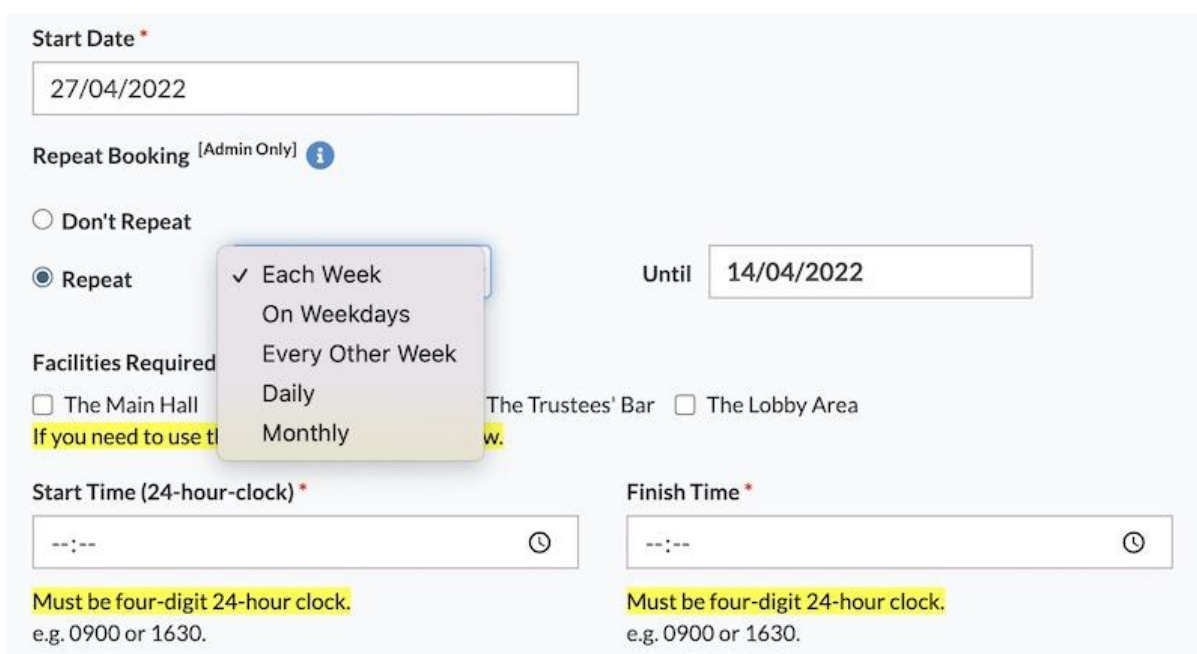


Repeating bookings can be added by registered users.

When you fill in the booking form registered users will have extra options:



The screenshot shows a booking form with the following fields and options:

- Start Date ***: 27/04/2022
- Repeat Booking [Admin Only]**: Repeat (selected), Don't Repeat
- Facilities Required**: The Main Hall, The Trustees' Bar, The Lobby Area
- Start Time (24-hour-clock) ***: --:--
- Finish Time ***: --:--
- Repeat Options (dropdown menu):**
 - Each Week
 - On Weekdays
 - Every Other Week
 - Daily
 - Monthly
- Until**: 14/04/2022

Yellow highlights in the image indicate: "If you need to use t", "w.", "Must be four-digit 24-hour clock. e.g. 0900 or 1630." (under Start Time), and "Must be four-digit 24-hour clock. e.g. 0900 or 1630." (under Finish Time).

Choose 'Day' for the event to repeat each day.

Choose 'Each Week' for the event to repeat weekly. (e.g. every Tuesday)

Choose 'On Weekdays' for the event to repeat each day,

Choose 'Every Other Week' for the event to repeat alternate weeks.

Choose 'Month' for the event to repeat on the same day and week. (e.g. the second Monday of every month)

You may have an event that happens most weeks. (e.g. every week except during school holidays, or on the 5th week of a month). When you make a repeat booking, you'll see a list of all the dates that are covered by the booking. At this point you can 'untick' any of the dates that you don't need.

Booking for several days you can again use the multiple booking function. Just enter the start and end times for the first day (e.g. 12 30 – 23 59), select weekdays and the start and finish dates. You will then see a list of the days you have selected which can be edited to give the exact times.

Alternatively for multiple bookings contact the booking administrator advhbooking@gmail.com