



## Recurring Meetings

Any type of CCC Confer meeting that will occur on a regular basis over a period of time can be scheduled with one request form. The confirmation you receive will list all the scheduled dates, and the same telephone passcodes are assigned to all the meetings.

**MEETING DETAILS**

Office Hours Meeting Request

Recurring Meeting - [What's This?](#)  
 Request Closed Caption - [What's This?](#)

**Status**  
Active

**Group/Organization/College\***  
Palomar College

**Meeting Title\***  
Albert Einstein - Algebra 201 - Office Hours

\*\*When requesting 50+ participants email confirmations will take 2 business days.\*\*

**Meeting Date (mm/dd/yyyy)\*** **Number of participants**  
9/13/2006 1-5

**Meeting Start Time\*** **Meeting Duration\***  
9:00 AM (Pacific Time) 30 min.

**QUESTIONS?**  
CCC Confer Client Services is available Monday through Friday between 8:00 am and 4:30 pm by calling 760-744-1150 ext 1537 or 1554 or email [clientservices@cccconfer.org](mailto:clientservices@cccconfer.org).

### Step 1:

1. Select the type of meeting you want to schedule from the **Meeting Request Forms**.
2. Check the **Recurring Meetings** box.
3. Fill out the request form with the first date in the meeting series.
4. Click **Submit** at the bottom of the form.

**Weekly Series Example**

You are requesting a meeting series. To request just one meeting, click the back button.

**Start Date**  
Date: 9/13/2006 (mm/dd/yyyy)  
Start: 9:00 AM End: 9:30 AM Duration: 30 min.

**Recurrence pattern**  
 Weekly Recur every 1 week(s) on:  
 Monthly  
 Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

**End Date**  
Date: 10/31/2006 (mm/dd/yyyy)

### Step 2:

Under "Recurrence pattern", click the **Weekly** or **Monthly** radio button.

### Weekly:

1. Enter the pattern of days or weeks. For example, "1" means every week, "2" means every other week.
2. Check the day/s of the week.
3. Enter the last date of the series.
4. Click **Continue**.

## Monthly Series Example

You are requesting a meeting series. To request just one meeting, click the back button. **Back**

Start Date

Date:  (mm/dd/yyyy)

Start:  End:  Duration:

Recurrence pattern

- Weekly  
 Monthly

Day  of every  month(s)

The   of every  month(s)

End Date

Date:  (mm/dd/yyyy)

**Continue**

### Recurring Meeting Details

Meeting: Albert Einstein - Algebra 201 - Office Hours  
Sponsor Organization: Palomar College  
Type: Office Hours  
Time Zone: PST

#### Recurrence Pattern Details

Recurrence Pattern: Weekly  
The Meeting will recur on every 1 week(s) on Monday,Wednesday

#### Presenters

1. Gustafson (client), Donna (donna)

#### Participants

#### Range of recurrence

End after: 5 occurrence(s)

#### Recurrence Meeting Schedule

Date	Start Time	End Time	
9/13/2006	9:00 AM	9:30 AM	<input type="checkbox"/>
9/18/2006	9:00 AM	9:30 AM	<input type="checkbox"/>
9/20/2006	9:00 AM	9:30 AM	<input type="checkbox"/>
9/25/2006	9:00 AM	9:30 AM	<input type="checkbox"/>
9/27/2006	9:00 AM	9:30 AM	<input type="checkbox"/>

**Delete Checked**

**Back**

**Submit**

**Add Participant**

**Add Presenter**

## Monthly:

1. Select:
  - a. a specific date for each month/s, or
  - b. a specific pattern of a day

### Step 3:

1. A new screen appears to review the meeting details.
2. Click **Submit** to confirm the request and receive email confirmations.
3. Use the **Back** button to edit meeting details.
4. If the details are correct, but you want to delete one date in the series, click in the box next to the date you want to delete. Click the **Delete Checked** button.
5. Click **Submit** to complete your request, or click **Add Presenter** (and continue to Step 4).

**Participants & Presenters**

Participants:

Presenters: Gustafson (client), Donna (donna)  
deLeon, Marlene (MarleneD)

Remove Participant Remove Presenter

**Portal Members**

Blanco, Donna (dblanco)  
Brown, Chris (ChrisB)  
Cerde, Phillip (PhillipC)  
Cushing, Brian (bizguybc)  
Doright, Trixie (TrixieD)  
Douglass, Shelli (ShelliD)  
etest, etest (etest)

Add as participant  
Add as presenter

**Invite People outside of the Portal**

Email: Add

Delete

Back

#### Step 4:

Allow others to use the presentation tools when they **Connect** to the meeting through **MyConfer**. Added presenters must be members of **MyConfer** and associated with the same organization.

1. From the **Portal Members** list, select the names and click **Add as presenter**. The names will then appear on the **Presenters** list.
2. Click **Back** when finished to complete your request.

**Recurring Meeting Details**

Meeting: Albert Einstein - Algebra 201 - Office Hours  
Sponsor Organization: Palomar College  
Type: Office Hours  
Time Zone: PST

**Recurrence Pattern Details**

Recurrence Pattern: Weekly  
The Meeting will recur on every 1 week(s) on Monday, Wednesday

**Presenters**

1. deLeon, Marlene (MarleneD)  
2. Gustafson (client), Donna (donna)

**Participants**

**Range of recurrence**

End after: 5 occurrence(s)

**Recurrence Meeting Schedule**

Date	Start Time	End Time	
9/13/2006	9:00 AM	9:30 AM	<input type="checkbox"/>
9/18/2006	9:00 AM	9:30 AM	<input type="checkbox"/>
9/20/2006	9:00 AM	9:30 AM	<input type="checkbox"/>
9/25/2006	9:00 AM	9:30 AM	<input type="checkbox"/>
9/27/2006	9:00 AM	9:30 AM	<input type="checkbox"/>

Delete Checked

Back Submit Add Participant Add Presenter

Note the added presenters appear on this screen.

1. Review the final details.
2. Click **Submit** to complete the request.