SignUp Recurring Registration Events FAQ

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There are a variety of ways to configure a recurring event in SignUp. Â This article will cover some best practices for the various configurations.

Event Scenario:Â An event that requires a patron to attend each session, such as a 6 week course on learning MS Excel. *Best Practice:*Â The event's registration should be configured utilizing the static date option with a shared attendance type. Please note that the static date option will not allow you to select a date past the date of the first event. To do that, each event in the series would need to be edited to have a static date beyond the date of the first event. **Event Scenario:**Â An event that does not require a patron to attend each session, but you would like them to be registered for each event and be able to still register for later events, such as Children's Storytime. *Best Practice:*Â The event's registration start/end date should be configured using the dynamic date option (Days Before) with a shared registration attendance type. Entering zero for the Days Before will set the registration end date/time to the start date/time of the event.Â **Event Scenario:** An event that is a series but a patron needs to signup for each event, such as a monthly Meet the Authors event. *Best Practice:*Â The event's registration start/end date should be configured using the dynamic date option (Days Before) with an individual attendance type. Entering zero for the Days Before will set the registration end date/time to the start date/time of the event.

Custom Fields Applicable To: Staff Users**Attachments: No****Summary:** Recurring Event FAQ

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