The third page you come to in the request form asks if your event has “more than one occurrence.” If you are requesting a reservation for more than one date, select ‘Yes’ here, then click the ‘Next’ button.
The ONLY recurring pattern to use is ‘Ad Hoc Repeats.’ DO NOT use Daily, Weekly or Monthly Repeats. These are only for use with course reservations.
Use the arrows to move to another month or year. Click on the dates in the calendar that your event will happen. Note they appear on the “Occurrence List.” Do not change the “Status” indicators.