

# Recurring, repeating, and duplicating events

06/25/2023 12:48 pm PDT

Events on a regular cadence can be automatically scheduled on Heylo with recurring events. Recurring events have the same event information such as name and photo, but the date automatically updates per the recommended frequency.

On Heylo, recurring events do not populate more than two events out. For example, if there is a weekly recurring event, a member only sees the upcoming week's event and next week's event. Listing events in perpetuity reduces the need to collect sign-ups and engage with other members around the event.

To set a recurring event, toggle the recurring button when creating a new event and select the frequency. Current frequencies include:

- Weekly
- Biweekly (every other week)

To make local edits to only one event, edit the most recent upcoming event. To make edits to all future recurring events, edit the furthest out event. That event will be used as the base event to replicate in the future.

For events with a longer cadence, like monthly or annually, duplicate a past event. Duplicating events keeps all the event information pre-populated, and the date and time can be updated as needed.

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