Unite Education Program v6.4
Job Aid: 5242

Add a Non-recurring Event to Unite

A non-recurring event is an event that happens one time. You add the event record to Unite and add details for the event over time. Non-recurring event records are not linked to any other event records in Unite.

To add a non-recurring event

1. Open a browser and log on to Unite.

2. On the main menu, click EVENTS.

3. On the navigation pane, click **Events**.

4. On the command bar, click ⊹ **New** .

5. Verify you are on the *General* tab.

6. In the **Event name** text box, enter a name for the event.

7. Specify other information on the *General* tab as needed.

Note

   In the *Schedule* section, the setting for the **This is a recurring event** field should be **No** since this is a non-recurring event.

8. Use the different tabs on the event record to add as much information as you can about the event.

9. On the command bar, click 🖫 **Save** .