



NEW FEATURE > RECURRING RESERVATIONS

New Recurring Reservation Options: Monthly and Multiple Days Per Week

What are the new features?

ML Schedules™ Facility Use Request Software now includes two additional Recurring Reservation options:

- **Monthly** to reserve a space for the same calendar date each month within a specified time frame (e.g., the first of every month)
- **Multiple Days Per Week** to reserve a space for specific days of the week within a specified time frame (e.g., Mondays, Wednesday and Fridays)

Daily
Daily – Weekdays Only
Weekly
Multiple Days Per Week
Monthly

These new Recurring Reservation options are available to both community and District Users.

Monthly Recurring Reservations

To make a monthly Recurring Reservation after logging into your ML Schedules™ software account:

1. Select *As a Recurring Event* from the Schedule page to display the Recurring Reservation screen.
2. Select the *Provider*, *Site* and *Space*, as well as the *Start Date*, and *Start* and *End Times* for the monthly recurring event.
3. From the # **Occurrences** field drop-down menu, select the desired number of consecutive monthly meetings to be scheduled on the date of the month entered in the *Start Date* field.
4. Select *Monthly* from the *Recurring Reservation Type* drop-down menu.
5. Select the *View* button to see available spaces matching the criteria entered and to complete and submit the Facility Use Request.

Multiple Days Per Week Recurring Reservations

You can now also make a recurring reservation for the same space more than once a week (e.g., Tuesdays and Thursdays) with the new Multiple Days Per Week Recurring Reservation option.

After logging into your ML Schedules™ software account:

1. Select *As a Recurring Event* from the Schedule page to display the Recurring Reservation screen.
2. Select the *Provider*, *Site* and *Space*, as well as the *Start Date*, and *Start* and *End Times* for the recurring event.
3. From the # **Occurrences** field drop-down menu, select the desired number of meetings to be scheduled.

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4. Select *Multiple Days Per Week* from the *Recurring Reservation Type* drop-down menu. A list of all available week days will be displayed below the field.
5. Select the checkboxes next to the days of the week on which you want to schedule the Recurring event.
6. Select the *View* button to see available spaces matching the criteria entered and to complete and submit the Facility Use Request.

Recurring Reservation, Multiple Days Per Week screens

- 1** Days of week with checkboxes appear when *Multiple Days Per Week* is selected as the Recurring Reservation Frequency.

days of week with checkboxes

- 2** Select *View* to see available spaces matching the criteria entered.
 - If the spaces listed meet your group's needs, select *Continue* to complete and submit the Facility Use Request.
 - If the spaces listed do not meet your needs, enter new search parameters and then select the *View* button again.

View or Continue buttons

available spaces meeting search criteria

Date	Start Time	End Time	Available
1/13/2016	5:45pm	6:15pm	YES
1/15/2016	5:45pm	6:15pm	YES
1/18/2016	5:45pm	6:15pm	YES
1/20/2016	5:45pm	6:15pm	YES
1/22/2016	5:45pm	6:15pm	YES
1/25/2016	5:45pm	6:15pm	YES
1/27/2016	5:45pm	6:15pm	YES
1/29/2016	5:45pm	6:15pm	YES
2/1/2016	5:45pm	6:15pm	YES
2/3/2016	5:45pm	6:15pm	YES

Questions or Suggestions? Please let us know via a [Contact Form](#). Thanks.