

How do I schedule repeating or reoccurring events?

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Creating a repeating scheduled event in Farmbrite

You may need to schedule an event that repeats on your calendar- perhaps the Farmers Market that takes place every Saturday, or a scheduled monthly veterinarian visit to your farm. You can create events that reoccur daily, weekly, monthly, or yearly.

To get started , navigate to Schedule, and then click the New Event button.

The screenshot displays the Farmbrite 'Schedule' page. At the top, there's a search bar and user information. The main area features a calendar for the week of Nov 28 to Dec 4, 2021. A 'New Event' button is prominently displayed. A blue notification banner at the top of the calendar area provides information about task scheduling improvements. The calendar grid shows time slots from 2am to 8am. The left sidebar contains navigation options: Schedule, Tasks, Livestock, Crops, Resources, Accounting, Market, Contacts, Farm Map, and Reports. The top right of the interface shows 'Account', 'Chris', and 'Help'.

Supply the basics for your new calendar event - Title, Start/End Dates, Description, etc. [Check out this article for more in depth help on Using Your Schedule to Keep Track of Events.](#)

To set this event as recurring, select an option from the Repeats menu. Your event can repeat daily, weekly, monthly, or yearly. *Note: You can set up to 100 occurrences for any individual calendar item. Need more than that? You can add a Task to remind yourself to add additional recurring dates in the future.*

After making the a selection in the Repeats menu, you'll see additional fields displayed. You can choose how often the event repeats, giving you a simple way to schedule biweekly or bimonthly events. You can also set an end date, which helps you more easily create seasonal events. In our example below we've created an event that repeats every week through the end of October. Make sure you click the Create button to save your recurring calendar event.

