Using ‘View and Modify Occurrences’ When Requesting Resources for Your Events
1. Start by going to the ‘Resources’ section of the event/request and selecting the item/s needed so that it/they appear under ‘Selected Resources.’
2. Click ‘View and Modify Occurrences’ for each.
3. Check all the dates this item is needed.
4. Use arrows to indicate quantity needed on each date. If the same quantity is needed on all dates, click the blue arrow after entering the first date’s quantity. The quantity will copy to the all dates.
To specify your setup needs for the item you’ve selected, click the little pencil icon.

This opens a text field where you enter your instructions.

If the same setup for this item is needed on all dates, click the blue arrow after entering the first date’s setup.

**IMPORTANT!** This is the *only* place where you should put setup or resource instructions. Service providers do not see notes, comments or instructions written anywhere else.

Be sure to save changes!
Or, if different dates need different setups, click the pencil icon to open the text box of each date that needs its own instructions.

Be sure to

Repeat these steps to set quantities and (if needed) setup instructions for all your selected resources.