

Set up a recurring event

Template Details



Event Type*

Public Sign-up

Assigned Shifts

Event Name*

Space Centre Volunteering Event

Date*

22/10/2026

Roles

Role Name*

Exhibit Guide

13/50

Duties

- Engage visitors with space related exhibits
- Answer questions about astronomy and space science
- Ensure exhibits are functioning correctly

Start from this event date

Repeats begin on the date already selected for this event. The boxed **Date** field is the start date; do not enter a new start date in the recurrence settings.

Scroll to the **very bottom** of the final event-creation page and switch on **Make this a recurring event**.

Choose the schedule and finish

Daily

In **Repeat every**, enter **1** and select **day**.

Repeat every day

Ends

 On

Weekly

In **Repeat every**, enter **1** and select **week**. Under **Repeat on**, choose the weekdays.

Repeat every week

Repeat on

☒ S ☐ M ☐ T ☐ W ☐ T ☐ F ☐ S

Ends

 On

End the series and create the event

Under **Ends**, select **On**. Choose an end date on or after the event date, then select **OK** in the calendar.

Select **Done**, then **Create Event**.

SELECT DATE

Sat, Nov 14

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

CANCEL OK