

This article is also available for viewing online at <http://support.ngin.com/questions.php?questionid=155>

## How do I add a recurring event?

### Adding a Recurring/Repeating Event:

1. Login to your organization's website
2. Ensure you're in Edit Mode



3. Click on the Calendar Page across the top navigation



4. Click **Add New Event**



5. Click **Standard Event**



6. **Select** which **Tag(s)** to attach to your Calendar Event
7. Input Event Name
8. Input Event Date and Time
9. If the event repeats, select daily, weekly, monthly, yearly
10. Input location
11. Input remaining Link information if necessary
12. Click **Create this Event**