

# ARES Connect

## Changing A Single Instance in A Recurring Event

This is just for ECs.

The monthly ARES Meeting will be on the first Wednesday Night every month.  
The Weekly ARES Net will be on Tuesday Evening at 8:00PM

Except... And you can put your own exception here like the room isn't available or there is training on Net Night.

If you could see the entire year and everything that would happen to your carefully planned Calendar then you probably would be rich from predicting the lottery numbers.

When you do anticipate having an event at the same time through out the year you would create the event as a Recurring Event. When it is a Recurring Event the Recurrence Master takes Date, Time, Descriptions, out of the Calendar Entry and puts them in a special spot. What you want to do when you want to change only one event occurrence is "Detach From The Recurrence Master".

Here is a set of instructions to do that.

1. Log onto ARES Connect and click on your "Admin" button.

Remember the URL for ARES Connect is <https://arrl.volunteerhub.com/lp/epa>

2. You can find the event that you want to modify by scrolling down through the Calendar or use the instructions found in the PDF named:

"ARES\_Connect\_07\_Ecs\_Seeing\_Only\_Your\_Events\_2019-05-22"

When you find the Event that you want to modify just click on it to open it.

[Events](#) | [People](#) | [Reports](#) | [Setup](#) | [Volunteer View](#) | [Admin 2.0](#)

[All Events](#) | [Event Groups](#) | [Subscriptions](#) | [Masters](#) | [Approve Hours](#)

Pennsylvania > Eastern Pennsylvania > Luzerne - 079PA > Meeting  
**Luzerne County ARES EOC Meeting**  
 Tuesday, May 28, 10:00am - 12:00pm

[Summary](#) | [Edit](#) | [Registered Users](#) | [Hours](#) | [Email](#) | [Instances](#)

Luzerne County ARES EOC Tuesday Morning Meeting

**Location**  
185 Water St, Wilkes-Barre, PA 18702

**Questions?**  
Contact [David G. Kirby](#)

**You are currently registered for this event.**

May 2019						
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

3. When the item is displayed click on the “Edit” tab. This will open the this event for editing.

[Summary](#) | [Edit](#) | [Registered Users](#) | [Hours](#) | [Email](#)

**Event Information**

**Detach Name**  
 Detach names from Recurrence Master

**Event Name**  
Luzerne County ARES EOC Meeting

**Detach Points**  
 Detach points value from Recurrence Master

**Points Value**  
(None)

**Detach Times**  
 Detach times from Recurrence Master

**Starting Date/Time**  
5/28/2019 10:00am

**Ending Date/Time**  
5/28/2019 12:00pm

**Detach Descriptions**  
 Detach descriptions from Recurrence Master

**Abbreviated Description**  
(Displayed in event lists)

Luzerne County ARES EOC Tuesday Morning Meeting

4. Take notice of the items marked “Detach...”. These are items stored in the Recurrence Master. Click on the “Detach...” checkbox to make this item unique to this date of the event.

If you click on the “Detach Times” then the Date/Times for this Event become just like a Single Occurrence.

**Detach Times**

Detach times from Recurrence Master

**Starting Date/Time \*Required**

5/28/2019 10 : 00 AM

**Ending Date/Time \*Required**

5/28/2019 12 : 00 PM

You can now change the Date and Time for ONLY this occurrence of the Event.

If you don't want to change this particular item then just uncheck the “Detach...” checkbox and it will revert back to the Recurrence Master.

4. When you complete the changes be sure to scroll to the bottom of the page and click on the “Save Event” to record the changes.

You can modify any of the details about this single event without affecting the other events governed by the Recurrence Master. Just select the appropriate “Detach...” for the details you want to change.

If you have a change to make that affects every date of the event such as a meeting time change then make the changes in the Recurrence Master for the Event.

73,  
WT Jones  
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Eastern PA District 3 District Emergency Coordinator  
Eastern PA District 2 Acting District Emergency Coordinator  
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