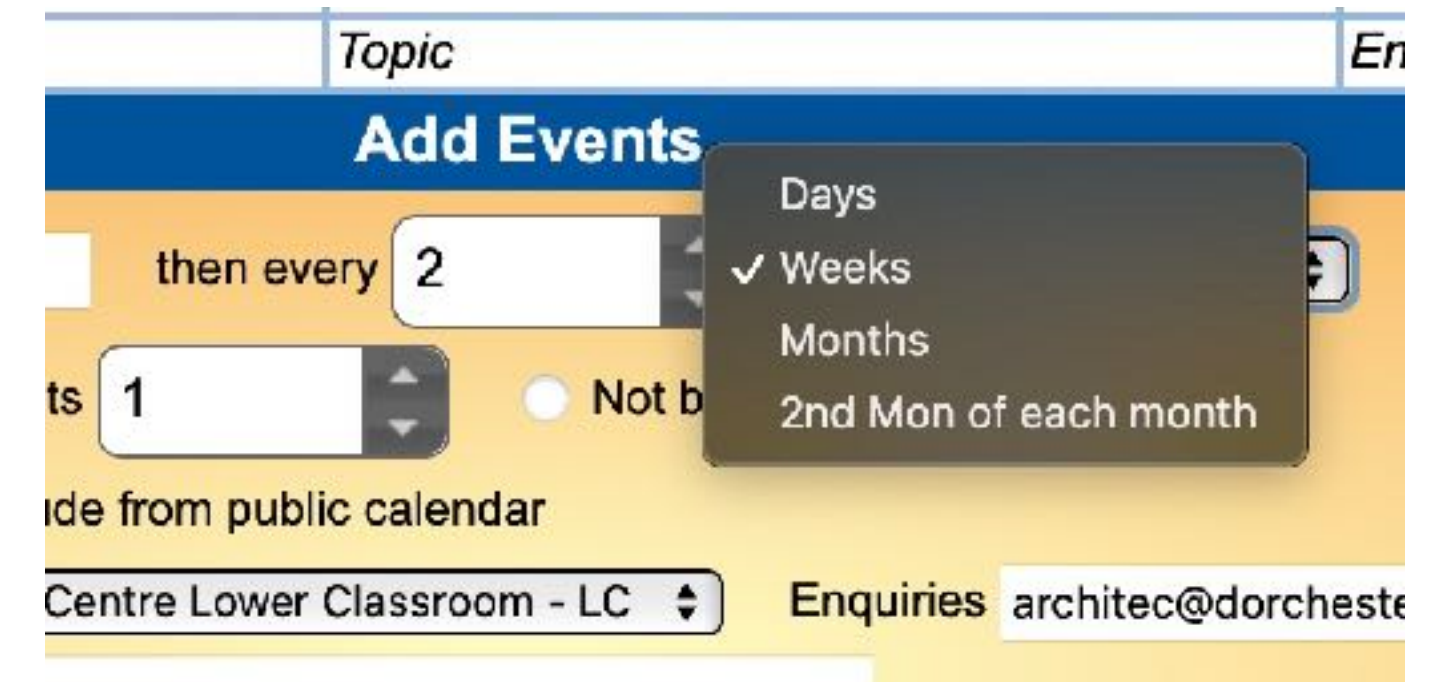


**1** Click on date and change to date of first meeting to be added. Then click Done.



## Adding multiple meetings on a specific day of the month. Follow steps 1 to 4

**2** Click on Weeks and select “nth xxxday of each month”



**Group Schedule**

Show Detail

Date & Time	Until	Venue	Topic	Enquiries

**Add Events**

First date and time: 14/11/2023 11:00 then every 2 Weeks

Until:  Number of events 1  Not beyond 31/3/2024

End time: 12:30  Exclude from public calendar

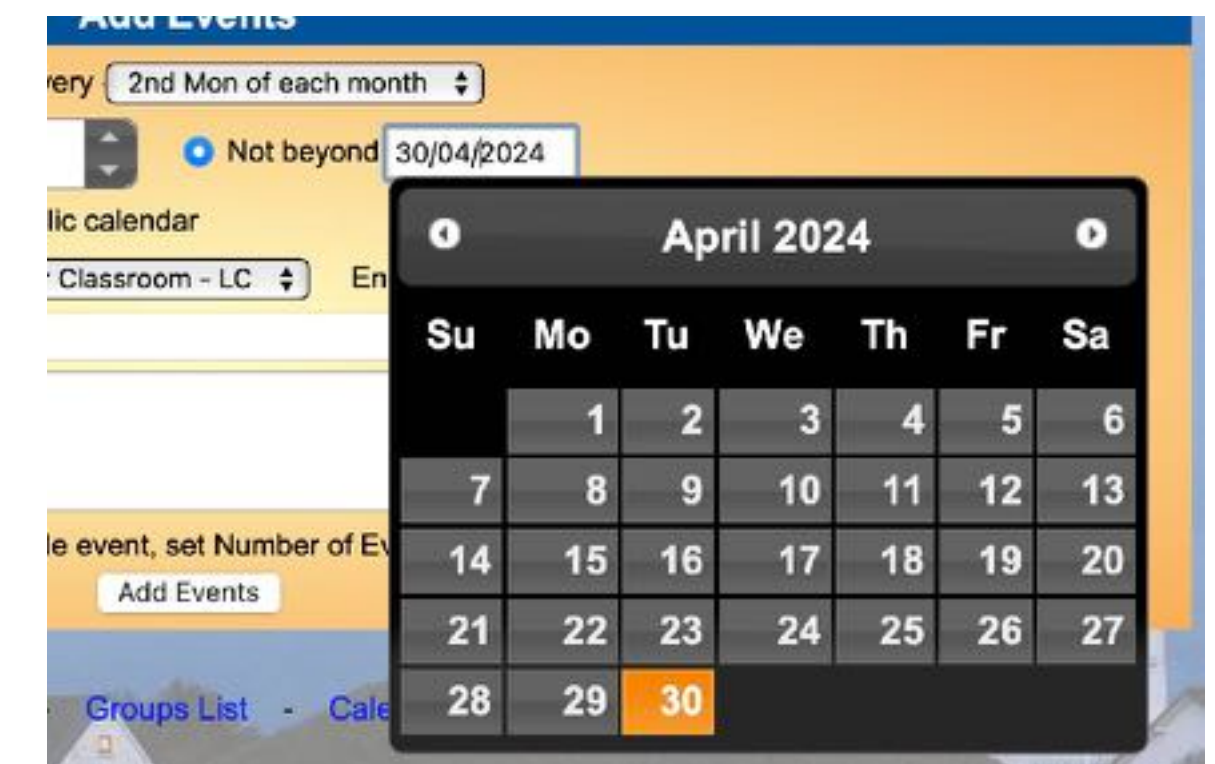
Venue: Holy Trinity Parish Centre Lower Classroom - LC Enquiries: architect@dorchesteru3a.org.uk

Topic:

Details:

To add a single event, set Number of Events to 1

**3** Click on date next to “Not beyond” and set to later than last meeting.



**4**

**Add Events**

First date and time: 08/01/2024 11:00 then every 2nd Mon of each month

Until:  Number of events 1  Not beyond 30/04/2024

End time: 12:30  Exclude from public calendar

Venue: Holy Trinity Parish Centre Lower Classroom - LC Enquiries: architect@dorchesteru3a.org.uk

Topic:

Details:

To add a single event, set Number of Events to 1

All look  
Correct?  
click “Add  
Events”