Recurring, repeating, and duplicating events

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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 selected frequency.

On Heylo, recurring events do not populate more than two at a time. For example, if there is a weekly recurring event, members only see the upcoming week's event and the one after that. 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)
- Monthly (Same weekday pattern, e.g., 2nd Tuesday)

For monthly recurring events in Heylo, when there's a 5th week situation, the system automatically falls back to the last occurrence of that weekday in months that don't have 5 weeks.

For example:

- If your event is on the 5th Tuesday of January
- February only has 4 Tuesdays
- The event will occur on the 4th (last) Tuesday of February

The event doesn't skip to the next month with a 5th week - it adapts to use the last available occurrence of that weekday in every month.

Recurring event creation time

Recurring events do not appear immediately upon creation. Instead, every night at**12:30 AM Pacific Time,** Heylo will check the system and duplicate the events. If only one event exists in a recurring series, the system will automatically create the next one by duplicating the most recent upcoming event.

Example:

You create a weekly event on a Tuesday afternoon. That first event will appear on the calendar right away. The second event will automatically appear the next day (Wednesday) after 12:30 AM PT. Members will only see the next two events at a time, even if the series continues beyond that.

To make local edits to only one event, edit the most recent upcoming event. To make edits to all future recurring events, edit the second event in the series. The second event acts as the template for future replication. Any changes made to that second event before the nightly job runs will be carried forward to the next event.

If the recurring toggle is turned off or the series is otherwise paused or deleted, the system will detect that the series has been terminated and stop generating new events.

For events with a longer cadence, like quarterly 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.